

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**May 3, 2022**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, May 3, 2022, at 4:00 p.m.

The following Board members were present:

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

Also present:

Zach Clemens, Chester County Aviation  
Ethan Crane, Chester County Aviation  
Doug Eadline, Airport Maintenance  
Gary Hudson, Airport Manager  
Dave Jones, Delta Airport Consultants  
Robby Prall, D2 (Zoom)  
Donn Roberts, Retired Board Member  
Holly Setzler, Solicitor  
Blaze Sharkey, Signature Flight Support  
Louise Smith, Countryside Consulting  
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 4:03 p.m.

**APPROVAL OF THE MINUTES**

A motion to approve the April minutes was made by Mr. Gobert seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 7 to 0.**

## **EXECUTIVE SESSION MINUTES**

None

### **FINANCIAL REPORT**

The Authority reviewed the financial report for April and a draft of the auditor's report. Ms. Woosnam informed the authority that the audit is complete and will be presented at the June board meeting. She informed the board that the water meter billing system was working out well but was time consuming. The meter reading/billing process involves nine customers. The board directed Ms. Woosnam and Mr. Eadline to begin billing quarterly starting in July 2022. May and June's bills will be sent each month with notification to the customers that a quarterly billing cycle will begin in July. Mr. Hudson will provide email addresses for the customers so bills can be sent via email rather than be delayed using the postal system.

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

Mr. Jones noted that Item 9: South Apron Tie-Down Anchor Repairs have been completed and Item 10: Rehabilitate Apron, Ph II has been closed out and will be coming off the monthly report. Item 11: Rehabilitate T-Hanger Taxiways has an expected start date of early-June. The entire project is scheduled to be 75 days from start to finish. Item 12: Install Perimeter Fence will be addressed in executive session due to allowing issues.

### **STANDING COMMITTEE REPORTS**

#### **Personnel Committee**

A new maintenance employee is needed. Mr. Hudson has advertised the position using Career Link and word of mouth. The board asked him to advertise on Indeed.

## **Finance Committee**

The finance committee met and made some adjustments to the budget. The next meeting will be in July.

## **Land Development Planning Committee**

Mr. Schwartz reported after speaking with Barry Stingel of Advanced Geo that there are two areas of the land development process that still remain in design and approval. One is the sewer and water and the other is traffic design.

**Sewer & Water Design:** The Board already approved the design services for Advanced Geo. We still need to get them the signed agreement. That is not currently holding him up as he is having trouble getting needed responses back from the township engineer regarding approval on the assumed targeted amounts. He has had several calls in the engineer and is awaiting his response. Once he has that response, he estimates the engineering design and approval process to be approximately 4-6 months.

**Traffic Design:** Traffic evaluation and initial design studies have been completed and reviewed by the LD Committee. In the latest review, it was determined that a full independent access to the industrial parcels, separate and independent from aviation way, was the best approach which is intended to alleviate the need for widening Aviation Way as well as a potential of adding a right turning lane on the eastbound approach. This approach will also eliminate the access road and associated costs of that construction from Aviation way to the industrial parcels. Next step is for Advanced Geo to propose this solution to the Township Engineer and then Present to the Planning Commission. The next Planning Commission meeting is May 10th. Barry Stingel is targeting that meeting but needs to get buy-in first by the Township Engineer. He is estimating the design and approval process for PennDOT permit to be 6-9 months from townships approval on this concept.

## **Building and Grounds Committee**

Mr. Hudson provided a list of May Hot Topics to update the Authority members. A copy is attached hereto. He also reported that Mr. Eadline and his team installed the East and West Taxiway Light regulators that Mr. Jones secured for the airport at a significant savings. Mr. Sharkey shared that the rails on Hangar 3 doors have been fixed. Mr. Eadline said the mowing is going well.

## **Airport Property Advertising**

Mr. Prall from DII presented design options and answered questions from the board. He will email the presentation to the members so they can respond with questions and suggestions prior to the next meeting.

## **OLD BUSINESS**

Web Design Update – Robby Prall presentation.

Valley Township – Mr. Saylor and Mr. Hudson are working to schedule a tour for the township manager.

Off Airport Tree Obstructions – Mr. Hudson reported that the project is almost finished.

IT Upgrades – Mr. Hudson conducted a site visit with IT Edge last week. A site visit is being arranged for Expert Solutions. Business Systems has not responded to a request for a proposal. Mr. Hudson is continuing to pursue other options. He sent the IT Edge to Mr. Schwartz and Mr. Goebert for feedback.

## **NEW BUSINESS**

Mr. Saylor, Mr. Sharkey, and Mr. Hudson met to discuss a solution for dealing with disabled aircraft. The meeting was productive. Mr. Ethan Crane has agreed to be the point person for disabled aircraft on the runway/taxiway and Mr. Hudson is securing pricing for two new dollies. Mr. Crane is going to work to develop a SOP for emergency procedures and response plan for disabled aircraft. An update will be provided at the June meeting.

## **PUBLIC COMMENTS**

None

## **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, June 7, 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. Cooper to adjourn the meeting; **the Board approved the motion by unanimous vote of 7 to 0 and Mr. Saylor adjourned the meeting at 5:08 p.m.**

Pam Przychodzien  
CCAAA Secretary