

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

January 20, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on January 20, 2021. 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, George Barthelenghi, Adam Switzer, Robert Deinarowicz. Greg Christine, Mark Turner, and Karl Weiler attended via telephone. George Strunk was absent from the meeting.
- III. Public comment:** Vladimir Moskalev inquired if there were any updates with rental space in the new T-Hangars, office space was discussed and the Board will report back to Vladimir with rental costs.
- IV. Approval of Minutes:**
 - George Barthelenghi made a motion to approve the December minutes as presented and to dispense of the reading. Bill Mullen seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board. Noteworthy was an increase in revenue from old T-hangars to the new T-hangars and higher community hangar revenue from the previous year. Successful control of operating expenses throughout the year helped offset the impact of dramatically reduced fuel sales in 2020 due to the pandemic.
 - Mark Turner made the motion to ratify the bills made between meetings and to approve the payment of the unpaid bills on schedule G. Bob Deinarowicz seconded the motion and the motion passed.
- VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
 - Courtesy car fixed and inspected at a final cost of \$1555.77
 - The Loader needs 2,000-hour service which includes all new filters and fluids. An estimated cost of \$2,446.12.
 - On December 23, the BOA inspection took place.
 - A quote for storage space above the bathroom in the North Hangar for all of the airports older files the airport is required to retain.

- There is still hangar space available in the North Hangar, quotes have been given out to several different pilots and Justin continues to follow up on inquiries.

VII. 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.
- **Gate Repair:** Pocono fence is contacting Lift Master to look at the gates that are INOP.
- Karl Weiler and Mark Turner updated the Board on recent activity regarding the renaming of the Airport and suggested that the Task Tracker item be made active again.

VIII. Engineer's Report.

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

Construction Phase

- This project has been closed and final payment made by the BOA.

Task Order #5 – Construct T-Hangars

- Delta is to draft an ADA appeal letter to the State Department of Labor and Industry per direction from Bill Burton.
- Fulfab is to be out in January to make door adjustments and seal gaps in the lower doors to help with snow infiltration.
- Delta is attempting to coordinate with Michelle Bisbing (LSA) and Greg Christine to have the LSA grant fund the \$1,900 in floor sealing. Delta is also trying to negotiate in an allowance for carpet installation in the office.
- Delta has closeout paperwork for Dave Moyer to sign.
- Final payment has been approved for Grimm (\$10,000 retainage release)
- 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.

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.

Other Items

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack seal and marking). This is all costs to date, understand more to come in the spring.
- Rob Betz is pushing for this grant to be reimbursed quickly.

IX. Old Business:

- **Transportation fund:** Discussed.

X. New Business:

- Approval of KMPO-NPDES Sampling and Reporting requirement.
- John Kerrick made a motion to approve the annual sampling and recording for the DEP rain water outfalls up to \$9,000.00 contingent upon Bob Deinarowicz taking over the sampling to reduce the cost. The motion was seconded by George Barthelenghi and the motion passed. Bob Deinarowicz abstained.

XI. Committees Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** John Kerrick discussed upgrading the North Hangar fire and alarm system.
- **Building & grounds:** Bill Mullen discussed flooding occurring after heavy rain on the new taxiway located on the north side of the Airport. The Board requested that Delta would contact Leeward to figure out a resolution.

XII. Executive Session: John Kerrick made a motion to adjourn to executive session at 4:25 p.m. to discuss personnel and lease agreements, seconded by Bill Mullen and the motion passed. The Board returned to regular session at 4:46pm, whereupon a motion was made to adjourn.

XIII. Adjournment: The Chairman adjourned the meeting at 4:50 p.m. The next Board meeting is scheduled for February 17, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

