

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
February 1, 2022

The regular monthly meeting of the CCAAA was held in person and via Zoom with members and the public attending on Tuesday, February 1, 2022, at 4:03 p.m.

The following Board members were present:

Glen Cooper
Nicholas Hartman
Paul McMinn (Zoom)
Richard Saylor (Telephone)
John Schwartz
Fred Thompson

Also present:

Doug Eadline, Airport Maintenance
Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants (Zoom)
Linda Kramer, Countryside Consulting
Robby Prall, DII Design (Zoom)
Holly Setzler, Solicitor
Blaze Sharkey, Signature Flight Support
Beth Woosnam, Countryside Consulting

CALL TO ORDER

Mr. McMinn, Vice-chairman of the Chester County Area Airport Authority Board of Directors, called the meeting to order at 4:05 p.m. Mr. McMinn informed everyone in attendance that Mr. Goebert and his wife recently welcomed a new baby girl into their family, and he was not in attendance for that reason. Everyone wishes them well. Mr. McMinn also welcomed Mr. Hartman to the meeting as the newly appointed board member.

APPROVAL OF THE MINUTES

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

EXECUTIVE SESSION MINUTES

A motion to approve the January executive minutes was made by Mr. Saylor seconded by Mr. Thompson. **The Authority approved the motion by unanimous vote of 6 to 0.**

FINANCIAL REPORT

The Authority reviewed the financial report for January. Ms. Kramer provided highlights from the financial report for the month of January and informed the authority members that another signer is needed for the First Resource account.

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

A motion to approve Mr. McMinn as a signer on the First Resource account was made by Mr. Schwartz, seconded by Mr. Saylor. **The Authority approved the motion by unanimous vote of 6 to 0.**

ENGINEER'S REPORT

A motion to approve the 2022 general service agreement with Delta Airport Consultants for the budgeted amount of \$35,000 seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 6 to 0.**

Mr. Jones reviewed the Projects Status Report for January 2022 providing the latest updates, a copy of the report is attached hereto.

STANDING COMMITTEE REPORTS

Personnel Committee

Mr. McMinn and Mr. Saylor met with employees regarding salaries and expectations for 2022.

Finance Committee

The finance committee has not met since the approval of the budget. They will meet again in early April.

Land Development Planning Committee

Mr. Schwartz reported the following update he received via email from Mr. Stingel: “We’ve addressed and satisfied all of the Township’s zoning, stormwater and design requirements. We submitted the NPDES application in December and are awaiting technical review comments back from Chester County Conservation District. We are also waiting on the Township to approve the estimated sewage flows from the proposed development so that we can prepare the Water Quality Permit application for the sanitary sewer. We expect both of the above items very soon. Also- as of yesterday the traffic study is complete and I’ll be reviewing it with the traffic engineer this week and will update you on it after that.”

Ms. Setzler addressed Signature’s request for modeling to address the flooding issue. Ms. Setzler discussed the issue with Mr. Stingel and Micronic’s attorney and she suggested the authority accept a total of \$16,000 to be allocated as the board wishes with \$10,000 being allocated for the easement pursuant to the appraisal and FAA requirements and they are contributing \$6,000 to the overall remediation as they have priced it. The pipe is undersized now. Mr. Hartman would like to look at the plans to see if the design makes sense. Everyone agrees it should be done correctly the first time. The authority agreed to accept the offer of \$16,000 toward the pipe remediation.

Building and Grounds Committee

Mr. Hudson provided a list of January Hot Topics via email to update the Authority members. A copy is attached hereto. He also reported that Mr. Sharkey had a PVC pipe break by the hangar deck floor and Signature fixed the pipe.

Greg Vietri Electric arranged for a horizontal driller to come out and provide a proposal for putting the electric lines underground.

Airport Property Advertising

The authority feels a marketing committee should be formed to market the airport. Mr. Schwartz volunteered to chair this committee.

OLD BUSINESS

Valley Township - No report is warranted at this time; however, Mr. Saylor and Mr. Hudson have a meeting scheduled with the township manager and police chief in March.

South Apron Tie-downs update – covered under Mr. Sharkey’s proposal under new business.

Off Airport Tree Obstructions – Tree work should begin in the spring. Everyone has been cooperative.

Micronics Construction Project Update – Discussed above in land development.

NEW BUSINESS

Approval of Task Order No. 12 – completed under the Engineers report above.

Website Design/Upgrade – Mr. Schwartz introduced Mr. Robby Prall from DII. He presented the process necessary for upgrading marketing materials and the website. He showed designs of previous projects most notably a rebuild for AOPA – Aircraft Owners & Pilots. The authority was happy with what they saw. Mr. McMinn asked how long before they could start the project, Mr. Prall said within a couple of weeks. Another question posed was how much money would be needed to start the project and it was determined that \$6,000 to \$8,000 would be needed. Additional costs would be necessary to develop collateral like brochures, stationary, etc. and a photographer would cost between \$2,000 and \$3,000. Mr. Saylor asked if it is possible to have Mr. Hudson ask tenants for photos to be used in addition to new photos, Mr. Prall said that would be acceptable. Mr. Schwartz disclosed to the authority that DII is his company.

A motion to proceed was made by Glen Cooper to hire DII and Robby Prall based upon the proposal presented, second by Mr. McMinn. **The Authority approved the motion by a vote of 5 to 0 with Mr. Schwartz abstaining.**

Airfield Regulators – Mr. Hudson and Mr. Eadline said the regulator needed for taxiways, E and F has broken completely. A new one is \$11,000. Mr. Eadline said the oldest regulator is from 1985 and the others from 1992. The runway regulator you can still get parts for however the taxiway regulators are obsolete and parts are unavailable. Mr. Jones said other airports may have regulators available and is checking on Wednesday and will get back to Mr. Hudson and Mr. Eadline.

Proposed Tenant Sewer/Water Bill Late Fees – Mr. Hudson reported that Mr. Eadline will be reading meters tomorrow. PA American Water will be billing on a monthly basis. Additional discussion will be held in executive session.

Signature – East Hangar Proposal - Mr. Sharkey from Signature proposed building a new hanger the size of Hangar #4 – 120 x 200. He said they could use as much space as possible. Mr. Jones suggested 240 x 120. A 2-story FBO is expensive, FO on the side of a one-story with 80 x 30 for offices around front. The authority could then move into the old Signature space once it is vacant. Mr. McMinn said an approximate cost to build a new building and ramp space is approximately 11.5 million dollars. Mr. Saylor said he would get in touch with First Resource

Bank to see if they are interested in financing and would include Mr. Goebert in those meetings.

PUBLIC COMMENTS

None

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, March 1, 2022, commencing at the customary time of 4:00 p.m. at the Authority.

ADJOURNMENT

A motion was made by Mr. Saylor and seconded by Mr. Cooper to adjourn the meeting; **the Board approved the motion by unanimous vote of 6 to 0 and Mr. Saylor adjourned the meeting at 6:13 p.m.**

Pam Przychodzien
CCAAA Secretary (Zoom)