

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY
MEETING MINUTES.

June 21, 2023

3:00 p.m.

I. Call to order: Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on June 21, 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, Mark Turner, and Karl Weiler.

III. Public comment: Paul Houle discussed with the Board the Electric engineering progress for the Flying Club and possible assistance from the Board with the invoice. Christen Matorana of Moyer Aviation also in attendance to provide an update on business activities.

IV. Approval of Minutes: George Strunk made the motion to accept the May Board meeting minutes. David Fox seconded the motion and the motion passed.

V. Treasurer's Report-Financial Statement/Cash Position: Mark Turner discussed the financial reports with the Board.

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

George Strunk made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. Bob Deinarowicz seconded the motion and the motion passed.

Mark Turner discussed the 2022 draft financial audit with he board and it was agreed to have Riley and Company present the finalized version at the July meeting.

VI. Airport Manager's Report: Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:

1. Repairs to the mowers have been done, we found a very thorough and timely vender when need be.
2. The truck received 4 new tires; they were needed at the end of the winter, so we got our use out of them.
3. service to all hangar doors were made.

George Strunk motioned to spend up to \$1500.00 on a new flagpole. Karl Weiler 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. The following items were added to the task tracker as current and active: MPO Website review (Strunk), Van Cleef Easement (Strunk), South Side Fencing (Weiler/Klein). T-Hangar electric monitoring was changed from active to “monitor” until July 1, 2024.

VIII. Engineer’s Report.

Task Order #1 - Fuel Farm (18114)

- **General schedule:**

1. Site work and foundation work in progress. There is the possibility of concrete work occurring this week.
2. Tank delivery and installation = late July 2023
3. New tank commissioning = August 2023
4. Old tank removal = September 2023
5. Due to some visual observations/concerns on the grades during construction, Delta performed a site survey on June 15 to verify the work already installed. All items checked out to within a few tenths of a foot of design. The site certainly presented an optical-illusion as the ground in the rear was piled with an extra foot of soil, and the subgrade was below the stone, giving the impression of a very large drop into the site. When complete, there will be a maximum 30” high concrete face at the rear of the containment area, per design. The site drains from the existing apron into the facility at a variable grade from 1.6% to 5% at the apron interface, and then transitions to a constant 2% grade inside the site, draining to the rear. Post meeting, this area was reviewed again by members of the board and an additional meeting with Delta and the Contractor was arranged for Monday, June 28th.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.
2. The 2019 LSA grant expires June 30, 2023. Michelle has indicated we need to submit an invoice to cover work completed by June 30 (the invoice can be submitted in early July). As approximately \$50,000 remains in the grant – and the grant pays 25% of costs – we need bills totaling approximately \$200,000 by June 30. If the concrete work progresses, this is feasible. If not, we may need to be a bit more creative.

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

- The project achieved Substantial Completion on June 2, 2023 and contract time stopped as of that date (CD 145 of 150 CD allowed).
- Exterior concrete is complete.
- Grimm is working to schedule the OC inspection to obtain the building permit.
- The demolition of the old T-hangar and restoration of that site is to be completed in the coming weeks.
- The remaining portions of the old building to be demolished beginning May 22. I asked Justin to have all airport items out of the building by this date.

- Discussion on Grimm change order request.
 1. The BOA has agreed to fund the bollards. There are funds in the grant for this.
 2. I sent a request to the BOA asking for use of your current/future NPE funding to support 90% of a nominal \$34,000. The BOA has so far declined to fund the overrun based on the trench drain/steel issue but asked for clarification. I provided them with additional information on June 18.
 3. The EDC grant appears like it will have about \$7,000 of unspent funds for Authority Administration. It is possible we could get Michelle to shift these to this issue.

T-Hangar Phase 2 (23006)

- The BOA appears to have agreed to the scope on the attached exhibit. Note this does not include heating of the pavements, which they deemed excessive. We can possibly still work on them for this issue, perhaps bid it as an Additive and if the grant has money, push them on the issue.
- We had a pre-Application meeting with the Conservation District on June 14 with Rettew. This project will require an NPDES Minor Modification. We will also need to do additional work on stormwater calculations for the expanded parking lot and paving of the access road per the exhibit. Rettew *thinks* we have sufficient spare volume in the calculations, but we will need to prove it. The MCCD also requested the new permitting action be changed to the “new forms”, which apparently are easier to use...but do require all the old work already done to be committed. Rettew is working on a cost for this.
- Delta intends to utilize Rettew for design assistance for the restroom service. I met with John Kerrick on the 15th to try to identify water and sewer locations. We may need to scope locating services if we cannot definitively ID them.
- We also need to verify there is capacity and permission to tie to these lines.
- 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 Authority has signed the Task Order amendment for the additional services to terminate the Construction permit from the Runway Extension, and to renew the Site Industrial permit. Total cost is \$29,200 (if no additional field testing is needed) or up to \$34,300 if additional field sampling is needed. It is suspected that Bob has all the needed data, but if not, Rettew will need to collect it.
- 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/South Ramp Rehabilitation

- The BOA is requesting Delta prepare an Environmental Finding (CatEx) for this project. I asked if we could do a single CatEx to include both the North and the South side, but they said no, only one.
- Thus, I would like clarification that the South Ramp is the decision; this will be a design contract in early 2024.
- Note that given the size of the complete South Ramp (11,500 SY) to the North Ramp (7,700 SY) it is unlikely that the entire South Ramp could be rehabbed (South ramp is 50% larger than the North). Delta will work on some preliminary estimates. Discussed and reverted to the North Ramp as the first priority based on available funding.

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:

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:

The Chairman motioned to move the Board to executive session at 4:24 p.m. and the motion passed. Dave Moyer moved the Board to adjourn the meeting at 4:55 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled on July 19, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.

