

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

February 17, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on February 17, 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, Adam Switzer, Robert Deinarowicz, Mark Turner, George Strunk. Greg Christine and Karl Weiler attended via telephone.
- III. Approval of Minutes:**
 - Dave Moyer made a motion to approve the January minutes as presented and to dispense of the reading. Mark Turner seconded the motion and the motion passed. George Strunk abstained due to absence from the prior meeting.
- IV. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board. Noteworthy was an increase in natural gas expenses from the prior year. A decrease in fuel sales in both 100LL and Jet A over the prior year. Overall hangar rental sales are up from the previous year.
 - George Strunk made the motion to ratify the bills made between meetings on schedule J and to approve the payment of the unpaid bills on schedule G excluding Moyer Aviation. The amount shown for Arthur J. Gallagher is the full annual billing, of which only a financed premium amount is due each month. Bob Deinarowicz seconded the motion and the motion passed.
- V. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
 - Mike Barta & sons inc. annual filter change on all fuel dispensers.
 - 100LL Pump needs a cover to prevent freezing and water getting into the dispenser making it INOP.
 - Snow removal and snow bank removal.
 - Review of the invoice approval process.
- VI. Task Tracker:** Dave Moyer discussed the task orders listed below.

- **Crack Sealing and line painting:** 70% completion to be paid to Pavement Maintenance Contractors Inc. Crack sealing will resume in the spring of 2021.
- **Gate Repair:** Planned to resume after the snow melts.

VII. Engineer's Report.

Task Order #5 – Construct T-Hangars

- Delta is to draft an ADA appeal letter to the State Department of Labor and Industry per direction from Bill Burton.
- Fulfab is to be out sometime in March to complete door sealing.
- LSA has denied the \$1,900 for floor sealing.
- LSA has approved up to \$10,000 to install carpet in the office unit. Airport is to obtain at least 2 quotes.
- Delta has closeout paperwork for Dave Moyer to sign.
- Delta to prepare record drawings and final project report.

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

- Delta is proceeding on the design of the 4-bay building.
- The plans will indicate the FAA and non-FAA work for bidding and cost tracking purposes.
- PP&L has indicated the building can re-use the power from the old T-hangar building.
- The Airport has prepared the checks for the Conservation District. These submission plans should be ready the week of February 22.
- Delta is preparing the CA phase contract for this project.

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

- Delta is proceeding with the Design.
- Delta provided additional information to Michelle Bisbing on the LSA application.
- The Airport has prepared the checks for the Conservation District. These submission plans should be ready the week of February 22.
- Delta is preparing the CA phase contract for this project.

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.

VIII. Old Business:

- **Taxiway ponding:** The board discussed finding a solution in the Spring 2021.

IX. New Business:

- Approval of KMPO-NPDES Sampling and Reporting requirement.

X. Committees Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** No update to report.
- **Building & grounds:** Snow removal went well, operational the following day after snowfall ended.

XI. Adjournment: The Chairman adjourned the meeting at 4:00 p.m. The next Board meeting is scheduled for March 17, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

