

# POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

## MEETING MINUTES.

February 21, 2024

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on February 21, 2024. The meeting took place in the MW hangar at the Pocono Mountains Airport located in Tobyhanna, PA 18466.
  
- II. Attendance:** Dave Moyer, John Kerrick, David Fox, Steve Webster, Mark Turner, George Strunk, Bob Deinarowicz, and Justin Klein. Adam Kerrick and Karl Weiler attended via Teams.
  
- I. Public comment:** Hal Harris attended the meeting and informed the Board that the Rotary Club of Mt. Pocono has submitted an application for holding an event at the airport in May. Hal asked when the application would be reviewed and was informed that this task will be assigned to a new committee at today's board meeting.  
Paul Morgan from Moyer Aviation came to fill the Board in on progression of students in the flight school and renovations being made to the facilities.
  
- II. Approval of Minutes:** George Strunk made the motion to accept the January Board meeting minutes as presented. Mark Turner seconded the motion and the motion passed.
  
- III. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board.  
  
George Strunk made the motion to accept the Treasurer's report, Bob Deinarowicz seconded the motion and the motion passed.  
George Strunk made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. Bob Deinarowicz seconded the motion and the motion passed.
  
- IV. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
  1. Unicom base station and antenna installed in SRE building. Rodney just needs a longer wire from the antenna to the base station.
  2. The DEP inspection took place on 02/01/24, all went well. The inspector was impressed with how clean the airport was.
  3. Plowing is going well; all equipment is working as it should.
  4. The F250 & F350 were both inspected, and the oil changed.
  5. We've been working on our winter work orders and tasks in between plowing and airport duties: I've begun staining the new stairs for the storage area in the north hangar, we will

use excess stain for the storage shelves in the SRE. Jim is working on the last mower; the deck that had some areas to repair and repaint.

- V. **Task Tracker:** Dave Moyer discussed the task orders currently on the list. George Strunk made the motion to authorize the purchase of a new high intensity beacon for up to \$14,000 plus additional shipping costs. Bob Deinarowicz seconded the motion and the motion passed.

## VI. **Engineer's Report.**

### **Task Order #1 - Fuel Farm (18114)**

- Tanks were set on January 29, 2024
- A Labor & Industry inspection was held on February 8, 2024. All items associated with the tanks and the site work were accepted, less some miscellaneous signage. More significant items dealt with electrical connections. At a follow-up inspection on February 16 these items were explained to the electrician and are documented in an L&I letter dated February 13.
  1. The inspector is requiring addition explosion-proof “seal offs” due to their interpretation of the Code. This is additional work that will take a few weeks to address. This may result in a minor change order; there is money in the grant to support this anticipated level of work.
  2. The Code interpretation was different than that provided by the Township originally and is a more strict interpretation. But, the issues can be fixed.
- Once the electrical is fixed, the site will be re-inspected and fuel can be ordered.
- The additional sidewalk and fence (Change Order #1) will be installed in the spring.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

### **Task Order #2 - Snow Removal Equipment Building (SRE) (19060)**

- The final Reimbursement Request has been submitted.
- All final closeout documents have been submitted. Awaiting the BOA to close this grant and make the final payment.

- **Payments**

1. Delta is continuing to coordinate payments with Maria.

### **T-Hangar Phase 2 (23006)**

- The BOA has approved the contract. Authority to sign the Task Order at the meeting to begin the design.

### **North Ramp Rehabilitation**

- Contract scoping is to occur in the spring of 2024. The BOA is to advise on more specific grant timing.
- The datasheet in JACIP was submitted for the design.

### **Terminal Area Planning**

- No near-term action for this. Scoping will need to occur in earnest in the summer of 2024.

- **Bipartisan Infrastructure Law (BIL)**

- \$295,000 for each year FY 2022 through FY2026.
- These funds have been programmed towards a terminal building Program in JACIP as discussed at the Planning Session.
- May need to request a Capital Budget line item in late 2024 to support this project as the overall scope is developed.

## **VII. New Business:**

George Strunk made the motion to ratify the decision made between Board meetings to renew the flying club's lease for an additional 5 years. Dave Fox seconded the motion and the motion passed.

## **VIII. Committee Reports:**

- Marketing: No update to report.
- Finance: George Strunk made a motion to use Riley and Company for the upcoming 2023 audit. Bob Deinarowicz seconded and the motion passed.
- Security: Rodney Smith installed license plate readers at both the north and south entrance.
- Building and Grounds: John Kerrick is going to work with Justin Klein to get quotes for crack sealing come spring.
- Nominations: No update to report.
- Dave Moyer established a new committee to be tasked with reviewing any applications for events to be held at the airport and Karl Weiler, David Fox, and Mark Turner were appointed as committee members.

## **IX. Adjournment:**

The Chairman motioned to adjourn the meeting at 4:25 p.m. The motion passed, and the meeting was adjourned. The next Board meeting is scheduled for March 20, 2024, at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.  
Airport Manager.

