

Pocono Mountains Municipal Airport Authority

Minutes

May 15, 2019

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:02 p.m. EST on May 15, 2019. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, Frank Revitt, Bill Mullen George Barthelenghi, Greg Christine, Mark Turner, Karl Weiler, Adam Switzer, Ron Slonaker and Bonnie Schwartz. Guest: Steve Webster, Paul Houle and Vladimir Moskalev.

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

The Flying Club requested an extension of their sub-lease with Vladimir Moskalev. Mr. Moskalev requested the board consider amending the lease to allow a one-year extension. The board agreed and Mark Turner will be drawing up a new sub-lease to allow the Flying Club to sub-lease to Mr. Moskalev for one year.

Executive Session: The board moved to executive session at 3:03 p.m. to discuss personnel matters. The board adjourned executive session at 3:15 p.m. and reconvened to the regular meeting. *George Strunk made a motion to appoint Ron Slonaker as Acting Airport Manager effective immediately. Greg Christine seconded the motion and the motion passed.*

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

George Strunk made a motion to approve the minutes for the Special Meeting held on April 24,2019 as presented and to dispense of the reading. Mark Turner seconded the motion and the motion passed.

Treasurer's Report-Financial Statements/Cash Position: Frank Revitt reported the airport made a small profit of \$3800 in April. He believes this is attributed to fewer expenses paid out for the month. The weather has been having an impact on the amount of fuel being sold.

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

Delta Airport Consultants: Adam Switzer provided his report to the board members. Listed below is a summary and comments made during his presentation.

Task Order #4-Construct North Ramp Taxiways (Delta Project 15128)-Construction Phase

- A pre-paving meeting with the Contractor is scheduled for May 30 at 10:00 a.m. in the project trailer. Weather permitting, June 3rd is the tentative restart date for the project. If June 3rd does not work out June 10th will be the new restart date. The remaining work is anticipated to be completed by July 1.

Letter Agreement #1 (NPDES Industrial Permitting)

- Rettew provided a full scope proposal that included a quote of \$14,500 for the NPDES permitting compliance. \$14,500 will be a yearly charge. *Greg Christine made a motion to*

accept Rettew's proposal of \$14,500, per year, to preform the required NPDES testing. John Kerrick seconded the motion and the motion passed.

Task Order #5-Construct T-Hangars

- The project was advertised on May 10, and will be advertised again on May 17.
- John Kerrick will be opening the bids May 30 at 11:00 a.m. in the main hangar. Delta will upload the bid data and grant application to Dot Grants after the bid. Adam Switzer will be available to assist in reviewing the bids on site after the opening to help expedite this.
- The Township approved the plans for the zoning.
- The Township will not review the plans for Codes prior to the submission of a building permit application, which only the Contractor can submit. This will not occur until over the summer.
- Leeward made a minor modification to the grading of the North Ramp project. This modification will support the size of the box hangar better and resolve the building separation issue.
- The location for the Site 2 transformer was resolved to provide a no-cost, simple installation.
- The BOA approved the environmental Categorical Exclusion for the demolition of the South T-Hangar.

Other Items

- The BOA issued the grant for the mowing equipment. Greg Christine is coordinating this for the two Ferris mowers and a mower deck.

Old Business:

Tree Removal/State Game Lands/Truck Trailer Parking: PennDOT requested additional information from the Authority. Dave Moyer is in the process of gathering this information and hopes to have it to PennDOT by the end of May.

John Kerrick attended a meeting with the Coolbaugh Township Planning Commission, after much discussion the Planning Commission made a motion to send it to their Zoning Hearing Board. The approval process includes; sketch plan from PennDOT, screening the entire property, security on the site and the trailers must be empty. Dave Moyer and John Kerrick plan to attend the Zoning Hearing meeting and bring up the issue of screening the entire property. They will let the board know that the airport authority will not screen the property.

Fed Ex has committed to a three-year lease, paying \$84,000 per year to park their trailers on the property. They will provide their own security and the parked trailers will be empty.

The Township is requiring a Highway Occupancy Permit (HOP) for the entrance. This will cost between \$60,000 to \$70,000. To help pay for some of these costs there is an option to lease property in the Pocono Mountains Corporate Center East that will provide access to the airport property. This will not require an HOP, but will require building a road to the property. George Strunk will speak with the board of Pocono Mountains Industries, Inc. (PMI) regarding this option. If PMI agrees, it will benefit both the airport and PMI.

New Business:

Strategic Thinking Session re: Future of MPO: Karl Weiler, Frank Revitt and Mark Turner will be meeting to discuss if it is worthwhile to hold strategic sessions regarding plans for the airport. They will provide their recommendation at the June board meeting.

Committees:

Nominating: No update to report;

Marketing: The decals on the Huey rocket launchers are not sticking and a silicone seal needs to be applied. Bill Mullen requested permission for space in the North Hangar for one night to perform minor maintenance and to apply the silicone on the decals. The board granted Mr. Mullen permission to use the hangar.

Finance: No update to report;

Security/EOP: No update to report;

Building and Grounds: There is an issue with people roaming around the north hangar and the ramps. The board agreed to install a sliding fence and a gate near the MW hangar. Dave Moyer received one quote of \$19,000 and will be obtaining two additional quotes. When the three quotes are received, the board will review and select a company. For security reasons, the board stressed the importance of not providing people the code to the existing gate and the new gate. *George Strunk made a motion authorizing the board to spend up to \$19,500, subject to receiving three quotes, on a new gate and fencing that will prevent access to the north ramp. George Barthelenghi seconded the motion and the motion passed.*

There are several cracks that need to be sealed on the runways. This could cost approximately \$30,000+/- . No bid is required if CoStar is used. Greg Christine volunteered to investigate using CoStar.

The lights in the Main and North hangars were switched to LED lights. PPL will reimburse the Authority for this expense.

Human Resources: No update to report.

Adjournment: The meeting adjourned at 4:29 p.m. The next meeting is scheduled for Wednesday June 19, 2019.

Minutes submitted by:

Bonnie Schwartz