

# POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

## MEETING MINUTES.

December 15, 2021

3:07 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:07 p.m. EST on December 15, 2021. The meeting took place in the MW hangar at the Pocono Mountains Regional Airport located in Tobyhanna, PA 18466.
- II. Attendance:** Dave Moyer, John Kerrick, Justin Klein, Bill Mullen, George Barthelenghi, and Mark Turner. Karl Weiler, Greg Christine, Robert Deinarowicz, and George Strunk attended via teams.
- III. Public comment:** No public comment to report.

**IV. Approval of Minutes:**

Mark Turner made a motion to approve the November minutes as presented and to dispense of the reading. George Barthelenghi 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 G, and to pay the bills listed on schedule J. George Barthelenghi seconded the motion and the motion passed.

Mark Turner advised the Board that insurance renewal quotes will likely come in between board meetings, and that renewal is due in January. Turner requested the Board's approval to bind if quotes were not significantly higher than the current year. Otherwise, he will circulate the new information to the Board via email for discussion and approval.

George Strunk made a motion to allow Mark Turner to bind insurance coverage within 15% of existing premiums. George Barthelenghi seconded the motion and the motion passed.

Turner reviewed the final costs of the T-Hangar project and advised the Board that the final Delta billing on this project will need to be paid from airport operating funds. Turner also explained that he is working on how projects and their funded are tracked within the airport's accounting software to present a clearer picture of sources and uses of funds by project.

Mark Turner presented the proposed 2022 billing rate from the airport's bookkeeper, together with a switch from hourly billing to a fixed monthly rate. Both changes were approved.

**VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:

- In the beginning of December, Justin plowed twice and all of the equipment is operating properly.
- The Jet A+ fuel truck had a very minor leak on one of the fuel pumps. Justin contacted Hadwen Fuller at World Fuels, a tech was sent to replace o rings and the problem was resolved.
- Fuel prices stabilized keeping our prices the same since October.
  - Av Gas 100LL - \$5.71.
  - Jet A+ - \$5.11.

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

- **Crack Sealing:** 95% complete. Pavement Maintenance Contractors INC is to be contacted to complete the crack sealing project.

**VIII. 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 has provided the construction services IFE package to Greg Christine.
- Delta sent the 100% review plans to the Airport and the BOA.
- The Fuel committee meeting will be held at 2pm before the Authority meeting.
- 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 payment has been made and the grant closeout has been accepted by the BOA. This item will be removed.

**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.
- The BOA indicated that camera funding will require American policies to be met. This likely makes this project not eligible.

**ARA Grant (\$59,000)**

- The American Rescue Plan Act of 2021 is providing an additional \$59,000 to the Airport. 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.

**Infrastructure investment & Jobs Act**

- Federal Fiscal years 2022 through 2026.
- \$3 billion each year for 5 years.
- \$500 million of this is intended for GA and non-primary Airports.
- no official word on funding just yet. It is possible these funds could be allocated in a similar manner to CARES (i.e. set \$\$\$ for each of 5 years), however this will probably remain unknown until the spring.
- \$100 million/year for terminal program for GA airports.

**Other items.**

- There will be a new BOA Engineer taking over for Rob Betz at MPO. Rob is still with the BOA; they are simply shifting responsibilities to Sydney Herrick.

The Board asked Adam to proceed with the bidding of the SRE Building as well as the Fuel Farm in January.

**IX. Old Business:**

**X. New Business:**

- The Board discussed new Logo development and Signage.
  - Mark Turner discussed AIP Grant oversight Controls policy with the Board and presented Policy # 14 for the Board's approval. George Barthelenghi seconded Turner's motion to adopt the policy and the motion passed.

**XI. Committee Reports:**

- **Marketing:** Nothing to report.
- **Finance:** Nothing to report.
- **Security:** Nothing to report.
- **Building & grounds:** Nothing to report.

**XII. Adjournment:** The Chairman motioned to move the meeting to executive session to discuss personnel at 4:15 p.m. The Board resumed its regular session at 4:43pm and a motion was made to approve Holiday bonuses. The motion passed and the meeting was adjourned. The next Board meeting is scheduled for January 19th, 2022 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

