

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY
MEETING MINUTES.

July 19, 2023

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on July 19, 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, and Karl Weiler. Mark Turner attended via Teams.
- III. Public comment:** Christan from Moyer Aviation presented to the Board the improvements made to the lobby.
- IV. Approval of Minutes:** George Strunk made the motion to accept the June Board meeting minutes. David Fox seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:** George Strunk discussed the financial reports with the Board.

George Strunk made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. Karl Weiler 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. The steps and railing above the bathroom in the north hangar were completed.
 2. The lobby flooring was completed for the FBO/Moyer lobby, I removed the filter in the a/c unit after completion. Keiper is scheduled on July 27th to service.
 3. Steve assisted Walt with WB electric to get most of the PAPIs working and all of the REILS operational. After the race we will get the runway identifier lights operational, all of the runway lights are working.
 4. Dave took down the beacon and it is being rebuilt by Ed Deacon.
- 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. Concrete work beginning this week. Currently scheduled concrete pours for Wednesday and Friday.
2. Concrete pre-paving meeting was held virtually on July 12, 2023.
3. Site work completion anticipated for mid-August.
4. Tank delivery and installation = now scheduled for October 2023 due to time to acquire meters and hose reels. See email from July 13, 2023.
5. Old tank removal = late fall 2023

- **Payments**

1. Delta is continuing to coordinate payments with Maria.
2. The 2019 LSA grant expires June 30, 2023. Michelle has all the information she needs to close this grant. She also indicated she had \$6,200 extra, and Delta provided additional contractor invoices for that.

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

- The Township has granted an Occupancy Permit. Copy of permit to be provided by Grimm/John Kerrick.
- PennDOT/BOA Final Inspection is scheduled for 1:00 PM on July 19, 2023.
- Change Order No. One (1) was provided to Grimm to sign, Delta will provide to Authority once we have it returned.
- Update on final asphalt paving by Moyer.
- Delta to provide SRE building documents to Authority once we have from Grimm.

T-Hangar Phase 2 (23006)

- Delta is scoping the project internally.
 - We have reached out to the PMEDC (Michelle Bisbing) for contract information on the sewer line. We need to confirm ownership, expansion capacity, and other details.
 - If American Water owns the water line, we need a contact for this line to coordinate impacts.
 - We will need to conduct a non-destructive locate of the lines during design for location, size, and type.
 - We will also need to confirm if Sewer Planning has been completed for the sewer line to confirm capacity.
 - The project will need a NPDES minor Modification. The Permit will require recalculating the Stormwater requirements based on the "new" forms. This is anticipated to yield better results, but also must take into account the expanded parking area and the paving of the gravel drive.
 - We are to coordinate with the Township to determine if the additional parking at the new T-hangar will impact the approved Land Development Plan. If so, the Design will need to include updates as needed to that Plan.
 - If radiant heated floors are desired, confirm this is to be a glycol system with a boiler?

- Delta is proposing to have a contract to the Authority by the end of August.
- The BOA has indicated this project will be a single grant upon bid opening. The Authority will need to “front-fund” the design, as well as, by the time of bid opening, have plans in place to support the 10% match (estimated \$300,000).

NPDES Permits

- The work to terminate the Runway 13-31 Construction NPDES permit and renew the Site Industrial permit is underway.
- Delta has issued an NTP to Rettew for this work and the Site Industrial to be submitted to the PADEP by the September 1, 2023 deadline.

North Ramp Rehabilitation

- Delta submitted the CatEx for the North Apron Rehabilitation to the BOA on July 10, 2023.
- Contract scoping likely to occur in the fall of 2023.

Planning Session

- Delta submitted the Authority request for the August 9, 2023 Planning Session at 9:00 AM. I have not heard confirmation from Anna Ellis yet.

Conservation District

- The MCCD emailed Delta and Rettew to inquire about clearing that occurred adjacent to RW 31 and in the approach to Runway 31. This was apparently bush hogging completed by the Airport, but the MCCD has asked Delta to take photos of the area and provide any additional information.

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:

Karl Weiler motioned for a \$1500.00 budget for purchasing shirts and hats with the Airports new logo. George Strunk seconded the motion and the motion passed.

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 motioned to adjourn the meeting at 4:59 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled on August 16, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.

