

Pocono Mountains Municipal Airport Authority

Minutes

May 16, 2018

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:00 p.m. EST on May 16, 2018. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, Bill Mullen, Greg Christine, George Barthelenghi, George Strunk, Mark Turner, Karl Weiler, Adam Switzer, Vickie Madison, Jim Decker and Bonnie Schwartz. Absent: Frank Revitt Guests: Dr. Paul Houle

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: Dr. Paul Houle was excited to report the Flying Club will have another 150-airplane ready to fly next week.

Approval of Minutes: *George Barthelenghi made a motion to approve the April minutes as presented and to dispense of the reading. Mark Turner seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: Karl Weiler discussed the financial reports with the board. Lower fuel sales are affecting the bottom line. *George Strunk made a motion to accept the financial statements as presented. Karl Weiler seconded the motion and the motion passed.*

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of the bills listed on scheduled G and to ratify payment of bills made between board meetings as presented on schedule J. Mark Turner seconded the motion and the motion passed.*

Delta Airport Consultants: Adam Switzer emailed his report to the board members prior to the meeting. Listed below are highlights of his report.

- Task Order #2 (ASOA): The closeout of the Reimbursable Agreement might not occur until the late summer of 2018;
- Task Order #3 (design phase): The BOA paid the final reimbursement request and will close the grant within the next few weeks;
- Task Order #4 (construction phase):
 - The preconstruction meeting was held today;
 - The PCSM plans have been recorded with the County;
 - Leeward provided revised bonds to the Township;
 - The Township signed the Land Development plan sets. The next step is for the Monroe County Planning Commission to sign the plans and once signed, have them recorded;
 - The Township signed the Improvement Agreement;
 - The BOA approved a slightly modified scope for Rettew to complete the required NPDES permitting services. The BOA indicated these costs (\$52,800) would be eligible for a grant amendment at the end of the project. It might be possible to avoid an amendment if the project runs sufficiently below budget;
 - Delta revised the Construction Services Task Order with the Authority and included the addition of these services. *George Strunk made a motion authorizing Dave Moyer*

(Chairman) to execute this agreement. George Barthelenghi seconded the motion and the motion passed.

- A preconstruction meeting must be held with Conservation District.
- DEP is still reviewing the Letter of Agreement #1;
- T-Hangars: There is a line item in the Capital Budget designating \$800,000 for T-hangars for the airport. A State budget resolution is required before these funds can be released. It is critical that these funds are released. Delta is working internally on a draft scope of work for the design and bidding services just in case a quick turnaround is needed for this project. June 15, 2018 is the target date to break ground, April 1, 2019 to begin construction and ready for tenants October 1, 2019.

Airport Manager's Report: Jim Decker emailed the task tracker report to the board prior to the meeting. He reported, during the recent storm one of doors at the north side of the T-Hangars was not secured at the bottom allowing the wind to bend the steel plates at the bottom. The door swung inward causing the door to come off the trolley. Thankfully, no aircraft was in the hangar at the time. As soon as weather permits, the door will be rehung and secured. The retail fuel pricing sign was also lost during the storm.

Old Business:

Tree Removal/State Game Lands: The reconfiguration and the impact of the guiderails needs to be revisited.

Parking lot lease pricing: No update to report.

CAP: CAP requested permission to use the airport to fly drones. Mark Turner let them know this is not permitted at the airport.

New Business: No new business was discussed.

Airport leases: The board members received a draft copy of the Community hangar lease prepared by Mark Turner and Jim Decker. The following are some of their recommendations:

- The new base lease amount should be set at \$5.00 per square foot (sq. ft.) for an aircraft. The exact measurement of an aircraft will be rounded down (i.e. if an aircraft is 55.6"-it would be rounded down to 55");
- The sq. ft. rate will increase annually by the greater of CPI and 2%;
- Since there are different rates for at least fifteen of the tenants, it will be determined who is paying less and who is paying more than \$5.00;
- For the tenants paying less than \$5.00, a lock system will be used, which means an annual increase of 4-5% will be added to their lease until they reach the proposed rate;
- A letter will be prepared to the tenants explaining their rate increase;
- The new base rate will become effective July 1, 2018.

George Strunk made a motion, subject to legal review, to adopt the proposed pricing policy and new Community lease agreements and for the new policy and agreements to take effect July 1, 2018. George Barthelenghi seconded the motion and the motion passed. Yay: 5. Abstentions: 3. Dave Moyer, John Kerrick and Karl Weiler abstained.

Mark Turner will draft a new Community Hanger Lease Policy for review and adoption by the Board.

Track Business use of MPO: Jim Decker will keep a private log of the businesses using the airport.

Committees:

Nominating: No update to report;

Marketing: There is no space to place business signs on the fence between the parking lot and runways so Bill Mullen plans to place three business signs near the top of the fence located between the parking lot and the T-hangars. This opens up additional space to place future signs.

Finance: No update to report;

Security/EOP: New address signs were placed on the MW hangar (#171) the north hangar (#173), and on the terminal building (#188). The new signs will also be placed at the beginning of Hangar Lane and Airport Drive.

Building and Grounds: No update to report;

Human Resources: No update to report.

Executive Session: The board adjourned to executive session at 4:10 p.m. to discuss personnel issues. The meeting adjourned and reconvened to the regular meeting at 4:35 p.m.

Adjournment: The meeting adjourned at 4:35 p.m. The next board meeting is scheduled for June 20th-3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz