

POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

MEETING MINUTES.

March 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 March 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, Mark Turner, and Adam Switzer. Greg Christine, and Karl Weiler attended via telephone. Robert Deinarowicz was absent from the meeting.
- III. Public comment:** Jim Frucci requested a possible sky-diving operation taking place at the Airport in the summer of 2021. The Board will discuss and report to Jim at the following meeting.
- IV. Approval of Minutes:** George Barthelenghi made a motion to approve the February minutes as presented and to dispense of the reading. George Strunk seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:** Mark Turner discussed the financial reports with the Board. Noteworthy an increase in diesel fuel usage due to the snow storms in February.

Mark Turner 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. 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:
 - New alarm and fire system installation completed in the North Hangar.
 - Fuel price changes.
 1. 1N7 100LL \$4.61.
 2. N53 100LL \$5.00.
 3. KXLL 100LL \$5.64 Jet \$4.29.
 4. KABE 100LL \$5.89 Jet \$4.70.
 5. KHZL 100LL \$4.93 Jet \$4.18.
 6. KMPO updated 100LL \$5.21 Jet \$4.39.

- The Airport managed to only have minor runway light damage with two runway lights knocked over due to snow removal. Grass repairs to take place with the warmer weather.

VII. 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:** Pocono fence is contacting Lift Master to look at the gates that are INOP.
- Karl Weiler and Mark Turner updated the Board on recent activity regarding the renaming of the Airport and suggested that the Task Tracker item be made active again.
- George Strunk made a motion to authorize the Chairman Dave Moyer to expend up to \$4,000.00 for installation of a wall in the T-hangar common area if needed if it is not covered by government funding as determined by the Chairman and Engineer. George Barthelenghi seconded the motion. During discussion of the Strunk motion, Strunk requested that his motion be withdrawn, and the matter tabled until the April meeting. Barthelenghi agreed to withdraw his Second, and all agreed.

VIII. 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 working on their schedule to complete the door sealing.
- LSA has approved up to \$10,000 to install carpet in the office unit. Airport to obtain at least 2 quotes.
- Delta has closeout paperwork for Dave Moyer to sign (NPDES items).
- Final payment has been approved for Grimm (\$10,000 retainage release)
- Delta has completed 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. Delta plans to have 90% review plans ready by April 10.
- 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.

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

- Delta is proceeding with the Design. Delta plans to have 90% of the review plans ready by April 10.
- MCCD has approved the NPDES application package and is now conducting the Technical Review.
- 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, 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.

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 two 20 year leases between the Airport and FAA expiring this year.
- **QuickBooks accounting:** Mark Turner discussed moving from QuickBooks on a stationary computer to QuickBooks online to help meet recommendations from the Airport's auditors.
- **Aircraft lease schedule:** Mark Turner discussed with the Board to have better filing on tenants and have updated insurances and leases. He will review the status of all aircraft lease files with the airport manager and bookkeeper on a monthly basis.
- **Tie down leases:** Mark Turner discussed updating the Airports tie down leases.
- **PMMAA Bylaws:** Mark Turner discussed with the Board two proposed changes to the Authority's Bylaws. The first related to the dollar amount of the Chairman's spending authority. The second related to how prospective new Board members will be recommended to the Board by a nominations committee and the Board will then vote on passing on the recommendations to the commissioner's office for their approval. The nominations committee will also be responsible for triggering the reappointment of Board members.

Mark Turner made a motion to present the proposed changes to the Authority's Bylaws to the commissioner's office for approval. George Strunk seconded the motion and the motion passed.

XI. Committees Reports:

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** North hangar alarm and fire system installed.
- **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 4:25 p.m. to discuss personnel and litigation, seconded by Bill Mullen and the motion passed.

XIII. Adjournment: The Chairman adjourned the meeting at 4:50 p.m. The next Board meeting is scheduled for April 21, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

