

## Pocono Mountains Municipal Airport Authority

### Minutes

February 20, 2019

**Call to order:** Dave Moyer, Chairman, called the meeting to order at 3:10 p.m. EST on February 20, 2019. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

**Attendance:** Dave Moyer, John Kerrick, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Rich Kuban.  
By phone: Karl Weiler, Bill Mullen Adam Switzer

**Guest:** Vern Moyer

**Declaration of Quorum:** Dave Moyer declared a quorum.

#### Public comment:

Vern Moyer thanked the board for the support that Moyer Aviation received regarding the issue with Cessna Aircraft Company that was resolved in Moyer Aviation's favor

**Approval of Minutes:** *Mark Turner made a motion to approve the January minutes as presented and to dispense of the reading. George Strunk seconded the motion and the motion passed.*

**Treasurer's Report-Financial Statements/Cash Position:** George Strunk discussed the financial reports with the board. George stated that fuel sales were down considerably from January 2018. Repairs this January to the facility were much higher than in January 2018. Rich Kuban stated that Frank Revitt, Treasurer, approved the transfer of \$10,000 from the PLGIT account.

**Accounts Payable/bills to be paid:** *George Strunk made a motion to approve payment of bills listed on scheduled G and to ratify payment of bills made between board meetings as presented on schedule J. Greg Christine seconded the motion and the motion passed.*

**Delta Airport Consultants:** Adam Switzer provided his report via email to the board members. Listed below is a summary of that report and comments made during its presentation.

#### Task Order #4'-Construct North Ramp Taxiways (Delta Project 15128) - Construction Phase

- The project is on a Winter Stop.
- If the Airport sees any site issues needing attention during the Stop, please contact Delta.
- Change Order #1 has been signed by Leeward and will be provided to the Authority for signature.
- Delta's amended Task Order for the additional project contract time was provided on February 19 for BOA and Authority review. The BOA commented same day on an issue related to the fee which Delta will address and provide a revised agreement.
- George Strunk made a motion that the Authority approves Change der #1 to Task Order #4. It was seconded by John Kerrick and carried unanimously.

#### Letter Agreement #1 (NPDES Industrial Permitting)

- The Industrial NPDES Permit draft permit was issued in late December and was advertised in the DEP Bulletin on January 7 for a 30 day review. Permit was received yesterday. It is now official.
- The Authority will need to conduct bi-annual outfall monitoring and testing, either in-house or via a third party. Delta previously provided the contact information for Ethan Prout at Rettew if the Board wishes to discuss a possible contract arrangement with him.
- Adam contacted the Monroe County Conservation District to arrange a meeting with district representatives and Adam, and Board Members before an application is submitted. The Conservation District suggested a meeting between March 5th and 8th. Dave Moyer suggested that Adam sent up the meeting for either March 7 or 8 at 1:30 PM.

#### Task Order #5 - Construct T -Hangars

- Delta's Task Order was approved by the BOA on February 8, 2019. Delta has begun the design.
- The final scope is:
  - Site 1 = 12 unit T-hangar building
  - Site 2 = 60x65' hangar on south end as an Alternate
  - Site 3 = demolish existing building at grade as an Alternate
- Based on the NTP date, Delta is proposing to have 90% review plans ready by March 22. This should allow for a bid opening in May.
- Delta has been in discussion with the power company. Site 1 will include a pole mounted transformer to the meter on the north face of the building. Site 2 transformer location is a bit more complicated and should be discussed with the Authority. It is not a decision which needs resolution immediately. Adam indicated that the transformer at site 1 is free. However, the transformer at Site 2 may cost \$1,800. After some discussion the board decided to delay the decision at Site 2.

#### Other Items

- The BOA has offered a TA for the acquisition of mowing equipment at a total cost of \$40,000 with \$30,000 provided by the BOA. The equipment may be selected from Costars and the cost is needed by March 21. Delta will assist with the TA and grant management once the Authority has selected the equipment. A discussion ensued regarding the use of the airport's current equipment with the new equipment. From the language in the TA, the consensus is that the number of snow equipment units that could be bought for the \$40,000 is not restricted. John Kerrick reported that Ferris is on Costars.

**Airport Manager's Report:** Rich Kuban discussed his report with the board. Listed below are some of the items discussed.

- 1) Mike Berta & Sons replaced fuel filters at fuel farm and JETA truck. Due to weather he had to reschedule some repairs from a previous PADEP inspection.
- 2) PADEP was onsite on February 13, 2019 for a re-inspection of the fuel farm. Violations that were found need to be corrected by March 15, 2019.
  - All fill pipes & pumps need a water proof catchment basin.
  - Flex connector needs to be relocated on the 100LL dispenser. Currently the flex connector is located above the shear valve for the 100LL dispenser. Per the code the flex connector needs to be located below the shear valve.
  - PADEP will require a Site Specific Installation Permit (SSIP) for the new North side fuel farm. PADEP advised it could take up to 2 months for the permit to be issued.
 Rich advised that the airport was planning on moving the Fuel Farm. PADEP indicated that, the requirement for the water proof catchment basin need not be made if the fuel farm was moved.
- 3) Fee for electricity for aircraft block heaters. Some tenants have had their airplanes plugged in 24/7 to heat their airplanes even though the airplane is in a heated hangar. At the suggestion of Greg Christine, the Board decided that the airport manager will establish a policy that the tenants plugging in their airplane 24/7 in a heated hangar would be charged \$50 per month and would be notified of the charge next September.
- 4) PPL proposed anchor guy line on airport property to serve Lot 2 of Arcadia. The Board had no objection.
- 5) New cameras have been installed on South side of Airport. Current router will need to be upgraded to accommodate the higher bandwidth requirements of the new cameras. Rich will contact Rodney to determine the requirements. Additional routers estimated cost is \$500 each.
- 6) New overhead heaters to be installed in Moyer Aviation maintenance hangar next week. Weiler Corporation will donate scissors lift for the installation of heaters.
- 7) Skydive Jersey follow up. Chuck Owen contacted Dave regarding skydiving operations in the spring. Aerotopia was sent a contract in October 2018 that was not signed by Aerotopia, LLC
- 8) A NOTAM was sent that the runway edge lights on runway 13/31 were out of service. The cause will be checked tomorrow.

**Old Business:**

PMMAA Retirement: Mark Turner advised that the Pennsylvania Municipal Retirement System requires answers to more detailed questions before the application can be completed. The questions and Mark's recommendations are as follows:

What do we want included as "compensation" upon which the percentage contribution is based?

Recommend base salary or hourly rate, plus any overtime. Exclude any bonuses, accrued leave, etc.

Define "full Time"

Recommend "not less than 35 hours per week"

Part Time/Seasonal/Casual

Employees

Recommend to be excluded from the plan

Distributions While in Service (Still employed by PMMAA)

recommend no distributions in service

Submission of Contributions

Recommend submission in line with payroll processing (Bi-Weekly I believe)

When is Employee Eligible for Pension Payments? Recommend upon attaining age 65 (this will ensure the pension amount will be unreduced - as would be the case if selecting a younger age)

Eligibility for Early Retirement Pension

Recommend YES but only upon completion of at least 20 years of service by retirement, or upon at least 8 years of service in involuntarily terminated. In both cases, if employee has not yet attained age 65, payment will be actuarially reduced.

Offering of Disability Pension

Not required but recommend YES if disability is connected with Service

Vesting Period

Recommend upon achieving Equal to or greater than 3 years of Vesting Service

Pre-Retirement Death Benefit

Not required but recommend YES

Transfer of Service and Assets from another System Plan (Portability)

Will we allow a new hire to bring their service and plan value with them to PMMAA?

Recommend NO to avoid the liability burden (risk) of inheriting a 30 year plan from a prior employer.

#### PMMAA Dissolution

Plan would terminate upon dissolution of the Municipal Authority. All employees will become 100 vested upon such termination. Municipality would need to make sure the Plan is 100 funded at time of Termination (highly unlikely that there would be any material shortfall in this type of Cash Balance Plan, but the liability nevertheless exists).

Greg Christine made a motion to approve the Pension Plan as presented, George Strunk seconded the motion and it carried unanimously.

Parking Lot Lease for new building: George Strunk stated that the redesign of the building layout eliminates any need for the airport to be involved.

Truck Trailer Parking on Airport Property: Dave Moyer stated that FedEx will sign a contract prior to the airport getting the approval from Coolbaugh Township so that the trailers can be parked immediately. Dave stated that the township supervisors suggested that the airport apply for a variance since the township Zoning Officer stated that the designation for the property does not allow truck trailer parking.

At the township meeting Geoff Worthington recommended that the airport not submit a variance. Dave will coordinate with Geoff regarding the next action to be taken.

LSA Request: Bill Mullen met with State Senator Blake regarding the LSA grant. As Senator Blake showed interest in the airport, Bill requested that Rich create a list of "things" that the airport desires to be given to Senator Blake.

Airport Renaming: Mark Turner requested that Greg arrange a meeting with the Commissioners to discuss the changing of the name of the airport.

Phillips 66 Coop Money: Bill Mullen stated that the airport will receive \$800 coop money from 2018 next month. Bill mentioned that Phillips 66 will provide 2 new wind socks. They will also supply apparel with the Phillips 66 logo on them.

Task tracker: Bill Mullen mentioned that the task tracker was implemented so that renewals such as the insurance policy do not wait to the last minute or fall through the crack. Bill suggested that the renewal of the insurance policy should be on the task tracker and the renewal process should start in June so that the airport may get competitive quotes.

Karl Weiler suggested that the Task Tracker be made part of the agenda.

#### **New Business:**

Refueler Truck: Dave Moyer stated that the refueler having a gasoline engine instead of a diesel engine is not working as there is no automobile gasoline at the airport. John Kerrick mentioned that it is a rust bucket and that World Fuels should supply a replacement. George Barthelenghi will coordinate with Rich and World Fuels to obtain a refurbished truck.

Expense Reports: Bill Mullen requested that Rich create an expense report that will track airport business expenses. The report should require two signatures for approval. Relevant expenses reports will then be submitted to World Fuels for reimbursement.

Fly-In Date: Vern Moyer has arranged for May 26, 2019 to be the annual fly-in date. The board agreed.

#### **Committees:**

*Nominating:* Rich will send an email to Greg Christine requesting that the Commissioners appoint Bill Mullen to the Board for another term.

*Marketing: No update to report*

*Finance: No update to report;*

*Security/EOP: No update to report;*

*Building and Grounds: No update to report*

*Human Resources: No update to report.*

**Adjournment:** George Strunk made a motion to adjourn the meeting at 4:19 PM p.m. Greg Christine seconded the motion and the motion passed. The next board meeting is scheduled for March 20, 2019, -3 p.m. in the MW hangar located at the airport.

Minutes submitted by: George Barthelenghi, Board Member