

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

MEETING MINUTES.

August 16, 2023

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on August 16, 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, Mark Turner, and Karl Weiler. Bob Deinarowicz and Adam Kerrick attended via Teams. George Strunk was absent from the meeting.
- III. Public comment:** The Airport's new hire, Jean Gold introduced himself to all of the Board members.
- IV. Approval of Minutes:** Mark Turner made the motion to accept the July Board meeting minutes. Karl Weiler seconded the motion and the motion passed.
- V. 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. David Fox 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 race went well, we sold around 7,000 gals of jet fuel which I found good with the decline in Nascar.
 2. We have been working to get the back side of the airport caught up with mowing since we have an extra set of hands with our new hire Jean Gold.
 3. Jean is picking everything up quickly from the outdoor maintenance to moving and fueling planes.
 4. We received our uniforms and they will be picked up/dropped off every Tuesday.
- 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 complete.
 2. Site work completion anticipated for end of August.
 3. Tank delivery and installation = mid-October
 4. Old tank removal = late fall 2023
- We reached out to Hadwin Fuller about any special start-up testing, i.e. Soak Test. He asked for some information on the system, which we sent him, but have not heard back. We will follow up.
- Rettew is working on the SPCC Plan.
- Payments
 1. Delta is continuing to coordinate payments with Maria.

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.
- Change Order No. One (1) was provided to Grimm to sign, Delta will provide to Authority once we have it returned.
- Grimm has provided closeout documentation to Delta. Delta to review. Suggest Delta compile on a thumb drive for the Airport and they can save locally where needed.
- Delta informed Grimm of the apparent ceiling leak in the west unit. Any noted action?
- Payments
 1. Delta is continuing to coordinate payments with Maria.

T-Hangar Phase 2 (23006)

- Delta is scoping the project internally and coordinating with sub consultants.
- The Township has confirmed that additional parking behind the T-hangar will NOT require a revision to the Land Development Plan (good news).
- Delta is working on the Task Order.

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. A site visit was conducted on August 14 by Rettew.
- 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 is likely to occur in the fall of 2023. The BOA is to advise on more specific grant timing.
- Delta to assist the Authority with submitting a Data Sheet in JACIP by September 15 (end of August proposed). The Authority should verify Mark has permissions in JACIP.

Planning Session

- The Planning Session was held on August 9, 2023. The T-hangar and North Apron projects seem “clear”.
- The BIL funds and the Terminal Area Program will require some more extensive discussions. Delta recommends a dedicated working session for this.
 - Delta provided some cost planning based on work at the Winchester Regional Airport (similar planning). We are working to add information from Lury Caverns Airport (also similar).
- The BOA provided information on a critical obstacle in the RW 5 approach. Delta investigated this, and there were some conflicts in the information. We reached out to the BOA but have not heard back yet.

Conservation District

- The MCCD has apparently closed the issue of the noted clearing in the RW 31 approach. Delta provided site photos to show the brush hogging.

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 to authorize the Board to pay up to \$14,000.00 for proposed camera and wi-fi upgrades. John Kerrick 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 4:15 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled on September 20, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.



