

**Pocono Mountains Municipal Airport Authority**

**Minutes**

July 18, 2018

**Call to order:** Dave Moyer, Chairman, called the meeting to order at 3:00 p.m. EST on July 18, 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, Frank Revitt, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Vern Moyer and Bonnie Schwartz. Guest: Jim Decker

**Declaration of Quorum:** Dave Moyer declared a quorum.

**Public comment:** Jim Decker thanked the board for the opportunity to work as the manager for the past two years.

**Approval of Minutes:** *George Barthelenghi made a motion to approve the minutes for the special meeting held June 29<sup>th</sup> and the June board meeting as presented and to dispense with the reading. John Kerrick seconded the motion and the motion passed.*

**Treasurer's Report-Financial Statements/Cash Position:** Frank Revitt discussed the financial reports with the board. There were no significant issues in June.

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

**Delta Airport Consultants:** A written report was provided in Delta's absence.

**Airport Report:** Vern Moyer discussed his report with the board. Listed below are some of the items discussed.

- Two hangar tenants have left providing room in the hangars for new tenants;
- Mr. Moyer's staff have completed recurrent training on fueling and towing jets and opening and closing procedures for the airport;
- The price for fuel has increased; sales pricing will be adjusted according;
- A meeting is scheduled for Friday, July 20<sup>th</sup>, with Enterprise to discuss marketing rental cars;
- Flight service needs to be updated on persons authorized to submit notams.

The Task Tracker owners will be updated as follows:

- Runway crack sealing: Dave Moyer and John Kerrick
- Runway line painting: Dave Moyer and Vern Moyer
- Painting of T-hangers: put on hold
- LSA Grant 2018 (fuel farm): Bill Mullen and George Barthelenghi

**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 reported the Aircraft Hangar leases were mailed to the North Hangar tenants and to MW hangar tenants last week. The new policy becomes effective on August 1, 2018. He received the signed lease from the Flying Club and the signed sub-lease from Vladimir Moskalev. Mr. Moskalev's sub-lease is for a six-month period.

Next, Mark plans to work on the T-hangar and tie down leases.

**New Business:**

*T Hangar configuration:* The board will review the different configurations provided by Adam Switzer of Delta and discuss these configurations at the August board meeting.

*Trailer parking variance:* Following receipt of a violation notice from the Township, all trailers will be removed from the parking premises by July 31, 2018. Attorney Jeff Worthington will be invited to attend the August board meeting to discuss how to proceed with the zoning issue.

**Committees:**

*Nominating:* No update to report;

*Marketing:* No update to report;

*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:**

Policy documents on website: Mark Turner and Rodney Smith will work together on doing some "housekeeping" to the policies on the website.

John Kerrick (Hi-Tech) will be renting space in the MW hangar and he will also be keeping his current office in the Main Hangar.

**Executive Session:** *Greg Christine made a motion to move to executive session at 3:55 p.m. to discuss personnel issues. George Strunk seconded the motion and the motion passed. The meeting reconvened to the regular meeting at 4:15 p.m.*

**Adjournment:** The meeting adjourned at 4:20 p.m. The next board meeting is scheduled for August 15th at 3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz