

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**May 2, 2023**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, May 2, 2023, at 4:00 p.m.

The following Board members were present:

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

Also present:

Douglas Eadline, Airport Maintenance  
Gary Hudson, Airport Manager  
David Jones, Delta  
Grover Koon  
Paul Lepard, Nave Newell Inc.  
Jason Morrison, Rebuild Rescue/Mr. Dent Inc.  
Richard Natow, Valley Square Development, LLC  
Pablo Navarrete, Signature (Zoom)  
David Norcini, Valley Square Development, LLC  
Donn Roberts (Zoom)  
Holly Setzler, Solicitor  
Blaise Sharkey, Signature Flight Support  
Barry Stingel, Montrose Environmental  
Mike Swisher (Zoom)  
Dan Wright, Montrose Environmental  
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. A contact will be made with Robby at DII to secure passwords so others can maintain the website.

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

## **APPROVAL OF THE MINUTES**

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

A motion to approve the April executive committee minutes was made by Mr. McMinn seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 6 to 0.**

## **FINANCIAL REPORT**

Ms. Woosnam provided the board with financial reports and said the statement of net position is in line with the budget as well as revenue and expenses. She noted that the tree removal project is a little over budget while the snow and ice removal is considerably under budget. Ms. Woosnam also said the audit will be presented at the June meeting.

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

## **ENGINEER'S REPORT**

Mr. Jones prepared the engineering report to update the Authority members. A copy is attached hereto. Mr. Jones highlighted #3, PennDOT BOA 5010 Inspection stating that Delta needs the dates which the tree obstructions will be cleared by to complete the draft letter response and Delta is providing Developer Notice language to Mr. Hudson to provide the new housing community across from Harry's that the development is adjacent to the Airport. Mr. Jones also noted that #6, South Apron Tie-Down Anchor Repairs has been reviewed and accepted and can now come off the list. Regarding #7, the pavement failures, Mr. Jones said there are two possible options to remedy the failures: 1) secure a grant in the amount of approximately one million dollars or 2) a non-grant project will cost between \$700,000-\$800,000. The Building and Grounds Committee will meet to begin working on alternatives. Mr. Hudson will coordinate that date with the members. #8, Rehabilitate T-Hangar Taxiways, Mr.

Jones anticipates paving to be completed by Friday and the line markers will be completed the following week. #10, install perimeter fence, the grant agreement is currently in legal review with the PennDOT BOA and the contractor is ready to go.

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

The candidate that was interviewed declined the position, so Mr. Eadline was able to offer the part-time employee an extra day for now and so far everything has been working.

### **Finance Committee**

The committee will meet in July after the end of the 2<sup>nd</sup> Quarter.

### **Land Development Planning Committee**

Mr. Stingel, Mr. Lepard and Mr. Wright provided a brief history of the project across from the airport including timelines from 2002-2003 through the present. The developers were there to address a draining issue that they have been made aware of and need to remedy and ask for cooperation as the end of the problem is on airport property. Currently the site on airport property is silted in. There was extensive discussion about discharge and drainage basins and that will be discussed during the executive session.

Mr. Stingel also reported that Valley Township approved Phase 1 of the pole barn project. Regarding the sidewalk, once development begins along the east of Aviation Way the sidewalk will need to be installed per Valley Township.

Mr. Stingel has accepted a new position with a different firm. Mr. Wright will be taking his place as will Randy from Montrose.

### **Government Relations Committee**

Mr. Cary attended the Valley Township meeting last week and they requested a quarterly briefing about the airport. He is also going to follow up with Sadsbury township to see if he can provide updates to them.

## **Building and Grounds Committee**

Mr. Hudson provided a list of April Hot Topics to update the Authority members. A copy is attached hereto. Mr. Sharkey will send Mr. Hudson the inspection forms requested, and Mr. Crane reported that he sent the quote for the front door panels to Mr. Sharkey.

## **Airport Property Advertising**

No report.

## **NEW BUSINESS**

Mr. Koon sent a proposal to the authority regarding his vision for the restaurant and shared some of his ideas at the meeting. The board will discuss the proposal in executive session.

Mr. Crane addressed helicopter landings and is asking that all entities to be notified that helicopters must follow the left-hand traffic pattern when using the airport. Mr. Hudson will notify AWAS and publish in AFD by coordinating with the FAA. He will also update the tenants.

## **PUBLIC COMMENTS**

Mr. Morrison asked about parking aircraft on the south apron. Mr. Hudson said the south apron is for tenant-based aircraft and that the tie-down leases are on a month-to-month basis. The only exception made is during a TFR.

## **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, June 6, 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. Cary to adjourn the meeting; **the Board approved the motion by unanimous vote of 6 to 0 and Mr. Saylor adjourned the meeting at 5:33 p.m.**

Pam Przychodzien  
CCAAA Secretary