

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
October 4, 2022

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

The following Board members were present:

Gregory Cary
Glen Cooper
Paul McMinn
Richard Saylor

Also present:

Tesfaye Ali
Zach Clemens, Chester County Aviation
Doug Eadline, Airport Maintenance
Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants
Holly Setzler, Solicitor
Barry Stingle, Micronics (Telephone)
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 August minutes was made by Mr. Cary seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 4 to 0.**

FINANCIAL REPORT

The Authority reviewed the financial report for September. Ms. Woosnam reported that the 3rd quarter billing for water and sewer has been sent out and that Signature has paid their

outstanding bills. She also said workers compensation insurance will be going out to bid and to expect an increase. It was also noted if an organization has a safety committee a discount is offered.

A motion to approve the September financial statements was made by Mr. Cooper seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 4 to 0.**

ENGINEER'S REPORT

Mr. Jones presented the Authority with the Projects Status Report for September 2022, a copy of the report is attached hereto.

Mr. Jones informed the authority that Delta has finalized the new Professional Services Base Agreement.

A motion to accept Delta's agreement for Professional Services Base Agreement and authorize Chairman Saylor to sign and execute the agreement was made by Mr. Cooper and seconded by Mr. Cary. **The Authority approved the motion by unanimous vote of 4 to 0.**

Mr. Jones also reported the Rehabilitate T-Hangar Taxiways project is behind schedule due in part to a lost week of rain. The projected date of completion is October 22, 2022.

The Install Perimeter Fence project plans have been revised and permits have been received. Advertisement for bids will go out in the next two weeks and the bid opening day will be mid-November.

The ARPA Act 2022 money can be expected within the next 45 days.

STANDING COMMITTEE REPORTS

Personnel Committee

Nothing to report.

Finance Committee

The finance committee is meeting on October 18, 2022.

Land Development Planning Committee

Mr. Stingle called in with a stating that he met with PA American Water and the DEP and are in the process of getting forms and documents to Valley Township and to PA American Water.

Regarding the traffic study, the township engineer needs to respond and has not, to date, to finish the traffic study. The comments will need to be reviewed. Those comments were to be in by September 30, 2022. Mr. Stingle is making contact daily because they want to get the study to PENNDOT as soon as possible.

Building and Grounds Committee

Mr. Hudson provided a list of October Hot Topics to update the Authority members. A copy is attached hereto.

Airport Property Advertising

No report – see web design update in old business.

OLD BUSINESS

Web Design Update –Mr. Prall was unable to connect via Zoom. He will send out the framework to the board members via email for them to review. He anticipates by November content will be visible on the website with a final review in December and a live website in January 2023. Mr. Saylor reported that a photographer came into do still shots and that several others were capturing aerial shots for the website.

Valley Township – Mr. Saylor reported that the township assistant manager is doing his best to meet the needs of the township.

NEW BUSINESS

A corporate hangar proposal and lease issue will be discussed in executive session.

PUBLIC COMMENTS

None

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, November 1, 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 4:33 p.m.**

Pam Przychodzien
CCAAA Secretary