

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

October 20, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on October 20, 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, Karl Weiler, Mark Turner, Greg Christine, and George Strunk.
- III. Public comment:** No public comment to report.
- IV. Approval of Minutes:**
Mark Turner made a motion to approve the September minutes as presented and to dispense of the reading. Greg Christine seconded the motion and the motion passed. George Strunk abstained.
- 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.
- Noteworthy, fuel sales doubled for the month from September the year prior.
- VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
- Crompco replaced the fuel farm Jet A delivery spill bucket and tested it.
 - Line painting began on October 16th.
 - The Airport has been mowed for the final time before winter. All equipment is to be serviced, cleaned, and stored in the old T-hangar.
 - Plow stakes are to be installed and plowing equipment is to be serviced and gone over before the winter.
 - Servpro came back to complete the mold removal job in Kurt's office, after they finished I painted his office.
- Task Tracker:** Dave Moyer discussed the task orders listed below.
- **Crack Sealing and line painting:** Operation to take place before winter.
 - **Runway line painting:** Hi-lite performed the line painting and completed the project.

George Strunk made a motion to extend the payment to Hi-lite by \$2,000.00 for additional markings. Bob Deinarowicz seconded the motion and the motion passed.

VII. Engineer's Report.

Task Order #5 – Construct T-Hangars

- No response from Bill Burton on issues relating to ADA appeal.
 - Labor & Industry has indicated they have no issue on the project.
- The final Project Report & Record Drawings have been sent to the BOA.
- The project has been final invoiced and the final RFR is to be submitted by Greg Christine.

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

- MCCC 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)

- MCCC 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 MCCC.
- 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)

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack sealing). Delta's understanding is the Airport has another \$10,000 +/- to still spend on this?
- Airport Markings have been completed. Provide invoices to Delta to coordinate reimbursement.

CRRSAA Grant (\$23,000)

- This grant has been issued and the Authority (Greg Christine) has accepted it.
- Suggestions for use should be coordinated with the BOA.
- Can be used for payroll, debt service, airport bills, and anti-COVID measures. Generally, cannot be used for airport development (i.e. crack seal/markings).

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.

- North Ramp Rehabilitation. Delta to coordinate with the State if this is a “rehabilitation” or a “reconstruction” as these affect funds programming. We have prepared a cost estimate and submitted a request in JACIP to update this cost.
- 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, which is expected around December. A release is not guaranteed and competes statewide; \$10 million is released annually.
- RV Parking – at the request of Bill we discussed RV parking along the hangar access road. The BOA indicated this would require a Section 163 Determination, lease agreement review, and other coordination.
- Land Reimbursement

- o The BOA suggested adding this project as a federal project to be reimbursed in Year 4 or beyond.

- o They indicated this could require all or a combination of the following documents: Appraisal, review, catex, agreements, legal proceedings documentation, admin cost plan, settlement sheet, recorded deed, etc.

- o Unsure exactly what will be needed as they have not processed a Condemnation case like this.

- o Delta can add the project in Year 4/5 to JACIP if this is desired.

- The Board then discussed the initiative and determined that it should not be pursued, at this time.

VIII. Old Business:

- **Tree Removal/State Game Lands:** Dave Moyer and Greg Christine discussed scheduling a conference call with the PA Game Commission.

IX. New Business:

1. George Strunk made the motion to ratify the execution of the CRRSA Grant Agreement in the amount of \$23,000.00. The motion was seconded by Mark Turner and the motion passed.
2. George Strunk made the motion to ratify the execution of the Trailer Parking License Agreement with Walmart Stores East, L.P. The motion was seconded by Greg Christine and the motion passed.

X. Committee Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.

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

Greg Christine made the motion to move the Board to executive session at 4:25 p.m.

George Strunk seconded the motion and the motion passed.

XI. Adjournment: The Chairman adjourned the meeting at 4:45 p.m. The next Board meeting is scheduled for November 17th, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

