

Pocono Mountains Municipal Airport Authority

Minutes

September 16, 2020

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:01 p.m. EST on September 17, 2020. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Robert Dienrowicz and Adam Switzer.

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

There was no public comment.

Approval of Minutes: *Greg Christine made a motion to approve the August 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: George Strunk discussed the financial reports with the board. The fuel sales are down but the North Hangar has had the highest rental rate at \$7500. The budget is being worked on. *George Strunk made a motion to accept the August financial reports as presented. Mark Turner seconded the motion and the motion passed.*

Accounts Payable/bills to be paid: *George Strunk made a motion to approve payment of bills listed on scheduled G and to ratify payment of bills made between board meetings as presented on schedule J. Mark Turner seconded the motion and the motion passed.*

Delta Airport Consultants: Adam Switzer provided his report that is listed below.

Pocono Mountains Municipal Airport - Project Status Report Authority Meeting:
September 16, 2020

Task Order #4 —Construct North Ramp Taxiways (Delta Project 15128) — Construction Phase ●
Basin 2 is the only outstanding grass item.

- Leeward is to grind the pavement edge at the ponding area to create positive drainage and seal the pavement joints. I am working with Patrick on a schedule to complete this.
- The MCCD has approved the Stormwater Record Drawings for recording. These will be sent to the Airport for signature and I will advise when they are ready.

Task Order #5 — Construct T-Hangars

- The hangar is complete and has passed the Occupancy Inspection.
 - The Township has not granted the OC Permit until the ADA access between the T-hangar and the North Hangar is resolved. John & Adam are working with Bill Burton on some specifics relating to this.
- Grimm is to repair concrete slab cracks — may be complete this week.

- o Grimm is to complete insulation of the garage space as an offset to the floor finish issues. This will be completed once the OC Permit is issued. • The T-hangar cannot be occupied with aircraft until the OC Permit is issued. This will be contingent on addressing the ADA access issue.
- o If the ADA issue creates a delay, consider appealing to the Township for a conditional OC Permit to allow aircraft in the hangar and continue working on the ADA issue, as the building is safe to occupy.
- o Once the T-hangar can be occupied, the old hangar may be demolished.

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

- o An Authority scoping meeting is scheduled for 1:30 PM prior to the Authority meeting.
- e The BOA made a Tentative Allocation offer for the Capital Budget grant to support the non-Federal portion of the building (\$250,000 State funds to be matched with Local funds). Delta has confirmed with the BOA this TA can wait until the Spring to accept (once bids are received).

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

- o Delta is proceeding with the Design.
 - Delta has worked with George B. on alternate grant applications.

Other Items

- The \$69,000 CARES Act grant is in place. Once the Authority has costs to submit against this, Delta will coordinate their reimbursement in DotGrants. Per the BOA, costs for crack sealing and remarking ARE eligible. • The Township granted the Authority appeal to NOT install the basin fence at their September 1, 2020 meeting. They are to send a letter on this to the Authority.

Airport Manager's Report: Ron Slonaker was not present. His report was submitted to the board and is listed below.

1. Gates
 - a. Pocono fence examined all three electric gates, made a list of parts needed and ordered them.
 - b. Has not returned yet.
 - c. Two gates are unusable and the third is in poor shape with broken rollers.
2. Hazard lights and front sign
 - a. We experienced a power failure with everything along 611. Turns out there is a wire break underground just past Hangar Lane. Electrician made the one call and is waiting for items to be marked before digging.
 - b. They installed an above ground temporary wire to feed electric to the front in the meantime.
 - c. They will replace the breaker box on the pole when they repair the underground break. The current box was not an exterior box and is in terrible condition.
3. Tank overfill alarm
 - a. During the annual underground tank inspection, the overfill alarm on the side of the building failed. The alarm sounds in the building but they claim the exterior alarm has to work also to alert the delivery person or we are in violation.
 - b. Parts are ordered and alarm should be fixed this week.
4. Task Tracker

a. POS

- i. We currently use the proposed POS system to bill government cards
- ii. I would like to have George come to the airport so we can go over how we would use it for daily sales.

b. List of vendors

- i. A list of vendors and contact numbers is being compiled.

Old Business:

1. Tree Removal/State Game Lands: Dave Moyer stated the Game Lands personnel will be taking care of the trees .
2. PA DCED Multinodal Transportation Fund: George Barthelenghi reported that an application for a Monroe County LSA grant and the application for the DCED Multinodal Transportation Fund have been uploaded to the DCED website. The board approved the certification of the uploaded applications. If approved the grants' money will be used to help fund the fuel farm replacement.

New Business:

Website Changes: Mark Turner will communicate with Rodney to effect the changes.

Committees:

Nominating: No update to report;

Marketing: No update to report

Finance: No update to report.

Security/EOP: No update to report;

Building and Grounds: There are several cracks that need repairs;

Human Resources: No update to report.

Executive Session: *George Strunk made a motion to adjourn to executive session at 4:24 p.m. to discuss personnel matters. Greg Christine seconded the motion and the motion passed. The meeting adjourned and reconvened to the regular meeting at 4:54 PM.*

Adjournment: The Chairman adjourned the meeting at 4:57PM. The next board meeting is scheduled for October 15 at -3 p.m. in the MW hangar located at the airport.

Respectfully submitted,
George H. Barthelenghi