

Pocono Mountains Municipal Airport Authority

Minutes

April 17, 2019

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:00 p.m. EST on April 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 George Barthelenghi, Greg Christine, Mark Turner, Karl Weiler (via phone), Vern Moyer, Adam Switzer and Bonnie Schwartz. Guest: Steve Saslow, Paul Houle, Bob Deinarowicz, and Geoff Worthington

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

Steve Saslow, Paul Houle and Bob Deinarowicz (tenants of the airport) attended the meeting to speak on behalf of Rich Kuban. They each gave their personal reasons for supporting Mr. Kuban and asked the board to take into consideration their statements when deciding about his future with the airport.

Executive Session: *Greg Christine made a motion to move to executive session at 3:07 p.m. to discuss personnel matters. George Strunk seconded the motion and the motion passed. Greg Christine made a motion to adjourn the executive session at 3:54 p.m. and reconvene to the regular meeting. George Strunk seconded the motion and the motion passed.*

Approval of Minutes: *George Strunk made a motion to approve the March minutes as presented and to dispense of the reading. Frank Revitt seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: The fuel sales continue to be down. Hopefully this will turn around when the weather improves. Due to the amount of Federal funds received, Riley & Company will be required to prepare a single audit for 2018.

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. Mark Turner 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

- A Contractor meeting is scheduled for May 2 at 10 a.m. to discuss re-start logistics. A total of 20 calendar days remain on the contract. Allowing for weather, this likely means approximately 40 more days of construction. The tentative re-start date is June 3, 2019;
- Change Order #1 was signed by all parties and the final copies were sent to everyone;
- Delta's amended Task Order for the additional project contract time was executed by all parties and approved by the BOA.

Letter Agreement #1 (NPDES Industrial Permitting)

- Rettew provided a full scope proposal for permitting compliance to the Airport on March 21, 2019. The Authority is to review and coordinate with Rettew on this issue.

Task Order #5-Construct T-Hangars

- The final review plans were sent to the Authority, Township, and BOA on April 2, 2019;
- The MCCD approved the plans on April 4, 2019
- Delta called Erin Masker at the Township for an update on April 10, 2019, and it appears their reviewer (Joe Brady) has been out for the past 2 weeks, but is returning the week of April 15. Erin was told we are looking to bid this as soon as possible to facilitate construction this year. She said she will attempt to expedite coordination with Joe when he returns. Erin is also coordinating the review with Russ Kresge;
- The location for the Site 2 transformer has been resolved to provide a no-cost simple installation;
- The BOA is reviewing the proposed hangar separation with the FAA/Harrisburg ADO on April 17, 2019 to determine if they will request that Delta file a Modification of Standards for this. Delta will coordinate the issue with Rob Betz as needed;
- The environmental Categorical Exclusion is ready to be filed, pending Dave Moyer signing the form and once signed, submitting it to the BOA. This is for the demolition of the south hangar.

George Strunk made a motion authorizing Dave Moyer to execute the Categorical Exclusion for the south hangar. Greg Christine seconded the motion and the motion passed.

- The Asbestos inspection of the south hangar came back favorable. There are trace concentrations on the south-face window glazing but do not rise to the level of asbestos-containing material, and therefore do not require special mitigation. The items are denoted on the plans as OSHA will require the contractor to advise their workers of the material's existence;
- Delta will collect additional information on the power system for the beacon on April 17, 2019 and make some minor modifications to the plans; the demolition of the hangar will destroy the beacon power so this must be modified.

Other Items

- The BOA issued the grant for the mowing equipment. Greg Christine is coordinating this for the two Ferris mowers and a mower deck.

Airport Manager's Report: No report was presented.

Old Business:

Tree Removal/State Game Lands/Truck Trailer Parking: The Township is requiring a Highway Occupancy Permit (HOP) for the entrance. This will cost between \$60,000 to \$70,000. To help recover some of the costs, Dave Moyer will speak with Fed Ex about guaranteeing to rent the property for two to three years. Fed Ex provided a letter stating they will be pulling approximately 25 trailers in and out of the site, per day. This will help PennDOT determine the type of HOP required.

The zoning officers of Coolbaugh Township will not be changing the zoning ordinance to allow truck trailer parking on the property. Attorney Geoff Worthington explained the airport has several options: appeal the decision or identify/classify the usage for the property. The board agreed it would be in the best interest of the airport to appeal the decision.

Aerotopia: Mr. Barthelenghi received an email from Tom, (representative of Aerotopia) stating they agreed with the updated contract. The update to the contract included a slight increase in rent from \$153 to \$156 due to the time elapsed since the original draft. Mr. Barthelenghi will be providing the black-out dates to the Company.

Employee Pension Plan: *George Strunk made a motion to adopt the resolution regarding the pension plan presented by Mark Turner and authorized the officers to execute the plan document. Frank Revitt seconded the motion and the motion passed. The vote: 7 yays-0 nays. The plan becomes effective June 1, 2019.*

LSA grant: The first grant will expire June 30, 2019. A formal request to extend the grant will be provided to Michelle Bisbing (Monroe County Industrial Development Authority). The second LSA was approved for \$215,000, less than the amount requested (\$300,000).

Airport Rename: No update to report.

Committees:

Nominating: No update to report;

Marketing: Bill Mullen reported that the Visitor Bureau's new brochure will be available May 20th. They are providing the airport will brochures for distribution. Mr. Mullen was happy to report the airport will be receiving a replacement diesel fuel truck.

Finance: No update to report;

Security/EOP: No update to report;

Building and Grounds: There is an issue with people roaming around the north hangar and the ramps. John Kerrick is researching the costs to install a sliding fence and a gate near the MW hangar. He will provide the board this information at the next board meeting.

When a Company sub-leases from someone other than the airport, the airport loses out on possible income. John Kerrick suggested, moving forward, the airport should consider charging a percentage of the Company's revenue if they sub-lease from someone other than the airport.

George Strunk made a motion authorizing up to \$1,000 to purchase u-line fuel, a gasoline tank and a skid. Greg Christine seconded the motion and the motion passed.

Leeward asked permission to remove dirt from the property. They will pay \$60 a load.

Dave Moyer will tear down and remove the disused building at the entrance to the airport.

Human Resources: No update to report.

Adjournment: The meeting adjourned at 4:50 p.m. The next meeting is scheduled for May 15, 2019.

Minutes submitted by:

Bonnie Schwartz