

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

MEETING MINUTES.

December 20, 2023

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on December 20, 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, Mark Turner, Adam Kerrick, and Justin Klein. George Strunk and Karl Weiler attended via telephone. Bob Deinarowicz was absent from the meeting.
- I. Public comment:** Christen Martorana from Moyer Aviation came to fill the Board in on progression of students in the flight school.
- II. Approval of Minutes:** Mark Turner made the motion to accept the November Board meeting minutes as presented. David Fox 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.
George Strunk made the motion to authorize treasurer Mark Turner to use his judgement to bind insurance coverage for all five of our policies, based on the renewal rates and terms presented to the Board. David Fox seconded, 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. I moved all the equipment and cement blocks behind the bubble hangars so Dave's guys can level and spread millings, thanks to Dave it looks great back there.
 2. Jean and I mounted all the tool organizers, assembled the computer desk and chairs. The antenna was delivered for our Unicom, Rodney Smith will be installing. The building looks great, feel free to take a look around after the meeting.
 3. We had to plow once; everything was cleared by noon. Dave worked with Jean to show him the ropes with the Kubota. The Loader is also scheduled to have all filters replaced and batteries 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)

- **General schedule:**

1. Currently on Stop Work, waiting on tank delivery.
2. Tank delivery is currently scheduled for late January.
3. This has been a large delay since the original schedule of October. Grimm has been aggressively working with Smart Tank to move this project along. The tanks and pumping skids are in the Smart Tank New York office, see photos attached. All parts are now in and final assembly is in progress. See photos at the end of this update.
 - 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. 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.
- Last week the MCCD approved the final project as-built Post Construction Stormwater Management Plans, and Delta will complete final invoicing, Report submission, and grant closeout in early 2024.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

T-Hangar Phase 2 (23006)

- The Independent Fee Estimate package was provided to Mark Turner on December 9. The Authority should be completing this item.
- 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

- 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 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. Committee Reports:

- Marketing: No update to report.
- Finance: No update to report.
- Security: No update to report.
- Building and Grounds: John Kerrick motioned to replace the old north hangar heating system for under \$10,000. George Strunk seconded the motion and the motion passed.
- Nominations: No update to report.

The chairman motioned to move the Board to executive session to discuss Delta and personnel at 3:53 p.m. The Board then returned to its regular session at 4:05pm.

- Mark Turner made a motion to approve the provided-for two-year extension to the Delta Airport Consultants agreement, thus extending the current term to run through May 20, 2025. David Fox seconded the motion and the motion passed.
- George Strunk made a motion to approve Holiday bonus payments for airport personnel. Mark Turner seconded the motion and the motion passed.

VIII. 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 January 17, 2024, at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.

