

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

November 17, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on November 17, 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, and Mark Turner. Karl Weiler, Greg Christine, and George Strunk attended via telephone.
- III. Public comment:** No public comment to report.
- IV. Approval of Minutes:**
George Barthelenghi made a motion to approve the October minutes as presented and to dispense of the reading. Mark Turner 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 the premium payment of the Gallagher invoice for insurance. Karl Weiler seconded the motion and the motion passed.
- Mark Turner then presented the Board with a proposal to convert the airport's accounting software from Quickbooks Desktop, to Quickbooks On-Line to address two recommendations from the 2020 financial audit.
- George Strunk made the motion to convert from QuickBooks desktop to Quickbooks online. Greg Christine seconded the motion and the motion passed.
- VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
- Plow stakes are in place and ready for winter, all plows and equipment out and ready for the winter season.
 - Crack sealers are about 95% done, they need about 2-4 more days of nice weather to finish.
 - Mowers are put away and batteries are on a tender.

- Fuel prices increased October 26th:
 - Av Gas 100LL - \$5.71.
 - Jet A+ - \$5.11.

Task Tracker: Dave Moyer discussed the task orders listed below.

- **Crack Sealing and line painting:** 95% complete.
- **Airport name change to Regional:** Airport's name is officially Pocono Mountain Regional Airport. This was subsequently confirmed by Karl Weiler in a communication from the PA BOA.

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VII. Engineer's Report.

Task Order #5 – Construct T-Hangars

- The final grant reimbursement has been accepted by the BOA and final payment should be made within a 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)

- The final reimbursement was submitted for this. Once payment is made the grant may be closed.

CRRSAA Grant (\$23,000)

- This grant is in place.
- The BOA has concurred with using this grant to fund the current balance on the runway marking (\$2,692.51) as well as the future \$9,000 +/- to be incurred for crack sealing.

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.

- Hangar Construction. The Airport has \$1.3 million remaining in the same Capital Budget line item that gave \$800,000 to the T-hangar. Delta has updated this project in JACIP, but the Airport will still need to submit a request to release these funds during the submission window.
 - o The BOA announced today that the submission deadline for project releases is December 10, 2021. Delta can prepare and coordinate this request in JACIP and with Greg.
 - o The BOA expects any funds released from this program has a path to begin work in 2022.

VIII. Old Business:

Mark Turner made a motion to approve the signing of the first LSA funding amendment for the amount of \$215,000.00 by the Board Chairman, Dave Moyer for the new Fuel Farm that has been all approved and processed. George Strunk seconded the motion and the motion passed.

IX. New Business:

X. Committee Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** No update to report.
- **Building & grounds:** No update to report.

XI. Adjournment: The Chairman adjourned the meeting at 4:15 p.m. The next Board meeting is scheduled for December 15th, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.



