

Pocono Mountains Airport Authority Minutes

April 15, 2020

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:06p.m. EDT on April 15, 2020. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466.

Attendance: Dave Moyer, John Kerrick, Mark Turner, George Barthelenghi, and Ron Slonaker. On the phone: Greg Christine, Robert Deinarowicz, Bill Mullen, George Strunk, and Karl Weiler,

Declaration of a Quorum: The Chairman, Dave Moyer, declared a quorum.

Approval of the Minutes; Mark Turner made a motion to approve the March minutes as presented and to dispense of the reading. John Kerrick seconded the motion and it passed.

Treasurer's Report/Financial Statements/Cash Position: George Strunk discussed the financial reports with the board. He asked the board to look at Report D2 of the monthly reports. It shows a drastic drop in fuel sales YTD. The decline in 100ll YTD vs previous YTD is 17.81%. The decline in Jet A YTD vs previous YTD is 34.41%. Going forward the board needs to plan. Adam Switzer reported on the CARES legislation. The Pocono Mountains Municipal Airport has been designated to receive \$69,000.

Mark Turner reported that the airport as a Municipal Authority is not eligible for the PPP SBA monies in the CARES legislation.

George Strunk stated that the review of the audit will be done in May.

Mark Turner made a motion to accept the March financial reports as presented. John Kerrick seconded the motion and it passed.

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

Airport Manager's Report Summary Ron Slonaker's report follows:

1. Activity has slowed considerably
2. Staffing is now just one person at a time
3. Have been doing equipment maintenance
4. Trying to maintain social distancing with some success
5. Ron Slonaker stated that with the drop in fuel prices the current MPO fuel prices were not competitive. The members of the board concurred that the fuel pricing formula approved by the board last year should be used to establish the current pricing of 100ll at \$5.02 per gallon and \$4.05 per gallon for Jet A.
6. As part of the report Mark Turner mentioned that the Memorial Day Fly-In Pancake Breakfast fundraiser for the Salvation Army has been re-scheduled to Labor Day.

Delta Airport Consultants Engineering Report

Adam Switzer provided the Project Status Report via email to the members of the board. Adam reviewed the highlights of the report via the conference call. Listed below is a summary of the report.

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

- Work to be completed in the spring:
 - Grass growth & rut cleanup
 - Pavement repairs on the large low spot which holds water on the new apron
- A Change Order for Leeward to adjust the Contract Time and add the 2 additional work items will be prepared once Leeward completes the pavement repair.
- Delta will regroup with Leeward on a date for the pavement repair.

Task Order #5 – Construct T-Hangars

- The project began November 4, 2019. Today is calendar day 136 of 260. No significant work has occurred in the past several weeks.
- Delta is in possession of Change Order #2 (Code revisions) signed by Grimm, MPO, and Delta. We will forward to the BOA for their signature.
- We should discuss Grimm’s progress. They are hinting they want to come to work, and BOA has placed this decision with Sponsor’s, but Greg indicated there may be an issue in paying them with the LSA office closed.
- There will likely be a need for a contract time adjustment later in the process. This is maybe better quantified once the current crisis has abated. It is still entirely feasible for the hangars to be operational this fall.

Task Order #6 - Snow Removal Equipment Building (SRE)

- The TA application has been uploaded in DotGrants. Currently waiting on a grant offer.
- This is a federal project, and as such should be eligible for 100% FAA payment in FY2020. However, we are currently not sure how the BOA is going to handle this. They *might* modify the grant offer to a 100% level, and perhaps that is why it has not been offered yet. The Local share of this grant that would be saved is \$8,350.
- The 100% Local Cost Premium to provide permitting for the entire site, to allow an expanded SRE building, is \$2,400. The Authority will need to decide on how they want to handle this, preferably by the May meeting.

Task Order #7 - Fuel Farm

- A grant offer was made in DotGrants for this project on April 14.
- Delta is forwarding the grant acceptance items to Greg on April 15. Once accepted, it will likely be about 30 days until the grant is in place.
- The Local share for this project is \$50,000. If the Authority is proposing to use current LSA grant(s) for this, please be mindful of the 10% engineering limitation, meaning only \$20,000 in LSA funds can support this phase.

Other Items

- CARES Act – The Authority is eligible for \$69,000 to support airport expenses.

Task Tracker Review

The following items on the Task Tracker were identified as being reviewed at the meeting:

Tenant Fuel Agreement- Barron Leasing: George Strunk reported in progress

Tenant Fuel Agreement HiTech Helicopters: George Strunk reported in progress

POS System: George Strunk reported not finished

Engineering Services Contract: George Barthelenghi reported that the contract was at the attorney's office for legal review

Old Business

No trees were cut on the game lands. Trees were topped on the approach to runway 13.

New Business

Greg Christine mentioned that Dave Moyer, Chairman, and Bill Mullen, Secretary, should sign the LSA grant for the snow removal truck.

Committees

Nominating: No update to report

Marketing: No update to report

Finance: Figure a way to save cash

Security/EOP: No update to report

Building and Grounds: Ron Slonaker will talk to the Contractor of the new building adjacent to the airport property behind the MW hangar to clean up the berm on the property line between the airport boundary and the building property.

Human Resources: No update to report

Adjournment: The Chairman, Dave Moyer, adjourned the meeting at 4:08 pm EDT. The next board meeting is scheduled for May 20, 2020, 3 pm at the MW Hangar located in the airport.

Respectfully submitted

George H. Barthelenghi