

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

November 16, 2022

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:10 p.m. EST on December 21, 2022. 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, David Fox, and Mark Turner. Robert Deinarowicz, Karl Weiler, and George Strunk attended via teams. Adam Kerrick was absent from this meeting.
- III. Public comment:** No public comment.
- IV. Approval of Minutes:** Mark Turner made the motion to accept the October Board meeting minutes. George Strunk seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board.
- George Strunk made the motion to authorize the Treasurer to negotiate the Bookkeeping rate with our current Bookkeeper at his discretion. Karl Weiler seconded the motion and the motion passed.
- David Fox made the motion to authorize the Treasurer to finish the discussion with the insurance company and bind the airport to the 2023 policy. Bob Deinarowicz seconded the motion and the motion passed.
- Mark Turner made the motion to accept the Treasurer's report. George Strunk seconded the motion and the motion passed.
- Mark Turner made the motion to pay the bills on schedule G, and to ratify the bills on schedule J paid between meetings. George Strunk 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:
1. The Airport did well clearing all of the snow from the first storm, I'm still working to move snow piles.
 2. The hangars are filled to capacity.
 3. All of the Airport equipment have received proper maintenance and is running as they should.

VII. Task Tracker: Dave Moyer discussed the task orders currently on the list. There were no updates at this meeting.

VIII. Engineer's Report.

Task Order #1 - Fuel Farm

- **General schedule:**
 - Site work = March/April 2023
 - Tank delivery and installation = May/June 2023
- **Payments & Tank Deposit**
 - The Airport has made 75% payments on bills to date per State reimbursements.
 - On December 13 the EDC made payments for the remaining 25% to the Authority. Delta provided the Authority with a list of checks to write from this payment.
- **Grant Status:**
 - **Multi- Modal Grant** – in place for 75% of project costs. Value = \$1,228,075
 - **LSA 2019** – in-place at \$193,500. Contributes to 25% local match.
 - **LSA 2021** – in place at \$92,400. Contributes to 25% local match.
 - **EDCDI** – In place to cover remaining Authority grant-matching shares (\$138,828).

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

- Foundation, less floor slab, is complete
- Exterior walls complete.
- Steel inspection complete. One outstanding item to track on a base plate adjustment (in progress).
- Interior partition wall will be complete by December 20.
- Interior trench drain to be installed early January.
- Interior floor – discussed with Grimm the schedule and requirements for non-frozen subgrade. They will have the building enclosed with doors by mid-January and it is fully insulated so they can keep heat in the building. They also have a floor heater which could be used if “warmer” temperatures (i.e. above 30’s) are available in January. We will monitor this with Grimm and the weather forecast.
- **Payments**
 - The Airport has made payments for 75% of costs.
 - The EDC made a payment of all outstanding funds on December 13, 2022. Delta provided the Authority with a list of checks to write from this payment.
- **Funding Swap**
 - Penn Valley Airport (Selinsgrove) has a request out to “swap” older, expiring non- Primary Entitlement funds. They have \$170,000 in expiring funds, and the SRE project has been identified as a candidate for this swap.
 - It would not affect the funding for the SRE building and PennDOT handles it behind the scenes.
 - If you want to pursue, there is a form for the Authority to sign, and your attorney would need to as well. I attached a copy of such an agreement between Penn Valley & Bloomsburg from earlier this year, for reference.
 - Delta can explain more at the meeting.

John Kerrick made a motion for The Chairman and Treasurer to enter into this agreement as prepared by PennDot. George Strunk seconded the motion and the motion passed.

- **Grant Status:**

- **Block Grant (Amended)** – Funds 100% of Grimm costs & Delta costs on the federal half of the building. Value = \$596,988
- **Capital Budget Grant** – Funds 50% of the non-federal half of the building (Grim & Delta costs). Value = \$250,000.
- **EDCDI Grant** - Value = \$254,774 to this project. Funds required to support matches on other grants listed above.
 - First payment was made to the Authority on December 13, 2022.

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.

Community Development Funds

- \$3 million submitted for Community Project Funds earmark for FY23 federal budget for T- hangar.
- Amber Niver w/Matt Cartwright’s office indicates we should know by December if these funds have been programmed for us, at which point to we submit an application. Delta has put calls into April but no response yet. Will try again in January.

Statewide Pavement Management Plan

- Delta is coordinating with AP Tech to provide them data for MPO for the current statewide pavement management plan update being prepared by PennDOT.

IX. Committee Reports:

- Marketing: No update to report.
- Finance: No update to report.
- Security: No update to report.
- Building and Grounds: No update to report.
- Nominations: No update to report.

Dave Moyer motioned to move the Board to executive session at 4:00 p.m. to discuss Christmas bonuses and personnel. Bob Deinarowicz seconded the motion and the motion passed.

X. Adjournment:

The chairman motioned the Board to adjourn the meeting at 5:05 p.m. The motion passed and the meeting was adjourned. The next Board meeting is scheduled for January 18, 2022 at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.
Airport Manager.

