

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
February 7, 2023

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, February 7, 2023, at 4:00 p.m.

The following Board members were present:

Gregory Cary
Ethan Crane
Glen Cooper
Paul McMinn
John Schwartz (Zoom)

Also present:

Douglas Eadline, Airport Maintenance
Ken Fritz, CCA
Brooke Haas, Delta (Zoom)
Gary Hudson, Airport Manager
Dave Jones, Delta (Zoom)
Jason Morrison, Rebuild Rescue
Robby Prall, DII (Zoom)
Ed Prange, CCA Employee (Zoom)
Donn Roberts (Zoom)
Holly Setzler, Solicitor (Zoom)
Blaise Sharkey, Signature Flight Support
Barry Stingel, Land Development (Zoom)
Mike Swisher (Zoom)
Beth Woosnam, Countryside Consulting

CALL TO ORDER

Mr. McMinn, 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 January minutes was made by Mr. Cooper seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 5 to 0.**

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

FINANCIAL REPORT

Ms. Woosnam reported that the audit started today and should conclude around mid to late March. She is working with PA Water to see if a reduction can be realized as a result of the hydrant pipe break since the water leaked onto the ground and was not run through the sewer. She has been having a hard time getting in touch with someone that can help her. Mr. Cary provided her with a contact name and number who could help her. Ms. Woosnam also presented the January financial reports.

A motion to approve the January financial statements was made by Mr. Cary seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 5 to 0.**

ENGINEER'S REPORT

Mr. Jones presented the Authority with the Projects Status Report for January 2023, a copy of the report is attached hereto. The board wants to move forward with the first five items from the report:

1. To approve Delta Task Order No. 1 for General Services (FY 2023) in a not-to-exceed amount of \$35,000 to cover non-grant eligible work requested by the Authority.
2. To approve Delta Task Order No. 11 Amendment 1 for the Rehabilitate T-Hangar Taxiway Project in a not-to-exceed amount of \$185,000 for additional on-site observation and construction administration phase services associated with the Contractor exceeding the Contract time.
3. To approve Delta Task Order No. 12 for the Construct Perimeter Fence Project in a not-to-exceed amount of \$425,000 for on-site observation and construction administration phase services associated with this 180 calendar day project conditioned on receipt of a PennDOT BOA grant.
4. To approve Pro Max Fence Systems LLC for the Construct Perimeter Fence Project in a not-to-exceed amount of \$1,549,971.00 for construction of the project conditioned on receipt of a PennDOT BOA grant.
5. To submit for a PennDOT BOA grant for the Construct Perimeter Fence Project in the total project cost of \$2,075,000 (\$1,867,500 State/\$207,500 Local) for construction,

construction administration, on-site observation and Owner administrative costs for the project.

A motion to approve the 5 items referenced above was made by Mr. Cary seconded by Mr. Crane. **The Authority approved the motion by unanimous vote of 5 to 0.**

Mr. Jones is researching a federal grant source for multi-use transportation facilities. He will have more information at the March meeting.

Mr. Jones is concerned about runway pavement cracks. He would like to walk the runway prior to the February meeting. Mr. McMinn volunteered to walk the runway with him if he is available. He will provide details at the February meeting. Mr. Jones suggested if the project is extensive the authority could possibility switch out the lighting project to complete the pavement cracks project.

Mr. Cary said that DVRCC received a significant amount of infrastructure money and is wonder if anything would be available to assist with the runway project. Ms. Setzler said she will look into who the representative is from the county.

STANDING COMMITTEE REPORTS

Personnel Committee

One personnel item for executive session.

Finance Committee

Nothing to report. The next committee meeting will be held on March 7, 2023, at 2:00 pm at the airport.

Land Development Planning Committee

Mr. Stingel reported that the airport project is not warranting a traffic light based on the development across the street however in the future they will want a cost sharing/negotiation. Mr. McMinn asked if he could provide a possible cost and Mr. Stingel said it was too soon to tell. He also reported that sewage planning is at PA American Water. In addition, Phase 1 was submitted to the township for the equipment shed. The township engineer review came in Sunday night with nothing concerning. They are requesting sidewalk and traffic improvements from Washington Lane towards Coatesville before they approve Phase 1, and the township wants a sidewalk commitment prior to approval. It was suggested that Mr. Stingel ask for conditional approval.

A motion was made to give Mr. Stingel the authorization to represent the CCAAA and enter into agreement as currently presented of the proposed corridor study. Mr. Cooper seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 4 to 0.** (Mr. Crane had to leave the meeting prior to the vote.)

Building and Grounds Committee

Mr. Hudson provided a list of February Hot Topics to update the Authority members. A copy is attached hereto. Mr. Hudson reported that Signature took care of many of the items on the maintenance plan.

Airport Property Advertising

No report – see web design update in old business.

Government Relations Committee – will be on the agenda in February.

OLD BUSINESS

Web Design Update – Robby Prall anticipates the website to be available to all board members by Tuesday, February 21, 2023 and allow a 2-week vetting period for making amendments, etc. He asked that everyone try the site out on their mobile and desktop devices to ensure everything appears as it should. Once the vetting process is over the site will be switched over to the Square Space site and connected to the domain name. Mr. Hudson and Ms. Woosnam will provide the company credit card for those charges. Mr. Prall asks that the board members be timely in getting back to him with adjustments, etc.

NEW BUSINESS

Valley Township “Valley Day Donation” – the board received a request for a donation for Valley Days. It was noted that taxpayer money cannot be given as donations for community events.

PUBLIC COMMENTS

Mr. Jason Morrison introduced himself to the board. He is renting space in hangar 3 and has the YouTube channel RebuildRescue.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, March 7, 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 7 to 0 and Mr. McMinn adjourned the meeting at 5:15 p.m.**

Pam Przychodzien
CCAAA Secretary