

# POCONO MOUNTAINS REGIONAL AIRPORT AUTHORITY

## MEETING MINUTES.

March 20, 2024

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on March 20, 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. Karl Weiler attended via Teams. Adam Kerrick was absent from the meeting.
- III. Public comment:** Hal Harris attended the meeting, the Rotary Club of Mt. Pocono has submitted an application to hold an event at the airport in May. Mark Turner suggested that the Public Events Committee present its report during the Public Comments section to avoid Mt. Pocono Rotary having to wait until the end of the meeting to hear the outcome of their Event License application. The Board agreed.

The Public Events Committee recommended to the Board by motion that a Public Event License be issued to Mt. Pocono Rotary for their proposed May 2024 event, subject to the additional terms, conditions, and requirements explained in the Committee report and to be incorporated into the license to be issued. George Strunk seconded the motion and the motion passed. The Committee agreed to send the License to Mt. Pocono Rotary for their signature before end of day.

Andy Yanka from Moyer Aviation attended the meeting and introduced himself to the Board.

- IV. Approval of Minutes:** George Strunk made the motion to accept the February Board meeting minutes as presented. Mark Turner 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 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.

**VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:

1. We will begin repairing any plow scrapes that occurred over the winter as well as remove plow stakes & replace Lense gaskets as needed in the upcoming weeks.
2. Base station installed and operational in the SRE building.
3. Storage area stairs in the North Hangar are stained as well as work benches, shelving, and plywood against the insulation in the SRE building.
4. All of the vehicles have been cleaned, detailed, and the plows have been moved to the gravel area behind the Bubble Hangars.

**VII. Task Tracker:** Dave Moyer discussed the task orders currently on the list.

**VIII. Engineer's Report.**

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

- Tanks were set on January 29, 2024
- Electrical revisions to comply with the Code inspection should be completed this week. Grimm is to then schedule the Labor & Industry inspection.
- Once the L&I inspection passes, fuel can be ordered (early April).
- The additional sidewalk and fence (Change Order #1) will be installed in the spring.

**Payments**

- Delta is continuing to coordinate payments with Maria.

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

2. This project is closed and will be removed.

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

- Delta recently confirmed the BOA grant timeframe. The grant deadline will be May 1, 2025. However, the BOA did indicate they would accept a grant application in advance of this, such as the summer/fall of 2024.
- There were cases this year of older projects like this where the BOA was only accepting applications in a spring timeframe, which would not work for this project. However, that has been resolved.
- This was important to clarify as it impacts the special cash-flow situation on this project. With this confirmed, we are clear to begin this project. Delta is to schedule a kickoff meeting with the Hangar Committee.

**North Ramp Rehabilitation**

- Contract scoping is to occur in the summer 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 fall 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.

**Other Work**

- Delta is assisting Maria with numerous items relating to airport audits.
- The BOA has been non-committal on eligibility of the replacement beacon under the BIL grant for the terminal site. Delta recommends completing the work and providing Delta with receipts and we will attempt to include in the future grant.

**IX. New Business:** None

**X. 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.
- Public Events Committee:

Mark Turner proposed that a committee be formed to represent the Business Tenants located at the airport, and that committee reports be presented at each meeting. The Board asked that the Chairman establish the committee and appoint the first Committee Chair at the next PMMAA Board meeting.

**XI. Adjournment:**

The Chairman motioned to adjourn the meeting at 4:27 p.m. The motion passed, and the meeting was adjourned. The next Board meeting is scheduled for April 17, 2024, at 3:00 p.m. in the MW Hangar located at the Airport.

Respectfully submitted,

Justin Klein-DeHaven.  
Airport Manager.

