

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
December 5, 2023

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, December 5, 2023, at 4:00 p.m.

The following Board members were present:

Greg Cary
Glen Cooper
Fred Goebert (Zoom)
Paul McMinn
Rich Saylor
John Schwartz

Also present:

Jack Coonce, Signature Aviation	Lucas McMahan, Restaurateur
Douglas Eadline, Airport Maintenance	Donn Roberts (Zoom)
David Garver, Piasecki Aircraft Corporation	Holly Setzler, Solicitor
Gary Hudson, Airport Manager	Beth Woosnam, Countryside Consulting
David Jones, Delta	

CALL TO ORDER

Mr. Saylor, of the Chester County Area Airport Authority, called the meeting to order at 4:00 p.m.

APPROVAL OF THE MINUTES

A motion to approve the November minutes was made by Mr. Cooper seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 6 to 0.**

A motion to approve the November executive committee minutes was made by Mr. McMinn seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 6 to 0.**

FINANCIAL REPORT

Ms. Woosnam reviewed the financial statements and said revenues were \$11,000 ahead of budget and the expenses were \$164,000 underbudget due to decreased payroll and snow removal costs being low.

A motion to approve the November financial statements was made by Mr. Cooper seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones prepared the engineering report to update the Authority members. A copy is attached hereto. Mr. Jones provided an update on #1) Delta is coordinating with Montrose on the required path forward and permitting required for the permitted suitable material waste site at the east end of RW 11-29, he said it will require a MPDS permit that will take 9 months to a year to get the permit in place. He is looking for a temporary site. More information will be provided as it is received. #3) PennDOT BOA 5010 Inspection – Delta is assisting the Airport with preparing a draft response to the 5010 inspections. He said when they get dates for when the tree obstructions will be cleared by to complete the draft letter response; #6 Rehabilitate T-Hangar Taxiways – project is completed and Mr. Hudson has a hard copy of the final project report. There is a remaining balance of \$11,729.32 which can go toward the runway paving project; #7 Install Perimeter Fence – Delta is conducting bi-weekly progress meetings with the owner and contractor throughout the project. The project is tracking on schedule and is roughly 45% complete based on contract time. Mr. Jones said the project is progressing well; #9 Runway 11-29 Crack Repair –Delta is working on developing a task order for design and bidding phase services. Mr. Jones said two 10' x 10' patches, and one 10' x 20' is needed immediately for emergency work. The failures need to be milled 4" deep, he said the asphalt plants will close on December 20, 2023.

A motion to approve a contract with Highway Materials, Inc., in the amount of \$19,680 to make emergency repairs to three locations on the runway pavement was made by Mr. Cary seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 6 to 0.**

REPORTS

Personnel Committee

No updates.

Finance Committee

The committee met today, and Ms. Woosnam will send the budget out to the members with adoption to be voted upon at the January meeting.

Land Development Planning Committee

Mr. Schwartz said Brian Nagle left a message today regarding a traffic light that the township wants the airport to participate in, the airport's position is no, the traffic light has nothing to do with the airport.

Government Relations Committee

Mr. Eric Roe, incoming County Commissioner, and his campaign manager toured the airport with Ms. Setzler, Mr. Cary, Mr. McMinn and Mr. Saylor. Mr. Saylor said the visit went well.

Building and Grounds Committee/FBO Monthly Report-Jack/Justin

Mr. Coonce reported that the fuel tanks are done and that budgeted amount of fuel for the year is 85,000 gallons but they are currently over 100,000 gallons. Last year-to-date was 87,424 gallons this year year-to-date is 10,949 over last year's amount. Fuel sales may reach one million dollars this year. Mr. Coonce said the de-icing truck is repaired and back in operation. A transformer was replaced for taxi-way lights. It was noted that there is an erosion problem in front of hangar 2 of the flight school. It needs further investigation, and the erosion problem will be addressed. In addition to Mr. Hudson's Hot Topics Report Mr. Hudson said that they are all caught up on leases; t-hangars are 85-90% full and 60 of 68 hangars are filled and some of the doors need fixed.

Airport Property Advertising

A banner has been hung for the new restaurant.

NEW BUSINESS

FBO Monthly Report - will be moved up to Standing Committee's Report section and combined with Building and Grounds.

Hungry Pilot Restaurant Update – Mr. Saylor\Mr. Lucas McMahan

Mr. Saylor reported that remarkable progress has been made at the restaurant and Mr. McMahan said they are on schedule to open around January 10, 2024.

PUBLIC COMMENTS

Mr. Garver from Piasecki Aircraft Corporation said the helicopter that was coming from Florida has been delayed. He also said 15 people have been hired to work in the harness shop.

Mr. Roberts asked about the capacity issue at the restaurant. Mr. McMahan said they are working with Valley Township to address the issue and will remove tables if necessary.

Mr. Saylor suggested moving the CCAA meeting to the Flight School classroom for space purposes starting January 2, 2024 meeting and everyone agreed.

Mr. Saylor informed everyone that there would be a brief executive session to address a tenant related matter.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, January 2, 2024, commencing at the customary time of 4:00 p.m. at the Flight School Classroom.

A motion was made by Mr. McMinn and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by unanimous vote of 5 to 0 and Mr. Saylor adjourned the meeting at 4:35 p.m.**

Pam Przychodzien
CCAAA Secretary