

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**January 4, 2022**

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

The following Board members were present:

Glen Cooper  
Fred Goebert (Zoom)  
Paul McMinn  
Richard Saylor  
John Schwartz  
Fred Thompson (Zoom)

Also present:

Doug Eadline, Airport Maintenance  
Dave Jones, Delta Airport Consultants (Zoom)  
Linda Kramer, Countryside Consulting  
Nicholas McBride – Flight School  
Brian McCoy, Computer Hardware/Software Specialist  
Holly Setzler, Solicitor  
Blaze Sharkey, Signature Flight Support

**CALL TO ORDER**

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

**ELECTION OF OFFICERS**

Nominations were made for the following slate of officers for 2022:

Richard Saylor – Chairman  
Paul McMinn – Vice chairman  
John Schwartz – Treasurer  
Glen Cooper – Secretary

With no other nominations Mr. Saylor made a motion to seat the officers as presented, second by Mr. Thompson. **The Authority approved the motion by unanimous vote of 6 to 0.**

## **APPROVAL OF THE MINUTES**

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

## **EXECUTIVE SESSION MINUTES**

None

## **FINANCIAL REPORT**

The Authority reviewed the financial report for January. Ms. Kramer provided highlights from the financial report for the month of January and reported that the audit is underway.

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

Ms. Kramer presented the 2022 budget as prepared by the Finance Committee.

A motion to approve the 2022 budget was made by Mr. McMinn, seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 6 to 0.**

## **ENGINEER'S REPORT**

Mr. Jones reviewed the Projects Status Report for December 2021 providing the latest updates, a copy of the report is attached hereto.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

None

### **Finance Committee**

The finance committee met and finalized the budget that was presented and approved during this meeting.

## **Land Development Planning Committee**

Mr. Goebert reported that he is continuing to work with the broker on the warehouse building by Route 30.

## **Buildings and Grounds**

Mr. Hudson provided a list of December Hot Topics via email to update the Authority members. A copy is attached hereto.

## **Airport Property Advertising**

A marketing committees should be formed to market the airport. Mr. Schwartz will chair this committee.

## **OLD BUSINESS**

Valley Township - No report is warranted at this time.

Off Airport Tree Obstructions – Ms. Setzler reported the neighbors are being cooperative and has almost all necessary easements in place.

Fence Project - A large garage needs to be moved and should be moved by mid-March. Tree removal should be ready by spring with weather permitting. The encroaching neighbors will be notified accordingly by Ms. Setzler.

Restaurant Update – moved to Executive Session.

Micronics Construction Project Update – The township is asking for the modeling report as the Authority would request to understand the impact, if any, to the already existing flooding along the road.

## **NEW BUSINESS**

Computer Replacements/Website Upgrade - Mr. Saylor introduced Mr. Brian McCoy, a computer specialist who has had a working relationship with Mr. Hudson and the airport since 2014. He suggests moving everyone to Office 365 providing 4 laptops and security for approximately \$392 per month. The website needs upgrading as well. A determination will be made at the February meeting.

Signature – East Hangar Proposal - Mr. Sharkey from Signature provided a proposal for the East hangar. He said they have 1000 more operations from 2020 to 2021, mostly new customers. He said Signature is full and they would like to put up another hangar the size of #4 and they will need a large apron. Mr. McMinn said the proposed hangar is on the land development plan. Mr. Jones said money could possibly be available mid-2022. Several ideas were discussed. The Authority will discuss the issue further.

Chester County Aviation – Tie-Down T-Markings Approval – Mr. McBride of the Flight School said they currently have 67 active students. The taxi lane change has created some issues. Signature found south side parking for transient aircraft. Mr. McBride is looking for T-markings for transients. After discussion and input from Mr. Jones, the Authority had no objection to the markings being placed when weather permits.

#### **PUBLIC COMMENTS**

None

#### **NEXT SCHEDULED MEETING**

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

#### **ADJOURNMENT**

A motion was made by Mr. McMinn and seconded by Mr. Schwartz to adjourn the meeting; **the Board approved the motion by unanimous vote of 6 to 0 and Mr. Saylor adjourned the meeting at 5:39 p.m.**

Pam Przychodzien  
CCAAA Secretary (Zoom)