

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**June 7, 2022**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, June 7, 2022, at 4:00 p.m.

The following Board members were present:

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

Also present:

Zach Clemens, Chester County Aviation  
Doug Eadline, Airport Maintenance  
Carl Hogan, Auditor, BBDCPA  
Gary Hudson, Airport Manager  
Dave Jones, Delta Airport Consultants  
Holly Setzler, Solicitor  
Blaze Sharkey, Signature Flight Support  
Beth Woosnam, Countryside Consulting

**CALL TO ORDER**

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

**APPROVAL OF THE MINUTES**

A motion to approve the May minutes was made by Mr. Schwartz seconded by Mr. McMinn.  
**The Authority approved the motion by unanimous vote of 5 to 0.**

## **EXECUTIVE SESSION MINUTES**

A motion to approve the May executive minutes was made by Mr. McMinn seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 5 to 0.**

## **FINANCIAL REPORT**

Mr. Carl Hogan from BBDCPA presented the audit report and reviewed multiple aspects of the report. He said it has been three to four years since a single audit was performed.

A motion to approve the Auditor's Report was made by Mr. Schwartz seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 5 to 0.**

The Authority reviewed the financial report for May. The next finance committee meeting will be held on July 19, 2022, at 10 a.m.

A motion to approve the May financial statements was made by Mr. Schwartz seconded by Mr. McMinn. **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 May 2022, a copy of the report is attached hereto.

Mr. Jones noted that the meeting schedule has been published. Regarding grant projects, the start date to Rehabilitate T-Hander Taxiways is July 11, 2022. The FAA identified five fence locations that require obstruction lighting. The options are LED, Solar or Hardwire. After a discussion hardwire lighting is the best option, the power is already there.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

The new maintenance employee has been hired, Kyle Maples. He has a background in maintenance, snow removal and horticulture. He is a temporary seasonal employee with the possibility of moving to full-time. Mr. Hudson will report on his progress at the August meeting.

### **Finance Committee**

The finance committee will meet on July 19, 2022.

## **Land Development Planning Committee**

Mr. Schwartz reported after speaking with Barry Stingel of Advanced Geo that a convenience store is interested in the mixed-use area across that will affect traffic and that the traffic study may need to be redone, modified, or adjusted.

## **Building and Grounds Committee**

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

Mr. Sharkey and Mr. Crane prepared the emergency procedures document. Ms. Setzler said she will prepare a hold harmless agreement once the document is approved and then Fling's towing will be asked to participate in a meeting to understand their role. A question was asked about purchasing a new dolly and its size. Mr. Sharkey said one dolly would be necessary.

## **Airport Property Advertising**

Mr. Schwartz provided updated photos after hearing comments from the prior meeting. The consensus is to keep the plane and go with the blue color options.

## **OLD BUSINESS**

Web Design Update – Mr. Schwartz provided updated designs.

Valley Township – Mr. Saylor informed the board that the current Valley Township manager will be retiring by the end of the summer.

Airport Perimeter Fence Project - The Perimeter Fence Project will not be an expense to Valley Township because the project involves an independent fence contractor and independent inspector. The cost to cover what they have done so far is \$280. Ms. Proctor from Valley does not agree. Mr. Saylor is going to the next township meeting and Ms. Setzler will contact the solicitor and discuss state regulations versus township regulations. The Valley Township meeting is June 21, 2022.

Electric Service "Right of Way" Project – Trees and wire are coming down during rain and windstorms. Two proposals were presented. 1) take tree down closest to the power lines; 2) horizontal drilling and underground electric. The board chose horizontal drilling that can be added to the hanger project and paving. What would be the timeline to complete the project?

Off Airport Tree Obstructions - none

IT Upgrades – The board decided to have Mr. Hudson subscribe to a Cloud service so that everything that needs to be saved can be saved to the cloud in perpetuity.

### **NEW BUSINESS**

Business Improvements Request – Chester County Aviation would like to put signage out front for their business. Mr. Crane is going to check with Valley Township about their ordinance.

### **PUBLIC COMMENTS**

None

### **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, August 2, 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 5 to 0 and Mr. Saylor adjourned the meeting at 5:23 p.m.**

Pam Przychodzien  
CCAAA Secretary