

## Pocono Mountains Municipal Airport Authority

### Minutes

March 20, 2019

**Call to order:** Dave Moyer, Chairman, called the meeting to order at 3:06 p.m. EST on March 20, 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, Bill Mullen (via phone), George Barthelenghi, Greg Christine, Mark Turner, Karl Weiler (via phone), Rich Kuban, Adam Switzer and Bonnie Schwartz. Guest: Steve Webster

**Declaration of Quorum:** Dave Moyer declared a quorum.

#### Public comment:

Steve Webster attended the meeting hoping to receive an update on the T-hangar building on the south side of the airport. He asked the board if they would be interested in constructing a building that would house both maintenance equipment and 4 T-hangars. The airport would pay 50% for the half housing the equipment and the tenants would pay 50% for the hangars. Greg Christine stated the airport would probably only have enough funds to demolish the building at the site and not to construct one. The board agreed to provide Mr. Webster an update on their plans for the building when all the bids are received. It is anticipated the bids will be opened sometime in May.

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

**Treasurer's Report-Financial Statements/Cash Position:** There were no unusual expenses in February. The fuel sales continue to be down. Hopefully this will turn around when the weather improves.

**Accounts Payable/bills to be paid:** *Greg Christine 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. George Barthelenghi 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

- The project is on a winter stop;
- The Airport should contact Delta if they see any site issues needing attention during the Stop,
- Change Order #1 has been signed by all parties and the final copies were provided to everyone. *Greg Christine made a motion to ratify authorizing Change Order #1. John Kerrick seconded the motion and the motion passed.*
- Delta's amended Task Order #1 for the additional project contract time is being reviewed by the BOA.

#### Letter Agreement #1 (NPDES Industrial Permitting)

- The Industrial NPDES draft permit has been issued;
- Delta discussed permitting compliance service with Rich and Rettew. Rettew will be providing a full-scope proposal for the board to review. The board can determine whether to have Rettew do the full-scope or a partial scope.

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

- The final design is in progress;
- The final scope is:
  - Site 1: 12 unit T-hangar building
  - Site 2: 60x65 hangar on the south end as an Alternate
  - Site 3: demolish existing building at grade as an Alternate
- There was a pre-application meeting with the MCCD on March 7. MCCD is reviewing the submission that was provided on March 19;
- The 90% review plans are anticipated to be ready for the agency's review by March 29;
- The review plans will be submitted to the Township (Bureau Veritas) and the BOA for review;
- Delta has been in discussion with PPL. Site 1 will include a pole mounted transformer to the meter on the north face of the building;
- The board agreed to place two meters (meters for Site 1 and Site 2) on the end of the building and run the wires underground to the box hangar;

#### Other Items

- Delta and Greg Christine have been working on the TA for mowing equipment. The BOA approved acquisition of two-zero-turn mowers and one mowing deck. The approximate equipment cost: \$43,000, the BOA grant will cover \$30,000. Adam provided documents relating to the grant, for Dave Moyer to execute. *Greg Christine made a motion authorizing Dave Moyer to execute the appropriate documents that will secure the mowing equipment grant. George Barthelenghi seconded the motion and the motion passed.* The equipment can be purchased when the grant offer is received. The equipment may be purchased through Costars.

**Airport Manager's Report:** Rich Kuban discussed his report with the board. Listed below are some of the items discussed.

