

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY
MEETING MINUTES.

September 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 September 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, George Strunk, Mark Turner, Karl Weiler, Bob Deinarowicz, Adam Kerrick, and George Strunk. Justin Klein was absent from the meeting.
- III. Public comment:** Hal Harris from the Rotary Club of Mount Pocono spoke with the Board about the use of airport property for future rotary-run pancake breakfast events. Mr. Harris requested that: a) The PMMAA reconsider its letter sent to the President of RCOMP in June of 2023; b) The PMMAA allow RCOMP to use airport property for its pancake breakfast event for the next five years; and c) the PMMAA provide RCOMP with a detailed list of requirements for holding said event at the airport. The Board thanked Mr. Harris for his presentation and agreed to place RCOMP's requests on the agenda for Board action at the October monthly PMMAA board meeting.
- IV. Approval of Minutes:** Mark Turner made the motion to accept the August Board meeting minutes as presented. John Kerrick seconded the motion and the motion passed. George Strunk abstained due to his absence from the previous meeting.
- V. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board.

George Strunk made a motion to accept the treasurer's report. Bob Deinarowicz seconded the motion and the motion passed.

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 a motion to approve the 2024 MMO (pension contribution) worksheet. Karl Weiler seconded the motion and the motion passed.

VI. Airport Manager's Report: Due to the Airport Manager's absence from the meeting, George Strunk made a motion to table the Manager's report. Adam Kerrick seconded the motion and the motion passed.

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. Currently on Stop Work, waiting on tank delivery.
 2. Currently anticipating mid-October.
- World Fuels has provided the soak test information. Delta is coordinating with Bureau Veritas who can do the required sampling and testing.
- Generally, this will require 4,000 gallons +/- of fuel in the tanks for 7 days with daily recirculation, followed by the lab testing.
- 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 final contractor pay request has been processed. Payment has not yet been made.
- Delta has the facility manuals on a USB drive for Justin.
- Delta has been asking Grimm about the apparent ceiling leak, no action yet noted.

- **Payments**
 1. Delta is continuing to coordinate payments with Maria.

T-Hangar Phase 2 (23006)

- 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).
- We need to discuss overall project timing and funding.
- Delta has assisted Mark with the LSA grant application.

NPDES Permits

- Site Industrial NPDES - The paperwork to renew this Permit has been filed.
- RW 13-31 Construction NPDES – Rettew has prepared the closeout report. There are some action items to discuss before Rettew files the report.

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.

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 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

- A working session was held at 1:00 PM on September 20 to review options, timing, and funding for this Program.
- Currently BIL funds are anticipated for the Site Work component.

Bipartisan Infrastructure Law (BIL)

- \$295,000 for each year FY 2022 through FY 2026.
- 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.

X. 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.

XI. Adjournment:

George Strunk motioned to move the meeting to executive session to discuss real-estate matters at 4:15 p.m. John Kerrick seconded the motion and the motion passed. The Board returned to General session at 4:50 p.m. and the meeting adjourned. The next Board meeting is scheduled for October 18, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.



