

## Pocono Mountains Municipal Airport Authority

### Minutes

October 17, 2018

**Call to order:** Dave Moyer, Chairman, called the meeting to order at 3:01 p.m. EST on October 17, 2018. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

**Attendance:** Dave Moyer, John Kerrick, Bill Mullen, Frank Revitt, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Adam Switzer, Rich Kuban and Bonnie Schwartz. Guests: Savannah (Delta Airport Consultant), Geoff Worthington (Airport legal counsel) and Tomas Keane (Coolbaugh Township Volunteer Fire Co.).

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

#### Public comment:

On behalf of the Coolbaugh Township Volunteer Fire Company, Tomas Keane requested permission to place a small 5'x5' storage shed on airport property. The shed would store various equipment (i.e. hoses, tools, attachments for the airplane). The fire company would be responsible to pay for water used to fight brush fires. Rich will look into adding a meter to the Hydrant to measure water usage by the Fir Dept. as billing for water goes to MW Aviation *George Strunk made a motion authorizing placement of a small storage shed, no bigger than 5x5, on the premises to assist the volunteer fire company with filling aircraft with water. Bill Mullen seconded the motion and the motion passed.*

**Executive Session:** *George Strunk made a motion to move to executive session at 3:10 p.m. to discuss litigation. Mark Turner seconded the motion and the motion passed.* The executive session adjourned at 3:56 p.m. and reconvened to the regular board meeting.

*Greg Christine made a motion authorizing the airport's solicitor to continue to move forward with the Gabrys lawsuit and take all necessary steps to defend the authority and hire appropriate expert staff to assist. George Strunk seconded the motion and the motion passed.*

**Approval of Minutes:** *Greg Christine made a motion to approve the September minutes as presented and to dispense of the reading. Karl Weiler seconded the motion and the motion passed. George Strunk abstained.*

*Karl Weiler made a motion to approve the minutes of the Special meeting held on September 19, 2018. Mark Turner seconded the motion and the motion passed.*

**Treasurer's Report-Financial Statements/Cash Position:** Frank Revitt discussed the financial reports with the board. He reported revenue is down for the month of September. This is attributed to fewer 100 LL sales and weather conditions.

**Accounts Payable/bills to be paid:** *George Strunk made a motion to approve payment of bills listed on schedule G and to ratify payment of bills made between board meetings as listed on schedule J. Mark Turner 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:
  - Stormwater basin 1 is ready to be seeded;
  - Beds A and B are ready for paving;

- Due to cold temperatures being forecasted, it is likely paving will be on hold;
- A winter stop is likely towards the end of October or early November. The contractor is still attempting to complete work in the T-hangar area where the temperatures do not affect the work;
- Progress meeting #8 is scheduled for October 24 at 1:00 p.m. Items relating to a winter shutdown may be discussed in more detail;
- A change order for Leeward's contract will be prepared to adjust the contract time for the weather-days to date, and to adjust selected quantities to as-built (to provide better budget awareness). In addition, Delta will prepare an amendment to our Task Order for the additional contract time. These changes will not result in a grant overrun. These items will be addressed over the next several weeks.
- Letter Agreement #1 (NPDES industrial permitting): DEP still has the application. Rettew is checking bi-weekly with DEP on the status.
- Task Order #5-Construct T-Hangers (in development)
  - The TA has been released for \$800,000. The BOA indicated documents are to be uploaded as they are available, and a schedule provided for the remainder;
  - A scoping meeting was held on August 15, and the goal is to pursue a 12-unit T-hangar building as the Base Bid, with additives for a stand-alone 65x60 box hangar and a replacement 8-unit T-hangar at the south side;
  - Per the MCCD meeting on October 1, any work on the south T-hangar is a permit major modification. The Authority provided direction to Delta to scope the building design into the contract, but to exclude any services relating to permitting the building or design stormwater management (SWM) features. The methodology is to open bids and if the building can be built with the funds available, at that time add the permitting/SWM features to the project.
  - Delta is working on an updated contract to address this revised scope. Anticipate having the contract to the Authority by November 2;
  - The TA deadline is October 24, but the BOA has indicated they only need a schedule of deliverables for the TA by this date. Delta will provide this to the BOA via email by October 19.
- Other items
  - Delta is assisting with outstanding closeout items on the grant related to various pieces of equipment in May 2011.
  - The annual BOA planning session is November 5 at 1:30 p.m. in Lancaster. Along with Adam Switzer, Dave Moyer, John Kerrick, George Strunk, Bill Mullen and Rich Kuban plan to attend.

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

- The fuel inspection received a perfect score;
- The 100LL fuel sales were down in September due to the weather;
- Suggested lowering the approach minimums from 300-1 to 200-3/4;
- Brush and trees along 1331 need trimming;
- The cracks on the runway need sealing. Dave Moyer volunteered to obtain a quote for this work;
- Staff will work on getting the snow removal equipment ready for the season;
- Searching for a pickup truck to replace the current truck;
- Possible winter project-replace the flooring in the main hangar bathroom;
- All the hangars are full;

- A claim was submitted to the insurance company for the Nose Radome damage to N999WC;
- Joe Hudak's Bonanza wing tip lens was damaged while being pulled out of the MW hangar. The estimate cost of the lens is approximately \$300 plus the cost of approximately one-hour labor to install. Accident was caused by poor brakes on the Golf Cart. Rich K. Will have this looked after.
- The cable that secures the main hangar door broke and required repairs. Shank Door company did the repairs to the door. Also, one of the seven straps that brings the door up and down required repairs;
- Looking to purchase a 110-gallon refueling transfer tank with electric pump to hold regular gasoline for the fuel truck. Estimated cost-\$1,000;
- Royal Security will come and reprogram the system;
- Reviewed items on the task tracker.

**Old Business:**

*Tree Removal/State Game Lands:* Work continues with PennDOT and the Game Commission.

*Parking lot lease pricing:* A Company submitted to the Pocono Mountains Economic Development Corporation two different proposals to construct a building in the Pocono Mountains Business Park. One proposal shows their building very close to airport property. This proposal may not be acceptable to the airport. It is too early to know if the Company will require a parking lot.

*Airport leases:* Mark Turner continues working to obtain missing leases from tenants. Currently there are several tenants that have not provided insurance certificates. Mr. Turner stressed how important it is that all tenants provide insurance certificates.

*Trailer parking variance:* Attorney Geoff Worthington continues to work on resolving this issue.

*Replacement Refueler:* Discussed under manager's report.

*LSA application:* An LSA application for \$300,000 was submitted to the Commonwealth Financing Authority. These funds will be used for the fuel farm. It is important to have political support for this project to be considered for approval.

**New Business:** No new business was discussed.

**Committees:**

*Nominating:* No update to report;

*Marketing:* Bill Mullen reported the Huey helicopter will be in the Barrett Halloween Parade this Sunday, October 21, 2018;

*Finance:* No update to report;

*Security/EOP:* No update to report;

*Building and Grounds:* No update to report;

*Human Resources:* No update to report.

**Executive Session:** *George Strunk made a motion to move to executive session at 5:05 p.m. to discuss human resources. Karl Weiler seconded the motion and the motion passed. The executive session adjourned at 5:07 p.m. and reconvened to the regular meeting.*

*George Strunk made a motion to increase Justin's hourly wage from \$15 to \$16. Karl Weiler seconded the motion and the motion passed.*

**Adjournment:** George Barthelenghi made a motion to adjourn the meeting at 5:09 p.m. The next board meeting is scheduled for November 21st-3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz