

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

September 15, 2021

3:00 p.m.

- I. **Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on September 15, 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, Robert Deinarowicz, Karl Weiler, Mark Turner, and Greg Christine. George Strunk was absent from the meeting.

- III. **Public comment:** No public comment to report.

- IV. **Approval of Minutes:**

George Barthelenghi made a motion to approve the August minutes as presented and to dispense of the reading. Greg Christine 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 including one sixth premium payment of the Gallagher invoice for insurance. Karl Weiler seconded the motion and the motion passed.

 - PennDOT approved the Airport's 2018 Audit.

- VI. **Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
 - Fulfab finished winterizing the new T-hangars to ensure no snow gets through the cracks in the doors.
 - The Mooney behind the North Hangar was donated and transported by Huey to Lake Wallenpaupack High School's aviation program.
 - Fuel prices increased.
 - 100LL - \$5.65
 - Jet A - \$4.77

- VII. **Task Tracker:** Dave Moyer discussed the task orders listed below.
 - **Crack Sealing and line painting:** Operation to take place before winter.
 - **Runway line painting:** Operation will take place as soon as paint is available.

VIII. Engineer's Report.

Task Order #5 – Construct T-Hangars

- No response from Bill Burton on issues relating to ADA appeal.
 - Labor & Industry has indicated they have no issue on the project.
- Record survey is complete and being reviewed. To be submitted to County/MCCD in coming weeks, and then can close the project.
- The 1-year warranty on the building expires October 15. Please advise if any issues need to be addressed by Grimm.
 - The roof and metal panels have separate 30-year warranties.
 - Adam will reboot the discussion with Fulfab on snow-sealing the doors. (See Manager's report).
- New T hangar doors were sealed by fulfab on August 21st.
- Record survey coordination underway with MCCD.
- Anticipate grant closure in the next few weeks.

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

- MCCD permit expiration date coordination in progress.
- Greg Christine is coordinating proposed construction contract with the BOA.
- Bidding advertisement to be end of 2021 or early 2022 using standard bidding process.
- The Airport needs to expend \$40,000 of "expiring" FAA funds by July 2022, so construction needs to begin in the spring of 2022.
- Delta has updated the online TA with the proposed schedule and confirmed the BOA supports it.
- The non-AIP portion of the building will still require a \$200,000 +/- match to the Capital Budget grant.

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

- MCCD permit expiration date coordination in progress.
- Delta is preparing the CA phase contract for this project. This will require an IFE and Delta will provide documents to Greg Christine.
- Delta working to submit 100% review plans in next few weeks. Currently coordinating a drainage revision with the MCCD.
- The TA schedule has been updated in DotGrants and the BOA is supportive of it.
- Anticipate advertisement in late 2021 or early 2022.

CARES Money (\$69,000)

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack sealing). Delta's understanding is the Airport has another \$10,000 +/- to still spend on this?
- Status of Hi-Lite marking completion?

CRRSAA Grant (\$23,000)

- The BOA indicated a CRRSAA grant offer will be made by the end of the year. This will provide an additional \$23,000 to the Airport for operational expenses.
- These funds expected to be limited for use; likely no airside improvements, but possibly for payroll or the restroom rehab in the terminal.
- Any ideas for use should be coordinated with the BOA.

ARA Grant (\$59,000)

- The American Rescue Plan Act of 2021 is providing an additional \$59,000 to the Airport. These funds are similar to the \$69,000 from last year but might be slightly more restricted in their use for capital work, i.e. crack seal/markings. Any ideas for their use should be coordinated with the BOA.
- The BOA indicated a grant offer would be made by the end of the year.

Other items.

- The BOA Planning Session was held August 11, 2021. Key items:
 - North Ramp Rehabilitation. Delta to coordinate with the State if this is a “rehabilitation” or a “reconstruction” as these affect funds programming. We will also prepare an estimate. A graphic of the existing pavement sections was included with Delta’s report.
 - Hangar Construction. The Airport has \$1.3 million remaining in the same Capital Budget line item that gave \$800,000 to the T-hangar. We can submit a request to release these funds during the submission window, which is expected around December. A release is not guaranteed and competes statewide; \$10 million is released annually.

IX. Old Business:

- **Tree Removal/State Game Lands:** Dave Moyer and Greg Christine discussed scheduling a conference call with the PA Game Commission

X. Committee Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** No update to report.
- **Building & grounds:** Kurt Singer’s office had a mold issue, Servpro is to come back because it is not resolved.

XI. Adjournment: The Chairman adjourned the meeting at 4:40 p.m. The next Board meeting is scheduled for October 20th, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.



