

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

March 16, 2022

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on March 16, 2022. 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, George Barthelenghi, and Robert Deinarowicz. Karl Weiler, Bill Mullen, Mark Turner and George Strunk attended via teams. Greg Christine was absent from the meeting.
- III. Public comment:** The owner of the Clam shell hangar Bill Holloran, asked if the Board had considered how it can assist with finding tenants for this inherited hangar. Mark Turner suggested that Holloran be permitted to sub-lease the privately owned hangar and that the Airport assist in referring possible aircraft tenants. Turner suggested a 25% share of any monthly lease amount to the airport, in addition to the existing monthly ground rent for the hangar. The Board agreed and Turner will communicate this to Holloran and draw up the necessary paperwork.
- IV. Approval of Minutes:** George Strunk made the motion to accept February's Board meeting minutes and to dispense with the reading. George Barthelenghi seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:**
- Mark Turner discussed the financial reports with the Board.
- Mark Turner made the motion to ratify the bills made on schedule J, and to pay the bills listed on schedule G and one month's payment of the Gallagher insurance bill. George Barthelenghi 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:
- Cleveland brothers repaired the cat loader hydraulic leak before the storm. Cleveland brothers still need to return for the windshield wiper repair and resealing a side window on the cab.
 - Justin has been training John Meyers, soon to start him on his own schedule while still helping him along.

- Ray Price Ford fixed an issue with the new 250 where the plow was shorting out the dashboard when operating.

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

Security Cameras: Karl Weiler motioned to accept the Argstech estimate of \$4708.75 to revitalize failed security cameras in the Main Hangar. Mark Turner seconded the motion and the motion passed.

VIII. Engineer's Report.

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

- Low bidder is C.W Grimm
- BOA has requested action on the following items:
 - o Board Authority to state how they intend to provide suitable supervision during the project without full-time inspection. This was discussed and agreed that we would handle supervision as we did for the T hangars.
 - o Authority/Solicitor to indicate how they believe the bid met the criteria for DBE Good Faith Effort. See Adam's email dated February 28 at 12:56 PM. Request will be made of Airport Counsel.
- Delta has provided the budget breakdown to the BOA. They are to determine if normal Block Grant funds will be used for the AIP shortfall, or if it will require a portion of your FY22 BIL funds (need about \$150,000)
- Local share remains at \$262,000 (\$7,000 is the AIP-portion; \$255,000 is the non-AIP portion)
- The BOA has clarified the BIL funds cannot be used for the non-AIP match/share
- Bids expire June 15, 2022. We need to move quickly to satisfy BOA requests so that we can submit the grant applications.
- Project requires 2 checks for Conservation District (information sent to Mark & Maria). Also requires Dave Moyer to sign 2 forms at meeting.
 - o Filing Fee: \$1500.00 payable to "Monroe County Clean Water Fund"
 - o Review Fee: \$2750.00 payable to "Monroe County Conservation District"

John Kerrick made a motion to accept the bid from C.W. Grimm in the construction of the SRE Building and make the grant applications that were included at bid with the budget summary previously recorded. Bob Deinarowicz seconded the motion and the motion passed.

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

- Bid opening was on March 16 at 2:00 PM in the terminal. Adam administered.
- Will have a budget summary for the meeting at 3:00.

C.W. Grimm was the low bidder for the fuel farm at \$1,650,000.00.

CRRSAA Grant (\$23,000)

- The FAA has “kicked back” the initial RFR for \$2,692.51 (the balance of the runway marking) because it included construction effort. Unclear right now what they will do.
 - o A second RFR to close the grant for \$20,307.49 was submitted with a fuel invoice, which is eligible as an operational expense.
 - o If the FAA determines the original \$2,692.51 is not eligible, we can resubmit with the balance of the fuel invoice to reclaim those funds.

ARA Grant (\$59,000)

- The American Rescue Plan Act of 2021 is providing an additional \$59,000 to the Airport. Any ideas for their use should be coordinated with the BOA.
- This grant is currently being set up in DotGrants but has not yet been offered.

Bipartisan Infrastructure Law (BIL)

- BOA held a Planning Session on March 8 where they discussed the BIL funds planning.
- A portion may be required for the SRE building this year.
- BOA programmed the remaining funds into the South Apron rehab several years out. Should discuss at main Planning Session this summer if this is correct, or perhaps for North Apron Rehab. The March 8 meeting was with little notice and did not feel like the time to discuss with the BOA.

IX. Adjournment:

The Chairman motioned to adjourn the meeting at 4:15 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled for April 20th, 2022 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

