

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**January 3, 2023**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, January 3, 2023, at 4:00 p.m.

The following Board members were present:

Gregory Cary  
Ethan Crane  
Glen Cooper  
Fred Goebert (Zoom)  
Paul McMinn  
Richard Saylor  
John Schwartz (Zoom)

Also present:

Douglas Eadline, Airport Maintenance  
Ken Fritz, CEO, Chester County Aviation (Zoom)  
Gary Hudson, Airport Manager  
Dave Jones, Delta  
Robby Prall, DII (Zoom)  
Holly Setzler, Solicitor (Zoom)  
Blaze Sharkey, Signature Flight Support  
Barry Stingel, Land Development (Zoom)  
Mike Swisher (Zoom)  
Beth Woosnam, Countryside Consulting

**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 December minutes was made by Mr. Cooper seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 7 to 0.**

A motion to approve the December executive committee minutes was made by Mr. McMinn seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 7 to 0.**

### **2023 ELECTION OF OFFICERS**

A motion to keep the current slate of officers for 2023 was made by Mr. Crane second by Mr. Cary. **The Authority approved the motion by unanimous vote of 7 to 0.**

### **APPROVAL OF 2023 BUDGET**

Mr. Saylor said that he, Mr. Schwartz, Mr. McMinn and Ms. Woosnam worked diligently to finish the 2023 budget and feels a good budget was completed. Of note is the 2023 rent increase of 5%; expenses are estimated on 2022 with the exception of the underground electrical work. Ms. Woosnam noted that the budget is not etched in stone and can be amended throughout the year.

A motion to approve the 2023 budget made by Mr. Cooper seconded by Mr. Crane. **The Authority approved the motion by unanimous vote of 7 to 0.**

### **FINANCIAL REPORT**

Ms. Woosnam presented the financial statements and provided an update about water billing. The reported focused on the 2023 budget.

A motion to approve the December financial statements was made by Mr. McMinn seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 7 to 0.**

### **ENGINEER'S REPORT**

Mr. Jones presented the Authority with the Projects Status Report for December 2022, a copy of the report is attached hereto.

Mr. Jones provided an update to the Maintenance Plan requested by Mr. Hudson. It is color coded by responsibility: Yellow: FBO – not completed; Green: tenant responsibility and restaurant – not completed; Blue: Authority – not completed. Review and discussion will take place at the next meeting.

Rehabilitate T-Hangar Taxiways: final markings were completed on December 8, 2022 and final inspection was conducted on December 13, 2022 and is working with the contractor to complete the final punch list. Paving will be discussed in executive session.

Install Perimeter Fence: Four bidders were in attendance for the pre-bid meeting. Two addendums were made. Mr. Jones is hoping additional state money becomes available once the project is submitted.

Act 2022: Mr. Jones said they are waiting for PennDOT to close the project.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

Nothing to report.

### **Finance Committee**

Nothing to report.

### **Land Development Planning Committee**

Mr. Stingel reported that Phase 1, final plan for the shed and widening of the taxiway is not yet back from the township. He said a planning commission meeting will be held on February 14, 2023. He said the township will require escrow for the stormwater and erosion control. Mr. Schwartz said we could also submit a letter of credit from the bank.

A revised traffic study will be required, the current numbers being used are from 2019 and with the increase of development the new study will provide accurate numbers.

Regarding the sewer and the PA Water and DEP Ms. Setzler said she would like to see if a pump agreement exists.

Mr. Stingel said he is hoping to have the equipment shed permit in March and the sewer approval by summer. The phasing and final plans are up to the airport.

### **Building and Grounds Committee**

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

## **Airport Property Advertising**

No report – see web design update in old business.

Government Relations Committee – nothing to report.

## **OLD BUSINESS**

Web Design Update – Robby Prall presented the updated version of the website noting that identification of plane numbers have been removed and links have been added where appropriate. The site is ready to go, a decision as to when to launch, getting usernames and passwords set up and adding civil air patrol updates are remaining. Mr. Jones said he will be sending video next week. A meeting date will be set to determine a launch date. Mr. Saylor also said the Authority will also be maintaining the CCAA website.

Valley Township – nothing to report.

## **NEW BUSINESS**

Airport Storage Issues (Blaise Sharky)- no longer needed.

CCA Disabled Aircraft SOP Presentation – Mr. Ken Fritz provided the SOP for disabled aircraft and presented the plan. Mr. Saylor said the plan was very thorough and very well done. He asked what the next step involves. Ms. Setzler said she would like to carefully read it prior to it being published.

## **PUBLIC COMMENTS**

None

## **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, February 7, 2023, commencing at the customary time of 4:00 p.m. at the Authority.

A motion was made by Mr. McMinn and seconded by Mr. Cooper to adjourn the meeting; **the Board approved the motion by unanimous vote of 7 to 0 and Mr. Saylor adjourned the meeting at 5:04 p.m.**

Pam Przychodzien  
CCAAA Secretary