

Pocono Mountains Municipal Airport Authority

Minutes

February 19, 2020

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:04 p.m. EST on February 19, 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, Bill Mullen (via phone), George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler (via phone), Adam Switzer, Ron Slonaker and Bonnie Schwartz.

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: No public comments.

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

Treasurer's Report-Financial Statements/Cash Position: George Strunk reported fuel sales were up for this January compared to January of last year. Gross profit was up \$3,400 but there were over \$7,000 in additional expenses resulting in a loss of \$18,845 for the month.

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of bills, with the exception of making a partial payment on the Arthur Gallagher Risk Management invoice and not the entire invoice, 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.* It is unclear why two invoices were received from Riley & Company, so Mr. Strunk agreed to contact the Company about these invoices.

Airport Manager Report: Ron Slonaker reported January was an uneventful month which allowed the staff to do a lot of organizing and clean up around the airport. He also reported the following:

- Obtaining quotes for the runway painting;
- Rettew provided the PPC plan. DEP is requiring a secondary containment for the Jet-A truck when it is parked. The board agreed to investigate options for a container;
- T-hangar lease: Mr. Slonaker would like to include in the lease that it is the tenant's responsibility to move their plane in and out of the hangar and not the responsibility of the airport staff. He would also like to address how the tenants using electricity to heat their plane would be handled. Adam Switzer agreed to research available heating for the new T-Hangars and ways to determine how the tenants should be charged. The insurance company will be contacted about using space heaters in the hangar area. Mark Turner will prepare a draft of the new T-Hangar lease;
- There are twelve people interested in leasing space in the new hangars;
- The bathroom in the main hangar needs to be renovated. *George Strunk made a motion to accept the proposal received from Potcher Construction, not to exceed \$10,860, to completely remodel the bathroom in the main hangar to APA standards. George Barthelenghi seconded the motion and the motion passed;*
- A quote of \$4,600 was received to remove the trees in the approach area of both runways.

Task Tracker: Dave Moyer reviewed the report.

- George Barthelenghi reported four proposals were received for engineering services. The committee (George Barthelenghi, John Kerrick, and George Strunk) recommended Delta Airport Consultants, Inc. as their first choice and CR Kimble their second choice. Greg

Christine made motion to submit to the Bureau of Aviation; Delta as the first choice and CR Kimble the second choice and to authorize Dave Moyer, Chairman, to sign any and all paperwork necessary to support this recommendation. George Strunk seconded the motion and the motion passed. The votes were as follows: Yays: Dave Moyer, Mark Turner, George Strunk, John Kerrick, George Barthelenghi and Greg Christine. Nay: Bill Mullen. Absent from vote: Karl Weiler

Delta Airport Consultants: Adam Switzer provided the board his status report via email.

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

- The grass and rut cleanup will take place in the spring as well as the pavement repairs on the large low spot which holds water on the new apron. If future problems occur due to the pavement repairs, the costs for repairs will be the responsibility of Delta and the Contractor.
- A change order for Leeward to adjust the contract time and add the two additional work items will be prepared once Leeward completes the pavement repair.
- Patrick (Leeward) paid their outstanding \$1,324.54 fuel bill.
- Delta is coordinating with Leeward to discuss a schedule for the final pavement repair.
- To meet permit requirements, Rettew will conduct a stormwater inspection on February 20th.

Task Order #5-Construct T-Hangars:

- Grimm ordered the building in January;
- Grimm submitted a change order for certain items which were updated based on the Code review. A response was provided to Dave Moyer and John Kerrick by Delta on most of the items. Adam is still researching the items requiring two fire extinguishers and two sets of emergency lights in each hangar. Greg Christine will speak with Michelle Bisbing (PMEDC) about the possibility of using LSA funds to pay for these expenses.

Task Order #6-Snow Removal equipment Building (SRE):

- The IFE was higher than Delta's proposed fee.
- The BOA then revised their stance and will not allow inclusion of the complete south T-hangar foundation demolition in the scope. They want to pro-rate the permitting work. Delta provided rebuttals to this via email, but still need to speak directly with Rob. Adam will schedule a meeting with the MCCD, Dave Moyer, John Kerrick and himself to discuss this matter.

Fuel Farm:

- A "TA" has been offered. Delta coordinated permitting and other local issues with Russ Kresge (Township Engineer), Joe Brady (Zoning) and the MCCD.
- Bill Burton (Township Codes) was provided feedback of these calls and an exhibit of the proposed work, which he plans to review.
- The project requires a minor modification for the NPDES permit. The MCCD confirmed that the old permitting forms can be used. With this information, Delta has begun permitting contracting with Rettew.
- A revised potential system layout was prepared that is believed to address the potential code separations.
- The project estimated cost; \$1.25 million. The airport needs a match of \$352,000. Currently there is an LSA grant for \$215,000 leaving a balance of \$137,000 that needs to be funded. Funding options: LSA grant for \$250,000 or DCED Tri-Modal Transportation grant for \$130,000. Applications for the DCED program are available in March. The board agreed to apply for both grants. George Barthelenghi and Bill Mullen will prepare the applications for both the grants.

Old Business:

Tree Removal/State Game Lands: No update.

NPDES permit annual testing: No update.

Committees:

Marketing: No update;

Finance: Riley & Company are working on the 2019 audit;

Security/EOP: No update;

Building and Grounds: No update;

Human Resources: No update.

Adjournment: Greg Christine made a motion to adjourn the meeting at 4:44 p.m. George Strunk seconded the motion and the motion passed. The next meeting is scheduled for Wednesday March 18, 2020.

Minutes submitted by:

Bonnie Schwartz