

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**MINUTES**  
**October 3, 2023**

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, October 3, 2023, at 4:00 p.m.

The following Board members were present:

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

Also present:

Jack Coonce, Signature Aviation  
Douglas Eadline, Airport Maintenance  
David Garver, Piasecki Aircraft Corporation  
Gary Hudson, Airport Manager  
David Jones, Delta  
Justin McGregor, Signature Aviation  
Lucas McMahan, Restaurateur  
Holly Setzler, Solicitor  
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.

**APPROVAL OF THE MINUTES**

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

A motion to approve the September 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 reported that the 3<sup>rd</sup> Quarter water will be billed next week and there is only one outstanding 2<sup>nd</sup> Quarter invoice. She reviewed the financial statements and said the 2024 budget will be ready for review at the Finance Committee meeting on October 17, 2023.

A motion to approve the September financial statements was made by Mr. Cary 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 provided an update on #1: Hangar Site 7B - Delta is coordinating with Montrose on the required path forward and permitting required for permitted suitable material waste site at the end of RW-11-29. Mr. Jones said he is not sure how much the permit will be, but they are working through it and that Mr. Wright has been working extensively. Item #2 Twelve Year Capital Improvement Plan (TYP) Mr. Jones said the plan was submitted on September 13, 2023, and that he will send a copy to the board. Item #6: Runway 11-29 Pavement Failures – Delta prepared construction estimates for the project to be included in the updated ACIP. The data sheets have been submitted to PENNDOT. Mr. McMinn asked how long the runway will need to be closed, Mr. Jones said the work will be done at night minimizing any runway closings. #7: Rehabilitate T—Hangar Taxiways – Change Order No. 4 Final has been signed by the Contractor and Engineer based on the completion of the work this spring and is still \$9,642.80 under budget.

A motion to approve Change Order No. 4 was made by Mr. Cary and seconded by Mr. Crane. **The Authority approved the motion by unanimous vote of 6 to 0.**

## **REPORTS**

### **Personnel Committee**

No updates.

### **Finance Committee**

The committee will be meeting October 17, 2023.

### **Land Development Planning Committee**

Nothing to report however Mr. Schwartz has a call into Mr. Wright to ask about the traffic light.

### **Government Relations Committee**

No updates.

### **Building and Grounds Committee**

Mr. Coonce, Mr. Eadline and Mr. Hudson reviewed the list of items that have been fixed and a plan to move forward as well as items captured in the October 2023 Airport Hot Topics list.

### **Airport Property Advertising**

No updates.

### **OLD BUSINESS**

#### **Hungry Pilot Restaurant Update – Lucas McMahan**

Mr. Saylor said he has stopped by several times throughout the week and is impressed with the amount of work that is completed. He said he met with the Liquor Control Board (LCB) and Mr. McMahan and the LCB team. Mr. McMahan reported that they Chester County Board of Health has submitted a conditional approval; the LCB approval is 6-8 weeks away; the occupancy permit was issued today, and the restaurant will seat 70 people with the possibility of 50 more if outdoor seating is considered in the future. Mr. McMahan asked about the height restrictions for trees that could be put on the patio. Mr. Jones said they cannot be higher than the building. Alternate choices could be sun sails or awnings. The McMahan's are still expecting and January 2024 opening date.

#### **Airport Rules & Regulations, Minimum Standards – Pam**

Ms. Setzler said she is going through them and will send them out to key people for review prior to finalizing them for pagination, printing and distribution.

## **NEW BUSINESS**

**FBO Monthly Report** – In addition to what was covered above in Building and Grounds Bridgewater is moving out and a new client has been in contact. Additionally, the tanks are completed, and testing has been done and information has been sent to Texas. There were 765 arrivals in September, 100 more than last year at the same time.

**Piasecki Heliplex Proposed Helicopter Departure/Arrival Routes** – David Garver (Director of Flight Operations)

Mr. Garver introduced himself and provided a brief background regarding his experience and provided a presentation on reducing impact to the airport.

**New Flight School Classroom** – Ethan Crane

The west end of the hangar has been renovated and brought to commercial code. Other areas will be finished soon. Two courses are being offered and there are 35 people in each.

## **PUBLIC COMMENTS**

Mr. McMahan invited everyone to tour the restaurant after the November meeting.

Mr. McGregor asked what the standard is for deicing runoff and has it ever been a problem, he does not want to cause an environmental issue. Mr. Jones is going to provide him with the correct information.

## **NEXT SCHEDULED MEETING**

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, November 7, 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 5:05 p.m.**

Pam Przychodzien  
CCAAA Secretary