

POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

MEETING MINUTES.

April 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 April 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 Mark Turner. Karl Weiler attended via teams.
- III. Public comment:** Paul Houle attended the meeting and requested planting trees around the new clubhouse location. Greg Davis from the BOA attended the meeting to introduce himself to the Board and listen in to the projects occurring around Pocono Mountains Regional Airport.
- IV. Approval of Minutes:** George Strunk made the motion to accept the March Board meeting minutes. Mark Turner 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. David Fox 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.
- VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
1. Cintas did their annual inspection on the fire protection systems in the hangars and extinguishers around the Airport.
 2. Runway plow markers were taken down along with repairs are almost complete from the plows.
 3. The crew car received maintenance at Kost Tire as well as the big John Deere tractor by Lindsey Equipment.
 4. WB Electric came to look at our INOP PAPI and REIL systems to order the control boards and parts needed to get them up and running again. I also received the replacement bulbs for the Beacon from ED Deacon. I have been working with the electrician Jerry Coyne who installed the panel in the new T-Hangars to read the electric usage, he's been working on getting in touch with the correct person from the manufacturer.

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. Site work = May 1, 2023
 - Some preliminary site items may begin ahead of this (layout, staging, etc.)
 - The Zoning Permit has been issued.
 2. Tank delivery and installation = July 2023
 3. PP&L indicates the new transformer is an 8-week lead time item. Grimm to coordinate when needed with PP&L contact provided.
- **Payments**
 1. Delta is continuing to coordinate payments with Maria.

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

- Project currently on a temporary Stop Work. Exterior site work is likely to recommence early May, with less than 2 weeks to finish.
- Grimm indicated the knee wall is complete, but being billed to the Authority separately.
- I discussed the Change Order Grimm submitted with Mike Conklin. Suggest a further discussion with the Authority.

George Strunk made a motion to approve the change order number 4 on the engineer's report for the bollard sleeves and reject the rest of the change order items. Mark Turner seconded the motion and the motion passed. Dave Moyer abstained from the motion due to business relations.

 1. Column base extensions \$1,623
 2. 8" Foundation Extension \$11,000
 3. 8" Slab Subbase \$7,993
 4. 20 bollard sleeves \$1,775
 5. Concrete & Materials price escalation \$18,958
 6. Electrical materials price escalation \$11,880
- My review of these changes is as follows:
 1. The first 3 items relate to Grimm ordering the building steel in such a way as the trench drain could not be located at the door interface per the original plan. Their resolution was to move the trench drain to the center of the building, which resulted in the north face being 4" lower and therefore having inadequate drainage. This resulted in raising the building 8". Therefore, I do not see how this should be the Authority's responsibility.
 2. Item 4 is a legitimate change from painted bollards to the sleeves. The project budget can support this change.

3. Items 5 and 6 – the Contract provides no provisions for escalation of prices like this.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

T-Hangar Phase 2 (23006)

- Scoping call with BOA was held on March 30, 2023. After this call, the BOA seemed to indicate the FAA (Harrisburg Airports District Office) would administer this project. I reached out to the FAA/HADO...and was redirected back to the BOA.
- There is a potential concern on how the FAA might attempt to regulate how these funds can be spent based on some FAA eligibility criteria. I have researched with two former FAA employees at Delta. A core issue is *how* these funds were delegated. There is a chance they are *not* actually in the AIP Program, but only *administered* by the FAA/BOA. I am trying to obtain clarification from the BOA on this issue, as it is a key issue on how this project can progress.

Runway 13-31 Extension NPDES Permit Termination

- Rettew has provided a proposal for the closure of the RW 13-31 NPDES permit for a cost of \$10,100. This was after scoping the effort with MCCD.

VanCleaf Construction Easement

- Update by George Strunk?

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:

Temporary access Easement –H John Davis Lot: George Strunk made the motion to approve the access easement being offered by VanCleaf to PMMAA for the driveway, and also approve the temporary construction easement they have requested of the Airport for a fixed fee of \$10,000.00 that will be paid upon signing of the easement agreement. The easement agreement the Airport is offering will sunset three years from signing, also subject to solicitor Geoffrey Worthington’s approval of final language. Also, subject to VanCleaf’s agreement to pay all legal fees to Durney, Worthington and Madden in this matter. Bob Deinarowicz 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: Justin Klein is to get several bids for crack sealing around the Airport.
- Nominations: No update to report.

XI. Adjournment:

The Chairman moved the Board to executive session to discuss HR and potential litigation at 4:50 p.m. The Chairman motioned the Board to adjourn the meeting at 5:15 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled on May 17, 2023 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.

