

Pocono Mountains Municipal Airport Authority

Minutes

June 20, 2018

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:00 p.m. EST on June 20, 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 Strunk, Mark Turner, Karl Weiler, Adam Switzer, Jim Decker and Bonnie Schwartz. Guests: Vern Moyer and Vladimir Moskalev

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: Mr. Vladimir Moskalev is still seeking to sub-leasing space from the Flying Club. During this warm weather the building becomes very warm and he is concerned with the comfort of his clients. Mr. Moskalev requested permission to place a tent outside for the summer. The board believes a tent would not be practical and denied his request. They recommended installing a window air conditioner in the Flying Club, once he has an approved sub-lease.

There was discussion about placing directional signs to help his clients locate his business. Mr. Moskalev will submit designs for these signs to Jim Decker for review. Once Mr. Decker reviews and approves the designs he will provide them to Mr. Mullen. Mr. Mullen will have the signs made and then invoice Mr. Moskalev for them.

Approval of Minutes: *George Strunk made a motion to approve the May minutes as presented and to dispense of the reading. Greg Christine seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: George Strunk discussed the financial reports with the board. The board requested more details for misc. expenses and fuel tank repairs. *George Strunk made a motion to accept the Treasurer's report as presented. Bill Mullen seconded the motion and the motion passed.*

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of the bills, when able, listed on scheduled G and to ratify payment of bills made between board meetings as presented on schedule J. Bill Mullen 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 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):
 - Construction commenced June 18, 2018. Expect full scale construction through October 5, then a break for pavement curing and final markings and seal coat in late October;
 - The first progress meeting with Leeward is scheduled for Thursday, June 28 at 1 p.m. Future meetings will be held every other Thursday at 1 p.m.;
 - Taxiway Bravo will close sometime within the next few days;

- Letter of Agreement #1: DEP is still reviewing the NPDES permit application;
- T-Hangars:
 - Funding for the Capital Budget projects was released, the Authority should expect a TA in late July for \$800,000 in State funding that will be matched with LSA grants;
 - Potential options for hangar layouts were discussed;
 - Delta is investigating the local plan review process which will be required for this;
 - Delta will prepare a draft scope of work for design and bidding services in case this project is needed on a quick turnaround.

Airport Manager's Report: Jim Decker emailed his task tracker and manager's reports to the board prior to the meeting.

- The Fuel Master was damaged during the storm on Monday, June 18th. Mr. Decker was able to by-pass the fuel master unit to fuel manually and process the charges. Syntec is working to correct the problem. He recommended obtaining from Syntec the limited maintenance contract for tech support. He will check the price and update the board at the next meeting;
- The Cummins Engine Service was on site to service the runway snow blower and the GPU unit. This was the first service provided since purchased by the Authority. The GPU unit requires maintenance every 500 hours. There is only 410.3 hours on the unit. Mr. Decker will investigate what a maintenance contract will cost and the board will decide how often to have these items serviced;
- Revenue was down for the June NASCAR car race weekend, mainly due to the weather;
- The doors and lower pins on the Vurlumis hangar were straightened and the wind blew the door into his aircraft prop spinner cone. Also, his roof needs repairs. Mr. Vurlumis offered to pay for his own aircraft repair but asked the board to repair the side of his hangar and his roof. The board agreed to investigate the costs to repair the side of his hangar and his roof versus the costs of replacing his spinner cone (\$1750). The board will decide what to do when the costs are provided.

Old Business:

Tree Removal/State Game Lands: Still working on obtaining the HOP.

Parking lot lease pricing: No update to report.

Airport leases: Mark Turner recommended accepting Attorney Worthington's update of the Aircraft Community Hangar lease with the following three changes:

- Eliminate security deposit requirement;
- Proper use of de-icing equipment (control of fluids/amount of fluids etc.);
- Allow aircraft substitutions. Must adhere to the following:
 - No longer than thirty days;
 - Second aircraft must be owned by tenant;
 - Aircraft cannot be larger than primary aircraft;
 - Must be properly insured;
 - Notice must be provided in advance to the airport of the substitution.

Mark Turner made a motion to adopt the Community Hangar Lease, subject to including the three minor changes recommended by Attorney Worthington; the lease rate policy will become effective July 1, 2018. George Strunk seconded the motion and the motion passed. Dave Moyer, John Kerrick and Karl Weiler

abstained.

Mark Turner made a motion to authorize the Chairman, Dave Moyer, to execute the Aircraft Community Hangar Lease Rate policy #12. George Strunk seconded the motion and the motion passed. Dave Moyer, John Kerrick and Karl Weiler abstained.

Mr. Turner is working on updating the Business Lease agreement.

New Business: The new truck refueler will arrive in July. Dave Moyer will execute the lease agreement.

Committees:

Nominating: No update to report;

Marketing: Bill Mullen was happy to report Federal Express is leasing the property (\$3000 per month) across from the airport for parking. The lease is currently for six months and may be extended.

Finance: No update to report;

Security/EOP: No update to report;

Building and Grounds: No update to report;

Human Resources: No update to report.

General Discussion:

There was a power outage during one of the storms at the airport. Vern Moyer needed to get one of his planes out of the hangar and luckily had a generator to open the door. He suggested getting stand by generators for all the hangars for instances like this. The board agreed to research the costs of generators.

Executive Session: The board adjourned to executive session at 4:25 p.m. to discuss human resources. The meeting adjourned and reconvened to the regular meeting at 4:55 p.m.

Adjournment: The meeting adjourned at 4:55 p.m. The next board meeting is scheduled for July 18th-3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz