

# POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

## MEETING MINUTES.

December 16, 2020

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on December 16, 2020. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.
- II. Attendance:** Dave Moyer, John Kerrick, Justin Klein, Bill Mullen. Greg Christine, George Strunk, Robert Deinarowicz, Mark Turner, George Barthelenghi, Adam Switzer and Karl Weiler attended via telephone.
- III. Public comment:** Vladimir Moskalev inquired if there were any news with rental space in the new T-Hangars. Potential options were discussed and the Board will report back to Vladimir.
- IV. Approval of Minutes:**
  - Karl Weiler made a motion to approve the November minutes as presented and to dispense of the reading. Bill Mullen seconded the motion and the motion passed.
- V. Special Meeting November 24, 2020:**
  - George Strunk made a motion to approve the minutes of the special meeting which took place on November 24, 2020. George Barthelenghi seconded the motion and the motion passed.
- VI. Treasurer's Report-Financial Statement/Cash Position:** George Strunk discussed the financial reports with the Board. Noteworthy was a decrease in expenses year over year and an increase in fuel sales from the previous year.
  - Bill Mullen made a motion to approve payment of bills on schedule G, and ratify bills made between Board meetings as listed on schedule J. Greg Christine seconded the motion and the motion passed.
  - George Strunk made a motion to pay the bills to Delta Airport Consultants on report I. Greg Christine seconded the motion and the motion passed.

**VII. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:

- New T-Hangars no longer have leaks.
- Old T-Hangars that remain are filled with Airport equipment.
- Batwing mower fixed under warranty and returned back to Airport free of cost.
- F-350 Dump Truck taken to Ray Price December 13<sup>th</sup> for maintenance.
- Courtesy Car taken to Lee Myles Transmission for free estimate on repair to pass inspection.
- First snowfall went smoothly, equipment working properly.

➤ Greg Christine made a motion for repairs to be made to courtesy car. Karl Weiler seconded the motion and the motion passed.

**VIII. Task Tracker:** Dave Moyer discussed the task orders listed below.

- **Crack Sealing and line painting:** 70% completion to be paid to Pavement Maintenance Contractors Inc. Crack sealing will resume in the spring of 2021.
- **Grants for Fuel farm:** George Barthelenghi discussed that the airport can use a sponsor for our application.

**IX. Engineer's Report:**

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

- Delta has Closeout paperwork for Dave Moyer to sign – may need to email to him since cannot sign in person at the meeting.
- Final payment was approved by the BOA on December 14. Authority should receive payment in late 2020 or early 2021.
- Delta to send the final report and record drawings to the BOA and Airport.

**Task Order #5 – Construct T-Hangars**

- Delta provided a draft of the ADA letter for review (included here with this email, too) Please indicate any remaining hangar punchlist items.
- Justin Klein has the floor coating invoices (\$1863.57) – these may need to be paid from the “surplus” LSA funds reserved for Administration costs. Need to coordinate with Greg Christine.
- Delta has closeout paperwork for Dave Moyer to sign – may need to email it.
- Grimm has requested release of their remaining \$10,000 retainage. It appears they have provided all documents needed and the punchlist is complete.
- Delta to prepare record drawings and final project report.

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

- Delta is proceeding on the design of the 4-bay building.
- The plans will indicate the FAA and non-FAA work for bidding and cost tracking purposes.
- PP&L has indicated the building can re-use the power from the T-hangar building.
- Delta & Rettew had a progress call with the MCCD on December 15; uneventful and no change in how we were proceeding.

### **Task Order #7 - Fuel Farm (ADP-2019-PMMAA-00034)**

- Delta is proceeding with the Design.
- Delta provided additional information to Michelle Bisbing on the LSA application.
- Delta & Rettew had a progress call with the MCCD on December 15; uneventful and no change in how we were proceeding.

### **Other Items**

- The \$69,000 CARES Act grant is in place. Once the Authority has costs to submit against this, Delta will coordinate their reimbursement in DotGrants. Per the BOA, costs for crack sealing and remarking ARE eligible.
- Delta noticed on Google Maps there are 60 reviews posted for Vlad's air tours with 99% of them 5 stars and some very, very good reviews written. He appears to be providing very good service to the community. Delta thought the Board might like to know.
  - George Strunk made the motion to pay the retainage of \$10,000.00 to Charles W. Grimm Construction Inc. Bob Deinarowicz seconded the motion, Mark Turner abstained and the motion passed.

## **X. Old Business:**

- **Tree removal:** Dave Moyer stated the Game lands personnel will be taking care of the trees.
- **Transportation fund:** Discussed earlier (see above).
- **Office Space rental:** Discussed earlier (see above).

## **XI. New Business:**

- Greg Christine made a motion to adopt a resolution authorizing Greg Christine and Dave Moyer as the signers to receive BOA grant money, also the acceptance of General Consent, the acknowledgement and receipt of the general terms and conditions for aviation grants, and also acknowledging receipt of the Airports sponsor of insurances in Federal match breaks. George Strunk seconded the motion and the motion passed.
- Mark Turner made a motion permitting him to bind the usual 2021 insurance policies for the Airport with the single exception of general liability. Further, to authorize Mark

Turner to continue negotiating the premium amount for the general liability policy and to notify the Board via email of the final premium amount and liability limits prior to binding the general liability policy before the expiration date of 12/31/20. George Strunk seconded the motion and the motion passed.

- Greg Christine made the motion to use the remaining County funds for the 2020 calendar year to upgrade the fire and alarm system in the North Hangar. Karl Weiler seconded the motion and the motion passed.

**XII. 2021 Board Election:**

- Greg Christine made the motion in the 2021 calendar year that Dave Moyer be elected Chairman, John Kerrick elected Vice Chairman, Bill Mullen elected Secretary, and Mark Turner elected Treasurer. George Barthelenghi seconded the motion and the motion passed.

**XIII. Committee Reports:**

- **Marketing:** Bill Mullen discussed expanding our vendor list.
- **Finance:** No update to report.
- **Security:** John Kerrick discussed upgrading the North Hangar fire and alarm system.
- **Building & Grounds:** No update to report.

**XIV. Executive Session:**

- John Kerrick made a motion to adjourn to executive session at 4:10 p.m. Seconded by Bill Mullen and the motion passed. The Board returned to regular session at 4:30pm, whereupon Dave Moyer made a motion to authorize the payment of the customary Christmas bonuses for 2020. Bill Mullen seconded the motion and the motion passed.

**XV. Adjournment:** The Chairman made a motion to adjourn the meeting at 4:40 p.m. The next Board meeting is scheduled for January 20, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

