

Pocono Mountains Municipal Airport Authority

Minutes

June 19, 2019

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:05 p.m. EST on June 19, 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 George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Adam Switzer, Ron Slonaker and Bonnie Schwartz. Guest: Steve Webster.

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: No public comment

Approval of Minutes: *George Strunk made a motion to approve the May minutes as presented and to dispense of the reading. Bill Mullen seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: George Strunk reviewed the financials with the board. The year to date gross profit is up approximately \$3,000. Expenses are up \$12,000.

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of bills listed on schedule G, subject to Frank Revitt and Marie verifying the correct amount of the insurance payment, and to ratify payment of bills made between board meetings as presented on schedule J. Bill Mullen 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 restarted on June 10. The weather has influenced the project since the start date.
- With the current weather patterns, it is anticipated that construction will be complete by mid-July.
- The BOA has approved relocating the power line to the Flight School. This is being coordinated with the Contractor and is anticipated to cost approximately \$8000.
- Phil Dodge is Delta's new inspector on the project.
- Delta will repair the side of the road where trucks went off onto the grass.

Task Order #5-Construct T-Hangars

- The new bid opening is June 27 at 11:00 a.m. in the terminal building.
- At this point, the goal is to complete the site work prior to the end of 2019. It is unlikely, due to building approval and procurement timelines, the buildings will be under roof by the end of 2019.
- Bill Mullen asked the board to consider reducing the rent, temporarily, during the winter months for the 7 tenants in the current T-hangars. The board agreed to discuss this in greater detail when Adam has more information when the new hangars will be ready.
- If there is space available other items (i.e. sports cars, RV's etc.) can be stored in the T-hangars

Fuel Farm

- The BOA has a design project programmed for their FY19 (starts July 1, 2019) with a total cost of \$200,000 at a 75% BOA, 25% Airport rate.
- Tom Tomczyk would not commit to the timing of this. ATA will likely be announced later this summer or in the fall.
- Construction funds are programmed for FY2021 (July 1, 2021). Mr. Tomczyk indicated he is aware there is a push to expedite this, but that will be a function of balancing other programs. We might learn more by the fall Planning Session.

Snow Removal Equipment Building (SRE)

- On June 18, 2019 a Block Grant TA (federal funds) was issued for the design of a snow removal equipment building, not to exceed \$167,000. This is a State FY2018 grant.
- Construction funds are shown in SFY19 at \$333,333.
- During prior discussions it was indicated the building can be installed at the north end of the western T-hangar site, but will need to be confirmed with the BOA. This location would fit within the current NPDES boundary and avoid issues with development and permitting on the south side.

Other Items

- Greg Christine will provide the necessary documents to Delta when all the equipment is purchased and paid for. Delta will prepare the first and final reimbursement request when they receive these documents.

Task Tracker: Bill Mullen

- Tenant Fuel Agreement, Baron Leasing (Revitt/Strunk): No update
- Tenant Fuel Agreement, Hi-Tech Helicopters (Revitt/Strunk): No update
- Game Land Right-of-Way Acquisition/Hop (Moyer) discussed under old business
- Runway Crack Sealing (Kerrick): Will begin repairing the cracks this summer.
- Runway Line Painting: No update
- Relocation of Civil Air Patrol Building: (Moyer) The building will be torn down. Waiting to receive demolition permit before proceeding.
- Tree Obstructions (Moyer): Only one tree remains to be removed. PennDOT has all documents.
- LSA Grant 2019 (Mullen/Barthelenghi): Approved for \$215,000
- Advertise for Engineering Services (Strunk/Kerrick/Slonaker): No update
- Insurance Quotes (Turner): No update
- Pocono Air Show (Moyer/Kerrick): There is a conference call being scheduled to discuss this.
- Auction North Hangar Items (Christine/Slonaker): Ron will put together a list of items.
- Airport Wish List/Costs (Mullen/Slonaker): No update.

Airport Manager Report: Ron Slonaker reported the following:

- Fuel pricing policy: Mark Turner provided Ron with a copy of the correct and current policy;
- Received the mowers;
- Attended the training provided by Phillips for aviation fuel quality and fuel management;
- The fuel sales were low for race weekend: Jet A: 3591 Gallons 100LL: 774 gallons

Old Business:

Tree Removal/State Game Lands: Getting closer to obtaining the HOP.

Airport Pension Plan: The pension plan was approved and will officially go into effect July 1, 2019 for full time employees. Mark Turner will sit with Maria to get the plan implemented.

Community Hangar Lease Rate Policy: George Strunk made a motion authorizing Mark Turner to amend policy #12 and rewrite the two standard community hangar leases to include the following: Regardless of size, a minimum rate of \$225 for helicopters and a minimum rate of \$350 for fixed wing planes. Bill Mullen seconded the motion and the motion passed. Dave Moyer and John Kerrick abstained. This will have a minimal effect on the current tenants.

Township Variance for Trailer Parking: All the conditions have been met. We received a temporary easement from Pocono Mountains Economic Development Corporation (PMEDC) to access the property from Pocono Mts. Corporate Center East. The easement is being reviewed by Attorney Geoff Worthington.

George Strunk made a motion authorizing to spend up to \$1800 to Chuck Niclaus to prepare the E & S plan. Mark Turner seconded the motion and the motion passed.

Fed Ex will begin parking trailers in July. George Strunk made a motion to approve a two-year lease with Federal Express, commencing July 1, 2019 at a rate of \$6,800 per month. Bill Mullen seconded the motion and the motion passed.

Skydive Jersey: George Barthelenghi reported the Company signed the contract.

New Business:

Local Share Account: George Strunk made a motion authorizing approval to execute the Local Share Account Cooperation Agreement with the Monroe County Industrial Development Authority in the amount of \$215,000. Bill Mullen seconded the motion and the motion passed.

Committees:

Nominating: No update to report;

Marketing:

- George Barthelenghi and Bill Mullen were able to obtain a used fuel truck for the airport.
- Mr. Mullen is looking into the \$783 due from World Fuel. The Company claims the check was sent and it may have gotten lost in the mail.
- Copies of the Pocono Mountains Visitors Magazine are now available. Mr. Mullen asked anyone with an aircraft to consider taking several copies of the magazine and dropping them off at other locations they visit.

Finance: No update to report;

Security/EOP: Two quotes were received to install a sliding fence and gate near the MW hangar. Three quotes are needed for this project, if a third quote is not received, it will be noted when the project is awarded.

Building and Grounds: It must be reported if Spotted Lanterflies are seen.

Human Resources: No update to report.

Adjournment: Greg Christine made a motion to adjourn the meeting at 4:31 p.m. George Strunk seconded the motion and the motion passed. The next meeting is scheduled for Wednesday July 17, 2019.

Minutes submitted by:

Bonnie Schwartz