

# POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

## MEETING MINUTES.

March 15, 2023

3:00 p.m.

- I. Call to order:** John Kerrick, Vice-Chairman, called the meeting to order at 3:00 p.m. EST on March 15, 2023. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.
- II. Attendance:** John Kerrick, Adam Kerrick, David Fox, Steve Webster, George Strunk, Robert Deinarowicz, and Mark Turner. Dave Moyer, and Karl Weiler attended via zoom. Justin Klein, and Adam Switzer were absent from the meeting.
- III. Public comment:** Moyer Aviation's Peter Lentine attended the meeting.
- IV. Approval of Minutes:** George Strunk made the motion to accept the February Board meeting minutes. Mark Turner seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board.
- George Strunk made the motion to accept the Treasurer's report. Bob Deinarowicz seconded the motion and the motion passed.
- George Strunk made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. Bob Deinarowicz seconded the motion and the motion passed.
- VI. Airport Manager's Report:** John Kerrick discussed the Manager's report with the Board and the salient items are listed below:
1. Snow equipment is all functioning properly with no problems.
  2. David Fox set traps in the pond on the approach of Runway 5 and managed to catch two beavers.
  3. Spill kit items purchased and an additional spill kit was put in the North Hangar for spring's inspection. We now have spill kits in both MW and North hangar as well as the Fuel Farm.
- VII. Task Tracker:** John Kerrick discussed the task orders currently on the list.
- Messer Gas Donation:** George Strunk discussed with the Board the donation from Messer Gas.
- T-hangar electrical use:** Karl Weiler and John Kerrick discussed the electrical usage in the new T-Hangars.

## VIII. Engineer's Report.

### Task Order #1 - Fuel Farm (18114)

- **General schedule:**
  1. Site work = April 2023
  2. Tank delivery and installation = June 2023
  3. PP&L indicates new transformer is an 8-week lead time item. Grimm to coordinate when needed with PP&L contact provided.
- **Payments & Tank Deposit**
  1. Delta to provide an updated payments/check schedule to Maria for payments recently received.

### Task Order #2 - Snow Removal Equipment Building (SRE) (19060)

- Project currently on a temporary Stop Work awaiting better weather for exterior concrete.
- Grimm has submitted a Change Order request (attached) totaling \$53,169 for the following items:
  1. Column base extensions \$1,623
  2. 8" Foundation Extension \$11,000
  3. 8" Slab Subbase \$7,993
  4. 20 bollard sleeves \$1,775
  5. Concrete & Materials price escalation \$18,958
  6. Electrical materials price escalation \$11,880
- My review of these changes is as follows:
  1. The first 3 items relate to Grimm ordering the building steel in such a way as the trench drain could not be located at the door interface per the original plan. Their resolution was to move the trench drain to the center of the building, which resulted in the north face being 4" lower and therefore having inadequate drainage. This resulted in raising the building 8". Therefore, I do not see how this should be the Authority's responsibility.
  2. Item 4 is a legitimate change from painted bollards to the sleeves. The project budget can support this change.
  3. Items 5 and 6 – the Contract provides no provisions for escalation of prices like this.
- **Payments**
  1. Delta to provide an updated payments/check schedule to Maria for payments recently received.

### T-Hangar Phase 2 (23006)

- I discussed this funding with Gregg Davis at a Conference last week. The BOA still has no timeline of when and how to place the funds under grant. I emphasized the importance of this. I also asked that Gregg attend the April 19 Authority meeting.
  - We have been trying to set up a scoping meeting with the BOA as requested, but as of today still have not received a response. We will get more aggressive on this

issue.

**VanCleaf Construction Easement**

- We had a call with this developer on February 28 which George Strunk was on. He can provide an update on where this issue stands.

**Bipartisan Infrastructure Law (BIL)**

- \$295,000 for each year FY 2022 through FY2026.
- These funds have been programmed towards a terminal building Program in JACIP as discussed at the Planning Session.
- Will need to request a Capital Budget line item in late 2023 to support this project as the overall scope is developed.

**PMMA SRE Building Tobyhanna Twp, PA**

Change Order 1 Summary Charles W. Grimm Construction, Inc.  
February 24, 2023

CHANGE ORDER No. 1

#	Item	Amount	Comments
1.	Furnish and install (14) column base extensions	\$1,623.00	
2.	Add 8 in. to foundation wall height	\$11,000.00	
3.	Add 8 in. to slab subbase	\$7,933.00	
4.	Furnish and install (20) bollard sleeves / credit paint	\$1,775.00	
5.	Concrete & associated materials price escalation	\$18,958.00	
6.	Electrical materials price escalation	\$11,880.00	Total Change Order No. 1
		\$53,169.00	

**PROJECT SUMMARY**

Original Contract Amount	\$921,761.56
Change Order No. 1	\$53,169.00
Change Order No. 2	
Total	\$974,930.56

**IX. New Business:**

**Airport Newsletter:** Steve Webster presented to the Board a draft of the introductory newsletter and proposed layout of the newsletter. The Board agreed to move forward with the initiative with the exception of the proposed Board-member profile page.

Website review has been moved to the Task Tracker and assigned to committee of George Strunk, Adam Kerrick, and Mark Turner.

**Moyer Aviation request for the main hangar refurbishing:** The Board discussed tenant improvements to encourage the new owners of Moyer Aviation to make tenant improvements to their leased space by offering financial assistance.

Mark Turner made the motion to offer financial assistance for the hangar improvements under the following criteria:

1. All funds must be spent on improvements to the Airport's structure/property currently leased by Moyer Aviation.

2. Funds will be provided on a matching (dollar for dollar) basis.
3. Up to \$15,000.00 in matching funds for the proposed improvements to the main hangar floor.
4. Up to \$10,000.00 in matching funds for other capital improvements to airport property, as proposed by Moyer Aviation and approved by the PMMAA Board.
5. Moyer Aviation to provide multiple bids for projects above the current maximum threshold of \$12,199.00.
6. All matching fund payments will be made by the airport directly to the contractor/vendor responsible for an approved project.

Karl Weiler seconded the motion and the motion passed. Dave Moyer abstained from the motion due to business relations.

**X. Committee Reports:**

- Marketing: No update to report.
- Finance: No update to report.
- Security: No update to report.
- Building and Grounds: No update to report.
- Nominations: No update to report.

**XI. Adjournment:**

The Vice-chairman motioned the Board to adjourn the meeting at 5:00 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled for April 19, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

