

**Pocono Mountains Municipal Airport Authority  
Minutes**

January 16, 2019

**Call to order:** Dave Moyer, Chairman, called the meeting to order at 3:02 p.m. EST on January 16, 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, Frank Revitt, Bill Mullen, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler (via phone), Adam Switzer, Rich Kuban and Bonnie Schwartz. Guests: Steve Webster (T-hangar tenant) and Dr. Paul Houle (The Flying Club).

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

**Public comment:**

Mr. Rik Longacre of Schlouch Incorporated, a site/design development company, attended the meeting to introduce himself and to inform the board as to what his company will be doing in the upcoming months. He has a client interested in constructing a spec building on lot 28 in the Pocono Mountains Business Park. The building will not impact airport property; however, some of the parking area may require an avigation easement and temporary excavation easement may be required while preparing the site. Mr. Schlouch will provide updates to the Authority as the project progresses and provide Adam Switzer (Delta engineer) with the CAD file.

Dr. Paul Houle (The Flying Club) announced there will be a safety meeting held today starting at 6:30 p.m. at the Flying Club. The annual ground school will commence February 2 and go through March 23, 2019.

**Approval of Minutes:** *George Strunk made a motion to approve the December minutes as presented and to dispense of the reading. Frank Revitt seconded the motion and the motion passed.*

**Treasurer's Report-Financial Statements/Cash Position:** Frank Revitt discussed the financial reports with the board. There were no unusual expenses during the month.

**Accounts Payable/bills to be paid:** *George Strunk made a motion to approve payment of bills, the insurance invoice will be paid in several payments throughout the year, listed on schedule G. Mark Turner seconded the motion and the motion passed.*

*George Barthelenghi made a motion to ratify payment of bills made between board meetings listed on schedule J. George Strunk seconded the motion and the motion passed.*

**Delta Airport Consultants:** Adam Switzer provided his report to the board members. Listed below is a summary of that report.

- Task Order #4-Construction Phase:
  - The project is on Winter Stop;
  - If the Airport sees any site issues needing attention during the Stop, they are to contact Delta;
  - A draft Change Order for Leeward's contract was sent to Leeward for their review. Once this is coordinated, the draft will be provided to the Authority and BOA for review. These changes will not result in a grant overrun;
  - Delta is preparing a Task Order amendment for the additional project contract time and this should be ready for review in late January. In conjunction with the Change Order, the changes will not result in a grant overrun.
- Letter Agreement #1 (NPDES industrial permitting):

- The Industrial NPDES draft permit was issued in late December and advertised in the DEP Bulletin on January 7 for a thirty-day review. The permit will be final in thirty days, subject to any comments received/implemented.
- Permit requirements include:
  - Outfall water quality testing twice a year at each of the seven outfalls. These testings must be completed by a laboratory and reported electronically through the e DMR system;
  - An annual report made in May, this is basically a summary of the biannual testing;
  - \$1,000 annual permit fee;
  - Update the PPC Plan (Preparedness, Prevention, and Contingency) to include the current permit provisions. The PPC must stay up to date for any future changes;
  - A permit renewal must be applied for beginning six months prior to its expiration. It would be a good idea to set a reminder for July 1, 2023.

An outside firm can be hired to perform these requirements.
- Task Order #5-Construct T-Hangers
  - The TA items were addressed to the satisfaction of the BOA. The contract will be uploaded once complete;
  - The proposed layout:
    - Site 1: 12-unit T-hangar building
    - Site 2: 60x65 hangar on south end (remainder of site will accommodate 7 additional T-hangers and a 50x40 SRE building in the future)
    - Site 3: Remove T-hangers after performing an asbestos inspection.

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

- The airport insurance policies were renewed and will be paid in several payments throughout the year;
- The salt spreader was installed on the red truck;
- A pallet of de-icing material will be ordered and used on the parking lots, ramp areas and runways;
- The heaters in the Moyer Aviation hangar require service. Keiper Plumbing and Heating will perform the repairs. A scissors lift will be used to service the heaters and to replace overhead bulbs in the Moyer Aviation and North Hangars; Replacing the bulbs will be on hold until John Kerrick obtains prices on LED lights.
- New cameras for the south side. *Greg Christine made a motion authorizing Argus Technology to install the cameras and a new DVR at a cost of \$2,814. George Strunk seconded the motion and the motion passed.*
- The heating system in the Main Hangar will be revisited later;
- Repairs were made to Gary Febbi's T-hangar doors. The cost to repair the doors: \$2,600;
- Website maintenance and backups are being done in house, resulting in a monthly savings of \$375;
- The window in the door of the pilot's lounge needed to be replaced at a cost of \$150;
- The State Ethics forms were provided to the board members. They need to be returned by May 1<sup>st</sup>;
- Advertising for engineering services will be placed on the task tracker.
- Timmy, of Papillon & Moyer, will fix the brakes on the fuel truck. This expense will be reimbursed by Phillips 66.

**Old Business:**

*Tree Removal/State Game Lands:* Work continues towards obtaining the Highway Occupancy Permit (HOP).

*Trailer parking variance:* Waiting for Coolbaugh Township to amend the zoning ordinance. If the zoning ordinance is not amended, the 84 Lumber parking lot will be used as an alternate parking area. Dave Moyer discussed with the board charging J&J a monthly rent between \$6,500-\$6,800. The board agreed and the lease with J&J will be for a six-month period.

*LSA Application:* Bill Mullen met with Senator Mario Scavello. Senator Scavello is supportive of the fuel farm replacement project and suggested Mr. Mullen contact Senator John Blake to request his support. Mr. Mullen contacted Senator Blake as suggested and Senator Blake will be visiting the airport February 1<sup>st</sup>.

*Employee Pension Plan:* The board agreed to go with the Cash Balance Plan. This plan offers a flat annual interest rate and only full-time employees will be eligible. The board agreed to contribute 3% to the plan. This percentage can be adjusted each year, but can never go below 3%. Mark Turner will prepare a draft plan for the board to review.

*Airport Re-naming Proposal:* A meeting will be scheduled with the County Commissioners to discuss changing the name of the airport to Pocono Mountains Regional Airport. If the Commissioners agree to the name change, it will need to be determined how to pay for the name change (it will cost approximately \$20,000).

**Committees:**

*Nominating:* Bill Mullen is up for reappointment. *John Kerrick made a motion to request the County Commissioners to reappoint Mr. Mullen for another five-year term. George Strunk seconded the motion and the motion passed.*

*Marketing:* Bill Mullen reported the following:

- Phillips 66 was provided with copies of approved expenses along with a cover summary sheet. We anticipate receiving approximately \$800+/- in reimbursable expenses.
- Maria is preparing and mailing the invoices for the advertisement signs;
- Mr. Mullen thanked the board for allowing use of a hangar to work on the Huey helicopter.

*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:** Dave Moyer moved to adjourn the meeting at 5:00 p.m. The next board meeting is scheduled for February 20th -3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz