

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
June 6, 2023

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, June 6, 2023, at 4:00 p.m.

The following Board members were present:

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

Also present:

Michael Dolan, Dolan Company
Douglas Eadline, Airport Maintenance
Jason Fitzgerald, Penn Strategies
Ken Fritz, CCA
Carl Hogan, Auditor
Gary Hudson, Airport Manager
David Jones, Delta
Bruce McMahan, Restaurateur
Katie McMahan, Restaurateur
Lucas McMahan, Restaurateur
Robert McMahan, Restaurateur
Shannon McMahan, Restaurateur
Donn Roberts (Zoom)
Holly Setzler, Solicitor
Mike Swisher (Zoom)
Dan Wright, Montrose Environmental (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.

OLD BUSINESS

CCAAA Website – is live and active. Ms. Przychodzien and Ms. Woosnam will work with Mr. Eadline and Mr. Hudson to secure passwords and access to the CCAAA website so others can add to the website.

Airport Rules & Regulations, Minimum Standards – Ms. Przychodzien is working on revisions, and they will be sent to Ms. Setzler for review.

APPROVAL OF THE MINUTES

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

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

FINANCIAL REPORT

Mr. Carl Hogan presented highlights of the completed audit report. Ms. Woosnam reported that \$207,500 was received for the perimeter fence project, July water is ready to be billed and \$13,000 is in escrow with Valley Township for the Shed Project. She also reported that revenue is in line and expenses are slightly lower due to being down one person and payroll is lower.

A motion to approve the May 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 prepared the engineering report to update the Authority members. A copy is attached hereto. Mr. Jones highlighted #6, Runway 11-29 Pavement Failures and Mr. Jones stated that one possible solution for funding could be turning the runway lighting grant into the runway failure project. Mr. Hudson reached out to other possible funding solutions and introduced Mr. Jason Fitzgerald from Penn Strategies. His report is listed under new business. Project #7 Rehabilitate T-Hangar Taxiways, Mr. Jones said the seeding and mulching was completed on June 5, 2023, completing the project. Item #9 Install Perimeter Fence, Mr. Jones reported that the grant agreement is still in legal review with PennDOT and BOA. Item #10 Rehabilitate West hanger Taxiway was used on the T-Hangars. The West End Corporate taxi-lane is in poor condition with sink holes and prop strikes, etc. At the time CCAAA presented a

75/25 local share grant but they were not interested in that solution. That area is only usable by those tenants, no one from the public has access to it. The responsibility lies with the hangar owners. When asked who will address the owners, Mr. Crane volunteered to as he is not involved in the west side.

Personnel Committee

Mr. Eadline reported that the part-time employee is working out well.

Finance Committee

The committee will meet in July after the end of the 2nd Quarter and have a report for the August meeting.

Land Development Planning Committee

Mr. Dan Wright reported that the shed plans should be available next week. A note to the plan regarding the sidewalk, when industrial construction commences the sidewalk will be tied to that project. He also said regarding the traffic light update a meeting is being held at the end of the week.

Government Relations Committee

Mr. Cary said there is nothing to report at this time.

Building and Grounds Committee

Mr. Hudson provided a list of June Hot Topics to update the Authority members. A copy is attached hereto. An invoice was sent to Mr. Sharkey and Mr. Pablo Navarrete at Signature but have not yet heard back from them. The doors are in bad shape.

Airport Property Advertising

No report.

NEW BUSINESS

Potential Restaurant Tenant

Mr. Lucas McMahan addressed the board regarding his family's interest in opening the restaurant. He and his family members presented a preliminary business plan and described

their ideas for the restaurant citing that they just had a couple of days to discuss the proposition as they had just learned about the vacancy. They are going to put together a formal business plan and elaborate on their ideas in the near future.

Jason Fitzgerald – Penn Strategies

Mr. Hudson reached out for additional funding sources for the West End Corporate Taxi Lane Failures. Mr. Fitzgerald from Penn Strategies responded. He is a lobbyist and procurer of grants to address a large project like the runway failure project. Mr. Fitzgerald explained how his company works and how it could benefit the airport.

MQS Helicopter Traffic Patter Issue – Ethan Crane

Mr. Crane said that since there is no helipad at the airport a helicopter traffic pattern must be designated with the FAA and that left hand patterns have been designated, however they cannot be published because there is not a designated helipad.

West End Corporate Taxi-lane Condition – Ethan Crane

This issue was discussed during Mr. Jones presentation and during the presentation from Mr. Fitzgerald from Penn Strategies. See information above.

Route 30 Advertising – Ethan Crane

Mr. Crane said Chester County Aviation would like to install a banner and/or digital sign at the entrance to advertise flight training, careers in aviation, helicopter rides, etc. It was determined that electricity is available at the kiosk. Mr. Hudson has the code information and Valley Township now has a full-time codes officer. The board directed Mr. Hudson to reach out to other tenants to see if they are interested in participating. Mr. Fritz will reach out to Valley township for the requirements for a digital sign.

PUBLIC COMMENTS

Mr. Mike Dolan said he has had an aircraft here for about a year and a half. He previously was in New Castle airport and lives in Willistown Township. The tenant really likes Chester County Airport and is interested in building a 10,000 square foot hangar as soon as possible. The members said the easiest spot to build is on the southside of the south apron. Mr. Jones and Mr. Schwartz will discuss with Advanced Geo and Montrose and provide additional information.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, August 1, 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. Schwartz to adjourn the meeting; **the Board approved the motion by unanimous vote of 7 to 0 and Mr. Saylor adjourned the meeting at 5:42 p.m.**

Pam Przychodzien
CCAAA Secretary