

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
November 1, 2022

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

The following Board members were present:

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

Also present:

Douglas Eadline, Airport Maintenance
Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants
Greg Sanderson - Tenant
Holly Setzler, Solicitor
Blaze Sharkey, Signature

CALL TO ORDER

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

APPROVAL OF THE MINUTES

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

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

FINANCIAL REPORT

Ms. Woosnam reported the finance committee met and reviewed the current 2022-23 budget and it should be ready to be voted on in December. She said the ARPA money has not yet arrived but should be in soon and all past due money from Signature has been received. The Authority reviewed the financial report for October and items that are over budget were explained and the committee members were satisfied with the explanation.

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

Mr. Jones reported the Rehabilitate T-Hangar Taxiways project is behind schedule and over contract time by approximately 47 days as of November 4, 2022. Mr. Jones said aircraft can move in on Friday and the contractor will be back 30 days from Saturday for final markings.

The Install Perimeter Fence project documents have been forwarded to PennDOT BOA for final review and approval to advertise. Mr. Jones anticipates advertising within the next two weeks. He will coordinate with Mr. Hudson for dates.

The ARPA Act 2022 money can be expected within the next 2 weeks.

STANDING COMMITTEE REPORTS

Personnel Committee

Nothing to report.

Finance Committee

The finance committee met, and information is provided under the Financial Report.

Land Development Planning Committee

There are no updates currently, the committee is waiting on comments from the township.

Building and Grounds Committee

Mr. Hudson provided a list of November Hot Topics to update the Authority members. A copy is attached hereto. Mr. Eadline reported that a piece of conduit at the t-hangar project was set too high and they spent last week getting it to code and into the t-hangars. Mr. Fred Gunther gave approval to store the broom in his hangar this year (November-March). If Mr. Gunther needs the space Mr. Eadline will tarp the broom temporarily.

Airport Property Advertising

No report – see web design update in old business.

OLD BUSINESS

Web Design Update – the project is into the detailed build stage and is pretty far along. A meeting will be arranged to review what has been completed and an initial review will be presented at the December meeting.

Valley Township – nothing to report.

NEW BUSINESS

Mr. Greg Sanderson, a tenant since 1995, informed the authority that a group of small aircraft owners are interested in investing in the airport and would like to take the south apron and tie-downs and turn them in to t-hangars, a row of 24 t-hangars versus a big box hanger. He said the owners prefer insulated t-hangers like what they have in Pottstown. Mr. McMinn said West Chester also has new hangars.

Mr. Saylor is recommending a Government Relations Committee to keep the ball rolling with the commissioners. He would like the Government Relations Committee to be added to the agenda starting next month and he is recommending Mr. Cary chair the committee.

Mr. Saylor asked whose primary responsibility it is for moving disabled aircraft using the dolly purchased? A standard operating procedure will be created, and a formalized plan will be coordinated by Mr. Sharkey, Mr. Crane and Ms. Setzler and presented in January.

PUBLIC COMMENTS

None

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, December 6, 2022, commencing at the customary time of 4:00 p.m. at the Authority.

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 4 to 0 and Mr. Saylor adjourned the meeting at 4:45 p.m.**

Pam Przychodzien
CCAAA Secretary