

Pocono Mountains Municipal Airport Authority

Minutes

October 21, 2020

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:00 p.m. EST on October 21, 2020. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Robert Deinarowicz, Ron Slonaker and Adam Switzer. Bill Mullen attended via the telephone.

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

Vladimir Moskalev stated that he would like to rent the office space at the end of the new T-hangar building. He also would like two tie downs in front of the Flying Club Building. The details of both requests were discussed, and the Board will take the requests under advisement and report back to Vladimir.

Vern Moyer of Moyer Aviation was present with no comment.

Approval of Minutes: George Barthelenghi made a motion to approve the September minutes as presented and to dispense of the reading. George Strunk seconded the motion and the motion passed.

Treasurer's Report-Financial Statements/Cash Position: : George Strunk discussed the financial reports with the board. . Noteworthy was the decrease in expenses year over year. The trailer parking fees helped to offset the reduction in income due to lower fuel sales because of the COVID 19. George Strunk made a motion to approve the Treasurer's Report, Mark Turner seconded the report and the motion passed.

Accounts Payable/bills to be paid: George Strunk made a motion to approve payment of bills listed on scheduled G and to ratify payment of bills made between board meetings as presented on schedule J. Mark Turner seconded the motion and the motion passed.

Airport Manager's Report: Ron Slonaker discussed his report with the Board and the salient items are listed below:

1. Activity continues to pick up.

a. Moyer is busy with charter, tours and training and fuel sales to them are up.

b. More activity with charter traffic and big airplanes fuel sales are up here too.

2. Fuel contracts

a. We have had several occasions that multiple army chinook helicopters landed for fuel on training missions. We sell them fuel at what we have been told by world fuel we are able to charge them. Cost plus 10%. I will investigate a real military fuel sales contract.

b. Should we pursue fuel contracts for charter fuel sales. We get a lot of charters that do not buy fuel and prefer to pay the landing fee. More than expected fuel contract services out there. Landing fee versus fuel profit? Research needed.

3. T Hangars.

a. The new T hangars are ready for occupancy. I assume. As you all must know by now, we had issues with tenants and the lease. I understand this has been resolved.

Mark Turner discussed the new T Hangar leases that were agreed to with the tenants.

George Strunk made a motion for the Board to approve the new T Hangar lease. Bob Deinarowicz seconded the motion and the motion passed.

George Strunk made a motion that the language in the Community hangar leases regarding the Confession of Judgement be changed to the language for Confession of Judgement in the new T Hangar lease. Karl Weiler seconded the motion and the motion passed.

b. Move in, Friday? The Board approved the move in on Friday

c. I had duplicate keys made for all hangers. After distributing keys to the tenants, we still have three keys for each. Plus, we have five master keys for all doors.

d. Key lock box is in the storage unit. Key to that is in the authority office key box.

4. Hazard lights.

a. Electrician finally arrived to run a new power line to the hazard lights and sign by 611.

b. While here with trencher he will run power to the flagpole to properly illuminate our flag at night.

5. Drive in gates.

a. Pocono fence came out last month and made notes on what needed to be ordered and what needs done to fix our gates. They are here today working on the gates.

Delta Airport Consultants Report: Adam Switzer discussed the task orders that are listed below. with the Board members.

Task Order #4 -Construct North Ramp Taxiways (Delta Project 15128) - Construction Phase

- Basin 2 is the only outstanding grass item.
- Leeward will mill & repave the apron low spot October 29.
- The MCCD has approved the Stormwater Record Drawings for recording. Dave to sign at the meeting and Adam facilitate recording.
- The BOA has requested grant closure on this project in the next 2 weeks. I will discuss items to do this:
 - Final invoices, Contractor Pay Request and Change Order
 - Final Warranty & Bonds
- Has the hold sign been repaired?

Task Order #5 - Construct T -Hangars

- The hangar is complete and has passed the Occupancy Inspection.
- The Township has granted a temporary OC Permit until the ADA access between the T-hangar and the North Hangar is resolved. Adam is to draft an ADA appeal letter for Bill Burton.
- Hangar occupancy is proposed for October 26.
- Until 12 has a broken door switch, should be repaired this week.
- Grimm is to demolish the old hangars once new one is occupied. Demolition will leave the east-end unit and office space to park the fuel truck in.
- Grimm has provided hangar documents/manuals to Delta this week, Delta will review.
- Please indicate any remaining hangar punch list items.

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

- Due to State & Local procurement issues, we must bid the non-federal portion of the SRE building (the extra 2 bays) with the federal portion (the original 2 bays). We can do with Alternates:
 - Alt 1 = the 4-bay building (2 Fed + 2 State)
 - Alt 2 = the federal 2-bay building only
 - However, if the Authority is committed to building the complete 4 bay building and matching the State grant, there is no need to bid the 2-bay building Alternate.
- Delta is to meet with Dave & Karl prior to the Authority meeting to clarify a few details on this.
- The BOA made a Tentative Allocation offer for the Capital Budget grant to support the non-Federal portion of the building (\$250,000 State funds to be matched with Local funds). Delta has confirmed with the BOA this TA can wait until the Spring to accept (once bids are received).

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

- Delta is proceeding with the Design.
- Delta has worked with George B. on alternate grant applications.

Other Items

- The \$69,000 CARES Act grant is in place. Once the Authority has costs to submit against this, Delta will coordinate their reimbursements in DotGrants. Per the BOA, costs for crack sealing and remarking ARE eligible.

Old Business:

1. Tree Removal/State Game Lands: Dave Moyer stated the Game Lands personnel will be taking care of the trees.
2. PA DCED Multimodal Transportation Fund: George Barthelenghi reported that an application for a Monroe County LSA grant and the application for the DCED Multimodal Transportation Fund have been certified as accepted by DCED.
3. Mark Turner and George Strunk discussed the issues associated with the finalizing of a standard fuel purchase agreement for based aircraft. More work has to be done on the project and it will be discussed at next month's meeting.
4. Mark Turner discussed the issues associated with the annual renewal of the Authority's insurance policy.

New Business:

George Strunk and Karl Weiler stated that the taking of the minutes at the Authority's meetings will be added as a responsibility for the new airport manager.

Committees:

Nominating: No update to report;

Marketing: No update to report

Finance: No update to report.

Security/EOP: No update to report;

Building and Grounds: The runway cracks will be funded by the monies the airport received from the CARE Act.

Human Resources: No update to report.

Executive Session: George Strunk made a motion to adjourn to executive session at 4:24 p.m. to discuss rental and personnel *matters*. George Barthelenghi *seconded* the motion and the motion passed. The meeting adjourned and reconvened to the regular meeting at 4:55 PM.

Adjournment: The Chairman adjourned the meeting at 4:57PM. The next board meeting is scheduled for November 18, 2020 at -3 p.m. in the MW hangar located at the airport.

Respectfully submitted,
George H. Barthelenghi