

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
September 6, 2022

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, September 6, 2022, at 4:00 p.m.

The following Board members were present:

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

Also present:

Doug Eadline, Airport Maintenance
Dave Jones, Delta Airport Consultants
Donn Roberts
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 4:01 p.m.

Mr. Saylor welcomed Mr. Gregory Cary to the Authority.

Mr. Saylor said there is an open position on the Authority due to Mr. Hartman recent change and is working and living outside of Chester County. Mr. Ethan Crane's name has been submitted to the Commissioners for approval.

APPROVAL OF THE MINUTES

A motion to approve the August minutes was made by Mr. McMinn seconded by Mr. Goebert. **The Authority approved the motion by vote of 5 to 0 with Mr. Cary abstaining.**

FINANCIAL REPORT

The Authority reviewed the financial report for August. Ms. Woosnam told the Authority that Valley Township cashed the \$84,000 check and a copy of the check was sent to Delta. She also advised it was time to begin budgeting for next financial year and was notifying Mr. Saylor, Mr. McMinn and Mr. Schwartz (Finance Committee) to begin putting dates together for the next finance meeting. Ms. Woosnam reported that Signature still has not paid their outstanding water and snow removal bills and feels that Mr. Sharkey has done all he can do to get the bills paid.

A motion to have legal counsel send Signature a notice of default on outstanding bills in accordance with the lease agreement was made by Mr. Cary seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 6 to 0.**

A motion to notify the FBO that the Authority will utilize provisions in the operating agreement to audit their financials was made by Mr. McMinn and seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 6 to 0.**

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

ENGINEER'S REPORT

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

Mr. Jones reported Delta is finalizing the Professional Services Base Agreement for review and approval. He also met with Mr. Sharkey and was informed that its corporate officials are not moving toward building suggestions, it has been decided to build what Mr. Jones and Delta suggests. Meridian and First Resource Bank has been contacted regarding a twelve-million-dollar loan. The Rehabilitate T-Hanger Taxiways project is about three weeks behind due to weather and supply acquisition. It is expected to be completed by mid-October. The Install Perimeter Fence Design/Bid project permit fee was submitted with a copy of the check. The bid will be put out in 30 days or less. The Authority will get back 90% of the tree money. Mr. Jones said he with working with Ms. Woosnam to get the rest of the paperwork together for submit a request for reimbursement for ARPA.

STANDING COMMITTEE REPORTS

Personnel Committee

Nothing to report.

Finance Committee

The finance committee submit possible meeting dates to Ms. Woosnam for a meeting in October.

Land Development Planning Committee

Mr. Schwartz reported that he spoke with Mr. Stingle and things are moving along slowly with the DEP and water and sewer permits. He also said the Valley View subdivision needs water and sewer permits and would like Mr. Stingle to do theirs as well for both properties. Calculations are underway. It is about a year away for industrial site approval, sooner on the hangars by the terminal. The south apron is next.

Building and Grounds Committee

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

Mr. Saylor said there was a deer strike on Monday September 5, 2022 but it caused no damage to the King Air aircraft. The hunter was contacted and will begin hunting this week.

Airport Property Advertising

Report under old business.

OLD BUSINESS

Web Design Update – Mr. Schwartz connected via Zoom to Mr. Prall who provided updates and navigating the website, he will then populate with content once the navigation is correct. The next step is to communicate with Mr. Goebert or Mr. Schwartz with anything that needs to be included from the old site. He asked that any photos or drone footage be sent to him. When asked if it was realistic that the website be up and running by the end of the year and Mr. Prall responded positively. Mr. Prall is going to send a link to the website to the Authority members of the wire frame so they can look at it and make suggestions.

Valley Township – Nothing to report.

Electric Service “Right of Way” Project – Mr. Eadline said the hydrant has been leaking water since July 11, 2022. The gate valve is 10’ below the ground and sediment is not allowing the hydrant to close properly. He is keeping track of the truck loads of water being used and Mr. Jones will get the amounts from Ms. Woosnam and Mr. Eadline and will charge back. Mr. Eadline said Brubaker or Doug Howe have been used in the past and could be contacted about the hydrant. Mr. Eadline said they lost power at the t-hangers again and Vietri Electric would be out this week.

NEW BUSINESS

“In House” Airport Perimeter Fence Project – Mr. Eadline reported that 160’ of fencing has been installed by Landis Insurance and 90’ by Keesey Automotive. He also reported that a neighbor had a shed installed on their property and it is also on airport property. Mr. Eadline was instructed to provide Ms. Setzler with the address, and she will send them notice to remove the shed from airport property.

PUBLIC COMMENTS

Mr. Roberts reported that he notified the fire department about accessing the airport and Mr. McMinn said that if a fire truck has a strobe light the gates will automatically open.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, October 4, 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 6 to 0 and Mr. Saylor adjourned the meeting at 5:07 p.m.**

Pam Przychodzien
CCAAA Secretary