- 1) Pocono Raceway is hosting an Airshow August 21-16, 2019
  - David Schultz Airshows will be handling all the coordination and operations for this event
  - They will be providing all the security for this event;
  - Twenty-one aircraft are anticipated to stage at KMPO; three of the aircraft will require a hangar;
  - 5,000 gallons (3,000 gal. 100LL-2,000 gal. JetA) of fuel will be purchased for this event. The board agreed to provide a discount as per the airport's policy.
  - Overnight fees; The board discussed charging a blanket fee. This will be discussed with Mr. Schultz at the next meeting;
  - A fuel truck was requested at the track. Per insurance regulations and other concerns, the board recommended that Rich speak with the fuel supplier about having them supply the fuel truck at the track.
- 2) Per PADEP's noted violation, Mike Barta & Sons relocated the flex connector on the dispenser at the fuel farm. Documentation was mailed to PADEP.
- 3) 2018 Statement of Financial Interests are due May 1, 2019
  - The original statements will be filed with the County and electronic copies and paper copies will be filed at the airport.
- 4) Traid Engineering performed an asbestos and environment inspection of the T-hangars to be demolished on March 29, 2019.
- 5) Chris, an employee with Moyer Aviation, requested permission to temporarily store his utility tractor at the airport. The board granted his request.

Task Tracker: The items on the task tracker were discussed. Listed below are the updates;

- 1) Tenant Fuel Agreement/Baron Leasing and Hi-Tech Helicopters: Frank Revitt/George Strunk continue working on this. Hopefully this will be completed soon.
- 2) Airport Charter Renewal was removed from the task tracker;
- 3) Airport Name Change: Mark Turner met with the Commissioners and reported the Commissioners have no concerns or objections to changing the name. The next step is to contact Chris Barrett of the Visitors Bureau and discuss the Visitors Bureau paying for the name change. Bill Mullen stated the old logo will appear in all the Visitors Pocono magazine.
- 4) Game Land Right-of-Way Acquisition/HOP/parking lot across the street: Discussed under Old Business;
- 5) Runway Crack Sealing: Rich will obtain prices from Costar. This work will be a done the week after Labor Day;
- 6) Runway Line Painting: Rich will obtain prices from Costar. This work will be done after the crack sealing;
- 7) Relocation of Civil Air Patrol Building: Dave will have the building relocated near the flag pole. He anticipates having this done by Memorial Day.
- 8) LSA 2019 Grant: The Commonwealth Financing Authority is meeting this month to discuss the projects. Senator Mario Scavello confirmed to Bill Mullen that the airport's new fuel farm project will be approved to receive LSA funding (\$300,000).
- 9) Tree Obstructions: Trees are being cut on runway 31 and in the Pocono Mountains Corporate Center East.
- 10) Pocono Properties Land Lease: There was no update;
- 11) Insurance Quotes: Rich plans to begin researching companies in June;
- 12) Fuel truck: The fuel truck is in very bad shape. Rich plans to talk to the fuel supplier about obtaining another truck.

#### **Old Business:**

*Tree Removal/State Game Lands:* Deanna and the traffic control engineer are working together on the site work for both the game lands and the truck trailer parking. Their costs for this work will be between \$8,000 and \$10,000.

*Truck Trailer Parking:* Geoff Worthington prepared an application to submit to the Township. The Township will require a Highway Occupancy Permit (HOP) for the entrance. PennDOT was at the site to determine if an entrance can be put on the site and what type of HOP will be required. Fed Ex prepared a letter stating they will be pulling approximately 25 trailers in and out of the site, per day. This number of trailers would require a low-volume HOP. The cost to meet PennDOT's standards for the driveway will be approximately \$70,000+. To help recover these costs, Dave Moyer will speak with Fed Ex about guaranteeing to rent the property for two to 3 years. The board agreed to continue moving forward with this process.

*Aerotopia:* George Bathelenghi is waiting to hear from the company about updating the contract.

*Employee Pension Plan:* Mark Turner is waiting to receive the draft plan from his contact in Harrisburg.

#### **Committees:**

*Nominating:* The Commissioners have reappointed Bill Mullen to serve another term.

*Marketing:* No update to report;

*Finance:* No update to report;

*Security/EOP:* No update to report;

*Building and Grounds:* John Kerrick and Rich Kuban continue to monitor fuel prices.

*Human Resources:* No update to report.

**Adjournment:** The meeting adjourned at 4:12 p.m. The next meeting is scheduled for April 17, 2019.

Minutes submitted by:

Bonnie Schwartz