

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**December 6, 2022**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, December 6, 2022, at 4:00 p.m.

The following Board members were present:

Gregory Cary  
Ethan Crane  
Glen Cooper  
Richard Saylor  
John Schwartz

Also present:

Douglas Eadline, Airport Maintenance  
Gary Hudson, Airport Manager  
Holly Setzler, Solicitor  
Blaise Sharkey, Signature

**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. Schwartz. **The Authority approved the motion by unanimous vote of 5 to 0.**

A motion to approve the November executive committee minutes was made by Mr. Cooper seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 5 to 0.**

**FINANCIAL REPORT**

Ms. Woosnam presented the financial statements with no unusual concerns. She noted the \$37,000 charge for the previously approved underground electrical work. She suggested the

board consider billing for water a year in advance because the monthly amounts are nominal, and it is taking a considerable amount of time to bill monthly and follow up with outstanding invoices. Enough data has been gathered to estimate yearly usage. The board instructed Ms. Woosnam to bill tenants a year in advance commencing with their lease renewals. Ms. Woosnam will continue to monitor the monthly bills for any unusual charges and notify customers if anything looks out of the ordinary. Any amounts over or under the yearly billed amount will be settled at the end of the tenant's lease year. They also instructed Mr. Hudson to notify tenants of the change.

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 5 to 0.**

## **ENGINEER'S REPORT**

Mr. Jones was not present due to illness. In Mr. Jones absence Mr. Saylor reported that the road to the t-hangar and gravel lots have been paved, the parking lot may also be paved if a drainage issue is resolved prior to the paving equipment leaving the airport. He also reported the cost for the perimeter fence will cost 2.2 million dollars and the grant is 1.2 million dollars. It was decided that the most vulnerable sections (south and east sides) should be completed first. He also said that Mr. Stingel is taking a check and the applications for the pole barn to Valley Township tomorrow. This is Phase 1 in the land development plan. Mr. Eadline is getting new estimate for the pole barn. The pole barn will be funded through the ARPA grant money. After discussing electric service for the new pole barn Mr. Cooper suggested Mr. Eadline complete the Service and Meter Application with PECO as soon as possible, in some cases it could take up to six months before electric could be installed.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

Nothing to report.

### **Finance Committee**

The finance committee reported that the budget is 90% complete and will voted on at the January meeting.

## **Land Development Planning Committee**

Valley township has asked for an updated traffic study due to additional development in the airport area.

## **Building and Grounds Committee**

Mr. Hudson provided a list of December Hot Topics to update the Authority members. A copy is attached hereto. Mr. Eadline and Mr. Sharkey discussed items repaired by Signature and the Authority.

## **Airport Property Advertising**

No report – see web design update in old business.

Government Relations Committee – nothing to report.

## **OLD BUSINESS**

Web Design Update – the website is almost complete, and a preview will be presented at the holiday dinner later in the evening. Many of the stakeholders will be present at dinner for the preview.

Valley Township – nothing to report.

## **NEW BUSINESS**

Hangar Construction Proposal (Greg Sanderson) – several authority members discussed the proposal and determined that the authority must proceed cautiously to ensure the integrity of the airport and its mission.

Airport Storage Issues (Blaise Sharky)- Mr. Sharky is having issues with there not being enough room to park aircraft. He and Mr. Crane work well together but they can spend a lot of time moving aircraft around. Mr. Cary asked if it was becoming a more frequent issue. Mr. Sharkey said yes that usage has increased 20-30% from the say time last year. After discussing several options Mr. Saylor is going to discuss options with Mr. Jones so a better situation can be put in place. Mr. Sharky also said a planning meeting is being set so the standard operating procedure for airport emergencies can be presented at the January meeting.

## **PUBLIC COMMENTS**

None

## **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, January 3, 2023, commencing at the customary time of 4:00 p.m. at the Authority.

A motion was made by Mr. Cary and seconded by Mr. Cooper 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