

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

June 16, 2021

3:00 p.m.

- I. Call to order:** John Kerrick, vice chairman, called the meeting to order at 3:00 p.m. EST on June 16, 2021. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.
- II. Attendance:** John Kerrick, Justin Klein, Bill Mullen, George Strunk, Robert Deinarowicz, and Karl Weiler. Greg Christine attended via telephone.
- III. Public comment:** No public comment to report.
- IV. Approval of Minutes:**
George Strunk made a motion to approve the April minutes as presented and to dispense of the reading. Karl Weiler seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:**
- Karl Weiler discussed the financial reports with the Board. Noteworthy is a significant increase in fuel sales over the prior year in both 100LL and Jet A+.
- George Strunk made the motion to ratify the bills paid between meetings, and to pay the bills listed on schedule G including one twelfth premium payment of the Gallagher invoice for insurance. Karl Weiler 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:
- Carpeting has been completed in the New T-Hangar end unit.
 - Rain water samples were taken and sent for testing by Bob Deinarowicz.
 - Lightning strike knocked out 50 runway light bulbs and did damage to the fuel farm and possibly the PAPI and REIL lights. A claim has been opened with the insurance company as the repairs surpassed the \$1000.00 deductible.
 - Jet fuel has been ordered and equipment is running properly for the Nascar race.
- VII. Task Tracker:** John Kerrick discussed the task orders listed below.
- **Crack Sealing and line painting:** Line painting is to take place June 29, 2021. George Strunk motioned to increase the crack sealing contract by \$6,000.00 for additional material used if finished by June 25, 2021. John Kerrick seconded the motion and the motion passed.

VIII. Engineer's Report. Adam Switzer

Task Order #5 – Construct T-Hangars

- Delta submitted the ADA appeal to Labor & Industry (L&I) in April
- L&I responded with a request for additional information.
- Bill Burton provided this to Delta on May 10 and we submitted it May 11.
- L&I responded that it was still not what they were looking for.
- Adam Switzer spoke to Bill Burton to let him know he needed his assistance to convey exactly what he needs L&I to review, and he noted he will provide the exact language to submit to **L&I**. Likely next week as he was having cataract surgery last week.
 - o Have not heard back from Bill Burton on this issue. Cannot advance this until he identifies exactly the Code and issues he sees need to be addressed.
 - o L&I seemed to believe that issues of ADA access were not within their realm anyway, so Adam Switzer is curious if this is simply a decision that Bill should/can make.
- Surveyors will be out in the coming weeks to complete a Record Survey to comply with the NPDES permit. We were trying to avoid this expense, but it is required.

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

- MCCC permit was issued in early June, however there is a problem with the expiration on it so we are re-coordinating this.
- Delta is preparing the CA phase contract for this project. This will require an IFE and we will provide documents to Greg Christine.
- The BOA this week issued a construction TA for the project. This TA is valid through September 24 so bids should be obtained by then.
- We remain unclear as to how the BOA will fund the federal portion of the building, but it appears it should be 100% (saving the Authority \$20,000 +/-)
- The Local share on the non-AIP half of the building remains at \$185,000 +/- to support the 50% match to the ADP grant.
- Building construction costs have dramatically increased in the past several months. Discuss strategy on advertising the project.
- Review of draft as-bid plans today. Delta can/will mail or email copies as requested.

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

- MCCC has issued the NPDES Minor Modification approval.
 - Delta is preparing the CA phase contract for this project. This will require an IFE and we will provide documents to Greg.
 - The BOA has clarified there is no “rush” to advertise this in terms of grant deadlines in the near term. This may give the Authority time to discuss their local funding share if needed.
 - Material costs relating to the fuel system have also increased significantly lately. Discuss strategy on advertising the project.
 - Review of draft as-bid plans today. Delta can/will mail or email copies as requested.
 - A draft copy of the fuel tank spec is included with this email, Delta can discuss as needed.
- CARES Money (\$69,000)**

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack sealing). Delta's understanding is you have another \$10,000 +/- to still spend on this?
- Authority is proceeding with Award to H-Hite for additional pavement marking.

Other Items

- PennDOT/BOA Planning Sessions will be held over the summer for all airports. Please advise if you hear anything from them on potential dates.
- The FAA has issued a new grant program (CRRSAA) which will provide an additional \$23,000 to the Airport for operational expenses. The BOA will be working on the grant applications in the coming weeks...still no word.
 - o These funds sound like they might NOT be able to be used for pavement markings. It is unclear right now how that can be used.
- The American Rescue Plan Act of 2021 will possibly provide other funds direct to the airport. This is the Act which is funding 100% AIP in FY21, but also have provisions for direct payments to Airport. That math and \$\$\$ value has not yet been worked out.

IX. Committee Reports:

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

X. Executive Session: George Strunk made a motion to adjourn to executive session at 4:10 p.m. to discuss personnel, seconded by Karl Weiler and the motion passed.

XI. Adjournment: John Kerrick adjourned the meeting at 5:00 p.m. The next Board meeting is scheduled for July 21st, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.



