

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

April 21, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on April 21, 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, Mark Turner, Robert Deinarowicz, and Adam Switzer. Greg Christine, George Strunk, and Karl Weiler attended via telephone.
- III. Public comment:** President of the Pocono Mountain Flying-Club, Chris White, and the Chairman of the Board Dave Moyer proposed to the Board several locations to move the club building once the new fuel farm is built.
- IV. Approval of Minutes:**

George Barthelenghi made a motion to approve the March minutes as presented and to dispense of the reading. Bill Mullin seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:**
 - Debra Borger of Riley and Company attended the meeting and discussed with the Board the 2020 Audit Report.

George Strunk made a motion to accept the Auditor's report as presented. Mark Turner Seconded the motion and the motion passed.
 - Mark Turner discussed the financial reports with the Board. Noteworthy is a significantly increased use in natural gas for heating the North Hangar, which will need to be analyzed to find the cause.

Mark Turner made the motion to ratify the bills paid between meetings, and to pay the bills listed on schedule G including one tenth premium payment of the Gallagher invoice for insurance. 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:
 - Runway lights and grass repaired from winter season.
 - Crack sealing is back in motion.
 - Lawn care equipment is serviced and ready for the summer season.

- Winter plows are stored in old T-hangars.

VII. Task Tracker: Dave Moyer discussed the task orders listed below.

- **Crack Sealing and line painting:** Operation has resumed.
- **Gate Repair:** Pocono Fence will be fixing the gate this month.
- **POS System:** Zoom meeting taking place April 26th which Justin Klein and George Strunk will be attending.

VIII. Engineer's Report.

Task Order #5 – Construct T-Hangars

- The ADA appeal has been submitted to the Department of Labor & Industry. A response should be anticipated by July 1. A copy of the response is attached to this Update.
- Fulfab is working on their schedule to complete the door sealing.
- LSA has approved up to \$10,000 to install carpet in the office unit in the new T-Hangars on the north side. The Airport is to obtain at least 2 quotes.
- **Heated pavement for the east side of the north side T-Hangars.**
 - A radiant coil pavement heating system runs approximately \$20/SF. For the 273' length of the building x 5', this would be approximately \$27,300
 - Pavement milling = \$5,000
 - Repaving = 20 TN asphalt = \$5,000 to mobilize & place
 - Total cost estimated = \$40,000 +/-.

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

- Delta is proceeding on the design of the 4-bay building. It is currently undergoing an internal QC review.
- The plans will indicate the FAA and non-FAA work for bidding and cost tracking purposes.
- MCCD has approved the NPDES application package and is now conducting the Technical Review.
- Delta is preparing the CA phase contract for this project.
- The BOA has clarified there is no "rush" to advertise this in terms of grant deadlines in the near term. This may give the Authority time to discuss their local funding share if needed.
- The FAA is again funding FY21 projects at 100%. The BOA indicated that the federal portion of the building should be funded 100%...but they are still working things out. This would be an approximate \$20,000 savings to the Authority.
- The Local share on the non-AIP half of the building remains at \$185,000 +/- to support the 50% match to the ADP grant.

Task Order #7 - Fuel Farm (ADP-2019-PMMAA-00034)

- Delta is proceeding with the Design; it is currently undergoing an internal QC review.
- MCCD has issued the NPDES Minor Modification approval.
- Delta is preparing the CA phase contract for this project.
- The BOA has clarified there is no “rush” to advertise this in terms of grant deadlines in the near term. This may give the Authority time to discuss their local funding share if needed.
- PP&L has provided a ROW document for the new electrical service. This will need a signature and a notary. Adam will coordinate this with Dave Moyer directly.

Other Items

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack seal and marking). This is all costs to date, understand more to come in the spring.
- The FAA has issued a new grant program (CRRSAA) which will provide an additional \$23,000 to the Airport for operational expenses. The BOA will be working on the grant applications in the coming weeks.
- The FAA has approved the 7460 airspace filing for a potential perimeter fence around the east end of the airport. See attached layout.
- Delta provided updated pavement marking information for Greg.

IX. Old Business:

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

X. New Business:

- **Airport/FAA Leases:** Mark Turner discussed 20 year leases between the Airport and FAA expiring this year. The Board will not be accepting the FAA’s new Memorandum format and will therefore be receiving two new 10 year leases with the FAA.
- **QuickBooks accounting:** Mark Turner discussed moving from QuickBooks on a stationary computer to QuickBooks online.
- **Aircraft lease schedule:** Mark Turner discussed with the Board to have better filing on tenants and have updated insurances and leases.
- **Bubble Hangar Leases:** Mark Turner discussed with the Board two expiring 10 year leases and the modernizing of these leases prior to renewal
- **PMMAA Bylaws:** Mark Turner motioned the Board to produce a Resolution establishing an updated dollar amount to the Chairman’s spending authority of \$1500.00, as required by Article II, Section 2 of the recently amended Bylaws. Greg Christine seconded the motion and the motion passed, Dave Moyer abstained. Mark also requested that the Board confirm by the next meeting, the members of a standing Nominations Committee as required by the recently amended Bylaws.

XI. Committees Reports:

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

- **Finance:** No update to report.
- **Security:** No update to report.
- **Building & grounds:** The Board discussed possible solutions for icing occurring in the new T-hangars.

XII. Executive Session: Dave Moyer made a motion to adjourn to executive session at 4:45 p.m. to discuss personnel, seconded by Bill Mullen and the motion passed.

XIII. Adjournment: The Chairman adjourned the meeting at 5:00 p.m. The next Board meeting is scheduled for May 19th, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

