

Pocono Mountains Municipal Airport Authority

Minutes

July 17, 2019

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:02 p.m. EST on July 17, 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, Frank Revitt, Bill Mullen, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Ron Slonaker and Bonnie Schwartz. Guest: Debra Borer

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: No public comment

Approval of Minutes: *Greg Christine made a motion to approve the June minutes as presented and to dispense of the reading. Karl Weiler seconded the motion and the motion passed.*

George Strunk made a motion to approve the minutes of the Special Meeting held on July 5, 2019. Bill Mullen seconded the motion and the motion passed. George Strunk abstained.

Treasurer's Report-Financial Statements/Cash Position: Frank Revitt reported Jet A fuel sales were down 1100 gallons and expenses were up \$4000 compared to June of 2018. The \$199 due from Lake Naomi Real Estate will be removed from the aging report. They have no sign hanging in the lobby. *George Strunk made a motion to accept the treasurer's report as presented. Karl Weiler seconded the motion and the motion passed.*

Accounts Payable/bills to be paid: *George Strunk 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. Karl Weiler seconded the motion and the motion passed.*

2018 Financial Statements (Debra Borger of Riley & Company): Ms. Borger reported the audit received an unqualified opinion, which is good news. Since the Authority received a significant amount of grant funding, Riley & Company was required to file a Single Audit. *George Strunk made a motion to adopt the 2018 audit as presented. Mark Turner seconded the motion and the motion passed.*

Delta Airport Consultants: Dave Moyer provided some updates on the projects.

Task Order #5-Construct T-Hangars

- Grimm Inc. was awarded the contract. However, their bid was \$200,000 higher than expected. Dave Moyer and John Kerrick met with Grimm Inc. and discussed ways to reduce this overage. After reviewing their bid, they agreed to eliminate several items reducing the overage and Delta was able to reduce the testing fees and as a result, the overage went from \$200,000 to \$39,918. There is a \$5000 cost to begin preparing the shop drawings for the hangar.
- Alternate #3 will be used, which includes demolition of the existing T-hangars. Once the hangars are demolished, Dave Moyer suggested locating the snow removal equipment building on the site.
- Leeward: The test failed on the binder used in the paving. There are several ways this can be handled; 1) Leeward can remove or replace the paving or 2) Leeward accepts 50% pay and leave the paving as is. The board agreed not to have Leeward replace the paving, which

would cost the Company an additional \$100,000. Dave Moyer suggested accepting the paving as is, pay Leeward the full amount and have them do additional work for the airport.

Task Tracker: Bill Mullen

- Tenant Fuel Agreement, Baron Leasing (Revitt/Strunk): Researching the fuel pricing.
- Tenant Fuel Agreement, Hi-Tech Helicopters (Revitt/Strunk): Researching the fuel pricing.
- Airport Name Change to Regional (Turner) No update.
- Game Land Right-of-Way Acquisition/Hop (Moyer) Moving along. Should have the permits by Labor Day.
- Runway Crack Sealing (Kerrick): Need to obtain bids for this work.
- Runway Line Painting: The board decided to wait on this project till spring of 2020.
- Tree Obstructions (Moyer): Only one tree remains to be removed.
- Advertise for Engineering Services (Strunk/Kerrick/Slonaker): Needs to be advertised by the end of the year.
- Insurance Quotes (Turner): Mark Turner is working on obtaining quotes from other agencies.
- Pocono Air Show (Moyer/Kerrick): Dave Schultz, Pocono Air Show, requested 250 gallons 100LL and 1000 gallons of Jet A at the racetrack. Mr. Kerrick will provide a truck with the 100 LL and Ron will speak to World Fuels about providing a truck for the Jet A. Mr. Schultz also requires the use of a forklift to unload some items.
- Auction North Hangar Items (Christine/Slonaker): Ron put together a list of items. Next step is to select a date for the auction than advertise the auction in the papers.
- Airport Wish List/Costs (Mullen/Slonaker): No update.
- Phillips 66 Co-Op Advertising (Mullen): Received a check for approximately \$800. Every year there is paperwork that is required to be completed and sent to Phillips in order to receive the reimbursement.

Airport Manager Report: Ron Slonaker reported the following:

- Cleveland Brothers repaired the brake issue on the cat loader.
- There is a PTO problem with the big John Deere that requires fixing.
- Two quotes were received to install a sliding fence and gate near the MW hangar: Pocono Fence-\$20,000+/- and Lehigh Valley Fence-\$30,000+/- . Since three quotes are required, it will be noted in the file only two were received. Pocono Fence was awarded the bid.
- Working on cleaning up the equipment and performing maintenance around the airport.
- Looking into purchasing Point of Sales software.
- Ron is receiving inquiries on rentals for the new T-hangars. After much discussion the board agreed the rental rate will be \$400 per month.

Old Business:

Trailer parking-Road Easement in PMCC East: George Strunk made a motion authorizing Barry Isett & Associates to prepare the E&S plan. Greg Christine seconded the motion and the motion passed.

George Strunk made a motion to approve the temporary road easement between the Airport Authority and Pocono Mountains Economic Development Corporation (PMEDC) for trailer parking that was drafted by Attorney Marc Wolfe and reviewed by Attorney Geoff Worthington. Karl Weiler seconded the motion and the motion passed.

NPDES Permit Annual Testing: No update

Brief discussion of the wisdom of having a Strategic Thinking Session re the Future of MPO: No update

Committees:

Marketing:

- We will be receiving \$500 from Enterprise for car rentals at the airport;
- Mr. Mullen is looking into the possibility of obtaining grant funding from the FAA.

Finance: No update;

Security/EOP: No update;

Building and Grounds: No update;

Human Resources: No update.

Adjournment: The meeting adjourned at 4:58 p.m. The next meeting is scheduled for Wednesday August 21, 2019.

Minutes submitted by:

Bonnie Schwartz