

# POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

## MEETING MINUTES.

November 15, 2023

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on November 15, 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, David Fox, Steve Webster, George Strunk, Mark Turner, Karl Weiler, Bob Deinarowicz, Adam Kerrick, George Strunk and Justin Klein.
- I. Public comment:** Chairman Dave Moyer announced that Public Comment would be moved to later in the meeting after the proposed vote on the new Public Events Policy so that any questions could be asked at that time.
- II. Approval of Minutes:** George Strunk made the motion to accept the October Board meeting minutes as presented. Bob Deinarowicz seconded the motion and the motion passed. George Strunk abstained due to his absence from the previous meeting.
- 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. The tool shed has been cleaned out and we started to organize the SRE building. The carpenter was also in to supply us with work benches and plywood areas on the walls which I've purchased hanging racks for our tools.
  2. The new 275 gal. waste oil and offroad diesel tanks arrived, we set up Moyer's new oil container in its spill containment. Their old tank still needs to be pumped and disposed of.
  3. We cleaned out the area behind the bubble hangars, we need to determine what we would like to keep and sell as far as equipment goes.
  4. Mowers have been returned and they are all serviced and ready to go for the next season.
- 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)**

#### **• General schedule:**

1. Currently on Stop Work, waiting on tank delivery.
  2. Tank delivery is currently scheduled for the week of December 4.
- Delta has spoken with Grimm about coordination of startup testing. This will be based on the exact delivery date and the tank supplier will need to indicate when they need fuel delivered.
  - The Change Order for the additional sidewalk and fence has been executed. Shop drawings for fence material have been approved. 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.

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

- Delta is beginning the grant closeout process.
- Rettew is preparing permit closeout documents.

#### **• Payments**

1. Delta is continuing to coordinate payments with Maria.

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

- This Task Order is in internal QC with Delta.
- The Authority will need to obtain an Independent Fee Estimate for this.
- The LSA grant application has been submitted.
- The Authority should discuss design funding in advance of the federal grant.

### **NPDES Permits**

- Site Industrial NPDES - The paperwork to renew this Permit has been filed.
- RW 13-31 Construction NPDES – the PADEP has closed this project.

### **North Ramp Rehabilitation**

- Contract scoping is to occur in the winter of 2023/2024. 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 2023 to support this project as the overall scope is developed

### **Old Business**

- Karl Weiler made a motion to adopt the new Public Events Policy. Bob Deinarowicz seconded the motion and the motion passed.

- Karl Weiler motioned to adopt the license that will be granted to anyone who receives approval to hold an event at the Airport. Adam Kerrick seconded the motion and the motion passed.

Public Comment – Questions were asked by Mr. Hal Harris of Mt. Pocono Rotary, and responded to by various Board members, about the adopted Public Event Policy and License. Mr. Harris requested that the policy be published on the airport’s website as soon as possible. Mr. Turner confirmed that it would be posted by the end of the day.

**VII. 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.

**VIII. Adjournment:**

The chairman motioned to adjourn the meeting at 3:30 p.m. the motion passed, and the meeting was adjourned. The next Board meeting is scheduled for December 20, 2023, at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.  
Airport Manager.

