

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**March 1, 2022**

The regular monthly meeting of the CCAAA was held in person and via Zoom with members and the public attending on Tuesday, March 1, 2022, at 4:00 p.m.

The following Board members were present:

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

Also present:

Vic Abdala, Equitable Owner – adjacent land parcel  
Doug Eadline, Airport Maintenance  
Gary Hudson, Airport Manager  
Dave Jones, Delta Airport Consultants  
Holly Setzler, Solicitor  
Blaze Sharkey, Signature Flight Support  
Dave Smith, Countryside Consulting  
Beth Woosnam, Countryside Consulting

**CALL TO ORDER**

Mr. McMinn, Vice-chairman 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 February minutes was made by Mr. Schwartz seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 5 to 0.**

**EXECUTIVE SESSION MINUTES**

Executive session minutes will be voted on in April.

## **FINANCIAL REPORT**

The Authority reviewed the financial report for February. Ms. Woosnam introduced Mr. Smith who will also be working on CCAA financials. Ms. Woosnam provided highlights from the financial report for the month of February. She informed the authority members that the audit was underway. Mr. Cooper asked about sub-contractor costs and internal costs for snow removal. Mr. Hudson tracks snow removal costs determined by the man hours multiplied by the hourly rate for equipment.

Ms. Woosnam reported that water usage was bill for the months of November and December 2021. She will be billing the 3<sup>rd</sup> installment this week. A question was asked if it was feasible to do billing and meter reading in house. Mr. Eadline read the meters and is getting a device to read the meters remotely. He is logging his time to determine the cost effectiveness of this method.

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

## **ENGINEER'S REPORT**

Mr. Jones reviewed the Projects Status Report for February 2022 providing the latest updates, a copy of the report is attached hereto.

Mr. Hudson, Mr. Sharkey, and Beta (the charging station people) met and are reviewing the temporary set-up until a new hanger is built.

Mr. Jones and Ms. Setzler need to discuss the development being built and where it wants to dump storm water on airport property.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

None

### **Finance Committee**

The finance committee will be meeting on April 12, 2022 at 10 a.m.

## **Land Development Planning Committee**

Mr. Schwartz reported he met with Mr. Stingel from Advanced Geo regarding the traffic study and said there were a few gray areas that may require adjustments. They are having a follow-up meeting on Friday. He does not have enough information at this time. A left turn egress/exit only may be required by Valley township. The township has been wanting the driveway to be 4' wider for the last 20 years.

A proposal was received from Advanced Geo for a new development – sanitary sewer covering A, B and C areas for \$65,000.

A motion to approve the proposal from Advanced Geo for design and permitting of the sanitary sewer was made by Mr. Schwartz seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 5 to 0.**

## **Building and Grounds Committee**

Mr. Hudson provided a list of February Hot Topics to update the Authority members. A copy is attached hereto. He also reported that Mr. Eadline repaired divots from plowing and repaired the rubber roof over the vault.

## **Airport Property Advertising**

Mr. Schwartz said the marketing questionnaire is due today. He also said in mid-March they can meet with Mr. Prall about the survey results and visioning session. Ms. Setzler said this needs to be a public meeting and suggested an abbreviated/condensed April meeting and include the visioning session. Invitees should include Ethan, Rampmaster, businesses on the airfield and tenants. It could be held on Mr. Sharkey or Mr. McMinn's hanger. It was then suggested to bring in tenants after the visioning session.

## **OLD BUSINESS**

Valley Township - No report is warranted at this time.

Off Airport Tree Obstructions – Tree work should begin soon.

## **NEW BUSINESS**

Restaurant Update – will be discussed further at the April meeting.

## Condition of Restaurant Equipment – Executive Session

### **PUBLIC COMMENTS**

Mr. Abdala said he has entered into a sale agreement with Debbie Bones for the property in Sadsbury township. He also rents from Mr. Sharkey. He is interested in future development/expansion of the airport and how it may impact his purchase of the property.

Mr. Sharkey said he is collaborating with Boy Scout Post 475 on Exploring Aviation, there are sixteen boys involved and their first meeting is next month.

Mr. Sharkey also said he was contacted by the 401 guy who would like to do a fly-in for 250 people in September. He is working the AOPA and wants to have food trucks. Mr. Sharkey wants to know what is needed from the board.

### **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, April 5, 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. Saylor to adjourn the meeting; **the Board approved the motion by unanimous vote of 5 to 0 and Mr. McMinn adjourned the meeting at 5:41 p.m.**

Pam Przychodzien  
CCAAA Secretary