

# POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

## MEETING MINUTES.

January 17, 2024

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on January 17, 2024. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.
- II. Attendance:** Dave Moyer, John Kerrick, David Fox, Steve Webster, Mark Turner, George Strunk, Bob Deinarowicz, and Justin Klein. Karl Weiler attended via telephone. Adam Kerrick was absent from the meeting.
- III. Election of Officers for 2024:**

Bob Deinarowicz, as Chair of the Nominations Committee, made a motion to re-appoint Dave Moyer as chairman, John Kerrick as vice chair, Mark Turner as Treasurer, and George Strunk as Secretary. David Fox seconded the motion. There were no additional nominations from the floor and the motion passed.

Bob Deinarowicz made the motion to recommend Adam Kerrick to the Monroe County Commissioners for a new 5 year term on the Board. George Strunk seconded the motion and the motion passed.
- I. Public comment:** Paul Morgan from Moyer Aviation came to fill the Board in on progression of students in the flight school and renovations being made to the facilities.
- II. Approval of Minutes:** George Strunk made the motion to accept the December Board meeting minutes as presented. Mark Turner seconded the motion and the motion passed.
- III. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board.

Mark Turner made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. George Strunk seconded the motion and the motion passed.
- IV. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
  1. There was damage to the keypad in between the hangars from plowing, I asked ABE fence to do the repair. They proceeded to quote me \$890.00 so I did my own research on the parts needed and was able to make the repairs in house for \$20. Chairman, Dave Moyer, thanked

Justin and requested more detail on the quote from ABE to determine exactly what ABE fence was quoting on and if this was a like-for-like comparison.

2. The crew car has been repaired, the straps holding the gas tank rusted and needed to be replaced.
3. The loader received service, all batteries and filters replaced.

V. **Task Tracker:** Dave Moyer discussed the task orders currently on the list. Steve Webster updated the Board on the status of the electrical repairs around the Airport.

## VI. **Engineer's Report.**

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

- Tank delivery is currently scheduled for January 22, 2024
- Tank installation by crane is currently scheduled for the following day, January 23.
  1. Grimm is to prepare a brief staging plan to indicate their crane and delivery logistics.
- The electrician is not free until mid-February, so tank startup will be after that. Grimm is to prepare a start-up schedule once the tanks have arrived and been placed.
- The Change Order for the additional sidewalk and fence has been executed. This work is likely for the spring 2024 as the earthwork required to backfill the tank removal area is currently blocking the fence location.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

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

- Delta is working with Mark on the IFE assessment for the contract.
- The LSA grant application has been submitted.
- The Authority should discuss design funding in advance of the federal grant.
- The BOA has yet to provide an actual drop-dead date to apply for a grant for this. However, Delta has other CPF project fund grants which have grant application deadlines of September 2024. Thus, Delta believes the design of this project should be initiated no later than March 1, 2024 in order to procure bids by this date.

- **NPDES Permits**

- All closed. This item will be removed.

- **North Ramp Rehabilitation**

- Contract scoping is to occur in the spring of 2024. The BOA is to advise on more specific grant timing.
- The datasheet in JACIP was submitted for the design.

- **Terminal Area Planning**

- No near-term action for this. Scoping will need to occur in earnest in the summer of 2024.

- **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.
- May need to request a Capital Budget line item in late 2024 to support this project as the overall scope is developed.

## **VII. New Business:**

George Strunk made the motion to approve the contract from Careiginal Designs to redevelop the Pocono Mountains Regional Airport's website. Bob Deinarowicz seconded the motion and the motion passed.

Mark Turner made the motion to ratify the board's decision taken between board meetings to assign the IFE project for the proposed new T-Hangar to MRB Group. George Strunk seconded the motion and the motion passed.

## **VIII. 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.

## **IX. Adjournment:**

The Chairman motioned to adjourn the meeting at 4:15 p.m. the motion passed, and the meeting was adjourned. The next Board meeting is scheduled for February 21, 2024, at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.  
Airport Manager.

