

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY  
MEETING MINUTES.

May 17, 2023

3:00 p.m.

**I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on May 17, 2023. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.

**II. Attendance:** Dave Moyer, John Kerrick, Justin Klein, David Fox, Steve Webster, George Strunk, Robert Deinarowicz, Adam Kerrick, Mark Turner, and Karl Weiler.

**III. Public comment:** No public comment.

**IV. Approval of Minutes:** George Strunk made the motion to accept the April 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. David Fox 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:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:

1. All of the repairs done to the plows are complete, they will be ready to go for next season ahead of time.
2. Dairyland Aviation operated out of the Airport, to spray locally for gypsy moths.
3. The old T-hangar will be emptied out this week to be ready for demo.
4. WB ran electric to the sign by 611 and is ready for landscaping.

**VII. Task Tracker:** Dave Moyer discussed the task orders currently on the list. There were no updates at this meeting.

**VIII. Engineer's Report.**

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

• **General schedule:**

1. Site work = May 15, 2023
  - Awaiting PP&L power disconnect letter on old Flight Club building before beginning excavation at the site.

- Materials and equipment are staged.
- 2. Tank delivery and installation = July 2023
- 3. PP&L has been coordinating with PP&L on the new transformer and this is on schedule to be delivered as needed. The location has been revised to the north side of the road, adjacent to the new Flight Club building.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

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

- Time restarted on May 8, 2023.
- Exterior concrete is complete.
  1. There is a chance the Building Official may require a handrail at the east ADA access door. The concrete slope measures 7%, and potentially anything over 5% could require a railing. My impression is this does not appear necessary and we should push back if requested. It may arise during the building OC inspection, which Grimm is to schedule.
  2. The exposed concrete lip along the south face measures 9” to 10” above the existing asphalt (24” away) for the length of the building. This will need to be paved to allow for vehicles to enter the building.
- Items still to complete include: minor electrical outfit; asphalt patching; guardrail installation; building cleaning and paint touchup (some door trim is very thin, Grim indicated would be addressed after cleaning).
- The remaining portions of the old building to be demolished beginning May 22. I asked Justin to have all airport items out of the building by this date.
- Delta issued a letter to Grimm refuting Change Order items relating to raising the building 8”.
- **Payments**
  1. Delta is continuing to coordinate payments with Maria.

**T-Hangar Phase 2 (23006)**

- The BOA has done additional research on the Community Development Funds. I discussed with Gregg Davis eligibility and noted we needed confirmation before we can develop a contract so the Authority knows the direction this will head. Gregg indicated that the exterior heating of the existing hangar was not eligible, but all other items *should* be. I provided Gregg a revised exhibit and asked for a definitive BOA position on the project so we can move forward.
- The Authority match for this project will be \$300,000 +/-.
- If a Loan is a consideration, it is possible this could be completed through the United States Department of Agriculture (USADA).
  - Pros:
    - Competitive rates (Prime + 0.5% I think)
    - Flexible term - I believe they will do 5, 10 and 20 year terms
    - Will give you all the money you need
  - Cons:
    - lots of paperwork and will take time to coordinate.
    - likely will require an additional NEPA Environmental document in

addition to the Cat-Ex we already have. This is based on past experience where they required their own NEPA document.

- Will have additional reporting and inspection requirements during construction.
- May require some sort of collateral.
- Delta has done these loans at AOO and is currently working with one for a T- hangar at LUA (Luray Caverns, VA).

#### **NPDES Permits**

- RW 13-31 Construction Termination
- Site Industrial Renewal
- Rettew has provided a revised proposal to address both of these issued for a total cost of \$29,200 (\$9,800 RW 13-31 + \$19,400 Site Permit)
- Delta can contractually facilitate this by amending our Task Order for the fuel farm with the Authority to add these services to that scope. They would not be grant -funded and are 100% for the Authority (*unless we can attempt to use any unused LSA or EDCDI funds. For future consideration with Michelle, as it is currently unknown how much this could be, if any*).
- Rettew indicated they need a Notice to Proceed by July 1 in order to make the permit resubmission by the September 1 deadline.

#### **North Ramp Rehabilitation**

- The BOA is asking if the Authority will pursue this design in 2023, where it is currently programmed.
- Authority funds required would be approximately \$15,000 to support the Design in 2023/2024 and \$90,000 for construction in 2024/2025.

#### **VanCleaf Construction Easement**

- Update by George Strunk

#### **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.

**IX. New Business:**

**X. Committee Reports:**

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

**XI. Adjournment:**

The Chairman moved the Board to adjourn the meeting at 4:50 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled on June 21, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.  
Airport Manager.

