

Pocono Mountains Municipal Airport Authority

Minutes

August 21, 2019

Call to order: John Kerrick, Vice Chairman, called the meeting to order at 3:00 p.m. EST on August 21, 2019. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer (arrived late), John Kerrick, Frank Revitt, Bill Mullen, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Ron Slonaker and Bonnie Schwartz. Guest: Vern Moyer, Geoff Worthington, Brian Mattingly and Joseph Havelin from Messer North America Inc.

Declaration of Quorum: John Kerrick declared a quorum.

Public comment: Messer North America Inc. is in negotiations with Pocono Mountains Economic Development Corporation to purchase two lots in the Pocono Mountains Corporate Center East. Two representatives from the Company, Brian and Joe, attended the meeting to discuss concerns the Company has regarding the 34 to 1 instrument approach on Runway 23 that is in the Airport's Master Plan.

To inform the board of the concerns the Company has, George Strunk emailed the board members detailing the Company's plans and their concerns regarding Runway 23 should the 34 to 1 instrument approach be implemented in the future. Adam Switzer, Delta Engineering, reviewed their site plans and stated the 34 to 1 approach would not be an issue with any future expansions. Brian and Joe were pleased to hear this and requested a letter stating the 34 to 1 would not impact their future expansion plans, or preferably having the 34 to 1 approach to Runway 23 removed from the Airport's Master Plan.

Most of the board members were conformable removing it from the Master Plan. John Kerrick expressed concern with the impact this may have on future boards and the fact the 34 to 1 approach doesn't have to be removed from the Master Plan, since it would not be an issue. Greg Christine would like Messer to provide something to the airport since the airport is accommodating them by removing the 34 to 1 approach from the Master Plan.

George Strunk made a motion to amend the Airport's Master Plan by abandoning the 34 to 1 approach to Runway 23. Karl Weiler seconded the motion and the motion passed. The vote was 6 yays and 2 nays. Dave Moyer was not at the meeting at the time of this motion.

Approval of Minutes: *Karl Weiler made a motion to approve the July minutes as presented and to dispense of the reading. George Strunk seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: Frank Revitt reported the following: operating income was approximately \$3800 for the month and JetA fuel sales continue to be down. It appears that revenue is decreasing while expenses are staying about the same. The 2018 audit was filed with the state.

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of bills listed on schedule G. Karl Weiler seconded the motion and the motion passed.*

George Strunk made a motion to ratify payment of bills made between board meetings as presented on schedule J. Greg Christine seconded the motion and the motion passed. Mr. Strunk amended the motion to include approving payments associated with the grants. Greg Christine seconded the amended motion and the motion passed.

Stillwater Property: Attorney Geoff Worthington reported the appraisals on the property were performed by both parties involved. The Board of View will meet on Thursday, August 22 at 10 a.m., for approximately one hour at the property. They will be checking for air traffic and noise levels at this time. On Friday, August 23 at 9 a.m. the board will hold a hearing in the courthouse and the appraisers from both sides will testify and provide their expert opinion on the value of the taking. Attorney Worthington plans to attend Friday's hearing and state Tom McKeown's appraisal provided the only evidence that answered the question being asked: what is the value and what was taken? The other appraiser did not answer this question. Attorney Worthington will update the board of what happens at the hearing.

Airport Manager Report: Ron Slonaker reported the following:

- 5500 gallons of Jet fuel and 1700 gallons of avgas were sold at the second race;
- 2400 gallons of Jet fuel and 1500 gallons of avgas were sold at the first race;
- The John Deere tractor was repaired;
- The new mower pan requires 55 horse power and the tractor can provide that;
- Air show; 18 aircraft will be based at the airport. A fuel truck is being supplied for usage at the track. Everything is ready to go for this event.
- No write ups were received when DEP performed their inspection. They did recommend the following: Clean up the Jet fuel around the shed, put the waste oil in containers, additional spill kits, learn where all the drains go. The inspector was impressed with the airport's housekeeping;
- NPDES permit testing: There are three sites that are tested. The rules for testing the water are very strange. There can be no rain within three days and the sites must be tested within thirty minutes after a rainfall ends.

Task Tracker: Bill Mullen

- Tenant Fuel Agreement, Baron Leasing (Revitt/Strunk): Researching the current volumes being used.
- Tenant Fuel Agreement, Hi-Tech Helicopters (Revitt/Strunk): Researching the current volumes being used.
- Airport Name Change to Regional (Turner) No update.
- Game Land Right-of-Way Acquisition/HOP (Moyer) A meeting is scheduled for Friday, August 23. Moving forward.
- Runway Crack Sealing (Kerrick): Obtained two bids waiting for a third for this work. One \$9,000+ and one \$20,000.
- Runway Line Painting: The board decided to wait on this project till spring of 2020.
- Tree Obstructions (Moyer): One tree remains to be removed.
- Advertise for Engineering Services (Strunk/Kerrick/Barthelenghi/Slonaker): A meeting will be scheduled soon to discuss preparing the Request for Proposals (RFP).
- Insurance Quotes (Turner): Mark Turner and John Kerrick are working on obtaining quotes from other agencies.
- Remove Civil Air Patrol Building: Working on obtaining the permits.
- Auction North Hangar Items (Christine/Slonaker): Ron put together a list of items. Next step is to select a date for the auction then advertise the auction in the papers.
- Airport Wish List/Costs (Mullen/Slonaker): No update.
- Phillips 66 Co-Op Advertising (Mullen): No update.

Delta Airport Consultants: Adam Switzer provided some updates on the projects.

Task Order #4-Construct North Ramp Taxiways (Delta Project 15128)-Construction Phase

- All work is complete except:

- Removal of existing tie-downs on the apron
- Removal of existing markings and replacement with new markings on the existing apron
- Seal coat the new apron
- Seeding and grass growth
- Pavement repairs on the access road and the large spot which holds water on the new apron
- John Kerrick and Dave Moyer were very disappointed with some of the work done on this project and the mess the Company left behind. Delta's project manager should have done a better job overseeing the work and clean up being done.
- Total project is looking good to finish below budget, but has now extended 50 days beyond the current adjusted contract time, with another week of work to go. It is up to the Authority to determine the Liquidated Damages.

Task Order #5-Construct T-Hangars

- The grant offer was made on August 8 and accepted by the Authority on August 9.
- The contract paperwork and change order #1 (value-engineering reductions) were sent to Grimm on August 12.
- The Authority sent the Award letter to Grimm.
- Delta is reviewing the draft building permit provided by Grimm.
- Award was made and when the Contract is executed and approved by the BOA, a preconstruction conference may be scheduled.
- The LSA grant will only fund a portion of the engineering fees (\$80,000 total limit), not all of them as anticipated. This has created an additional local funding liability previously unknown.

Fuel Farm

- The BOA has a design project programmed for their FY19 (starts July 1, 2019) with a total cost of \$200,000 at a 75% BOA, 25% Airport.
- A TA offer date is unknown, and could occur at any time up to June 2020.

Snow Removal Equipment Building (SRE)

- A Block Grant TA (federal funds) was issued June 18 for the design of a snow removal equipment building not to exceed \$167,000. This is a state grant. The local match is 5%.
- Construction funds are shown in SFY19 at \$333,333.
- Authority desires to place this building (60 x 40) at the old T-hangar site. Prior discussions with MCCD show this would incur a permitting action, increasing costs (\$50,000+) and time (add 3-4 months).

Other Items

- Delta submitted the first and final reimbursement request for the mowing equipment. Rob Betz inspected the equipment and provide the final sign-off on the grant closure.

Old Business:

Tree Removal/State Game Lands: A meeting is scheduled for Friday, August 23. Moving forward.

Committees:

Marketing: The board agreed to provide Bill Mullen with a key and access code to the North Hangar allowing Mr. Mullen to enter the hangar after hours.

Finance: No update;

Security/EOP: No update;

Building and Grounds: No update;

Human Resources: The board convened to executive session at 5:09 p.m. to discuss human resources. The board reconvened to the regular meeting at 5:15 p.m.

Adjournment: The meeting adjourned at 5:15 p.m. The next meeting is scheduled for Wednesday September 18, 2019.

Minutes submitted by:

Bonnie Schwartz