

Pocono Mountains Municipal Airport Authority

Minutes

November 21, 2018

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:01 p.m. EST on November 21, 2018. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, Bill Mullen, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Adam Switzer, Rich Kuban and Bonnie Schwartz. Guests: Steve Webster (T-hangar tenant)

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

Steve Webster (T-hangar tenant): In 2015 Steve Webster and several tenants were interested in obtaining a land lease and constructing a tenant-owned condo building of new T-hangars on the south side of the airport. At the time, the masterplan called for new construction on the north side of the airport, not the south side. Mr. Webster and the tenants are still interested in obtaining a land lease for the condo. The board agreed to revisit Mr. Webster's proposal after the Northside T-hangar project bids are opened in January/February 2019.

Approval of Minutes: *George Strunk made a motion to approve the October minutes as presented and to dispense of the reading. Mark Turner seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: George Strunk discussed the financial reports with the board. The expenses for the month were higher in certain areas compared to last year. *George Strunk made a motion to accept the treasurer's report as presented. George Barthelenghi seconded the motion and the motion passed.*

The airport will receive \$60,000 in County allocations for 2019.

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

Delta Airport Consultants: Adam Switzer provided his report to the board members. Listed below is a summary of that report.

- Task Order #4-Construction Phase:
 - The project is on Winter Stop;
 - The trailer will remain in place during the Stop;
 - If the Airport sees any site issues needing attention during the Stop, they are to contact Delta;
 - A change order for Leeward's contract will be prepared to adjust the contract time for the weather-days to date, and to adjust selected quantities to as-built (to provide better budget awareness). In addition, Delta will prepare an amendment to our Task Order for the additional contract time. These changes will not result in a grant overrun. These items will be addressed over the next several weeks.
- Letter Agreement #1 (NPDES industrial permitting): DEP still has the application.
- Task Order #5-Construct T-Hangers (in development)
 - The IFE was performed;
 - The TA items were addressed to the satisfaction of the BOA. The contract will be uploaded once complete;

- A special meeting will be held December 7, 2018-9 a.m. at the airport to discuss the type of T-hangars -nested/box.
- Other items
 - Delta is assisting with outstanding closeout items on the grant related to various pieces of equipment. Funding may be available this summer for the snow equipment building and the fuel farm.
 - Delta is updating DotGrants based on the BOA planning session from November 7, 2018.
 - This is the fifth year Delta has been the airport's engineer. This means it is time to seek proposals from other engineering firms. George Strunk, John Kerrick and Rick Kuban will work together on gathering these proposals.

Airport Manager's Report: Rich Kuban discussed his report with the board. Listed below are some of the items discussed.;

- The airport insurance policies are up for renewal December 31, 2018. Gallagher is the current insurance agent. Rich will obtain a quote from Insured Partners;
- A notice of violation was received from the PA DEP regarding a fuel storage tank inspection on August 13, 2018. The violations were for sump lids and piping. Mike Barta & Sons were called to correct the issues and inspect;
- The BOA conducted their annual safety inspection on October 25, 2018. The airport was found to be well maintained. However, numerous trees were identified as obstructions on 23 and some of these trees need to be addressed ASAP. Rich will obtain quotes to remove these trees;
- Repairs were made to the T-hangar roof. The roof panels were overlapped incorrectly and loose;
- Total Professional Services provided a quote of \$21,000 to do the crack sealing on runway 31. It was agreed to wait until next year to have this work performed;
- The 2000 GMC pickup truck with the plow sold at the county auction for \$2000;
- The current fuel pricing policy is on the website;
- Pocono Raceway plans to have an airshow on August 24th and 25th, 2019. David Shultz of Shultz Airshows is the contact for this event;
- The MW hangar ground lease was adjusted as scheduled;
- Vladimir Moskalev negotiated a new sublease with the Flying Club. *Greg Christine made a motion to allow the Flying Club to sublease their building for six months, effective January 1, 2019, to Vladimir Moskalev. George Strunk seconded the motion and the motion passed.* Mark Turner will prepare a new lease;
- The pilots lounge has very poor and sometimes no WIFI signal. Rodney Smith will install a WIFI extender node to help with this situation;
- On December 4, 2018 -6:30 p.m. Coolbaugh Township will hold a public hearing on the Official Zoning Map Amendment Ordinance;
- WB Electric repaired the circuit board on runway 5/23 lights;
- The first snow event of the year went without incident.

Old Business:

Tree Removal/State Game Lands: Work continues with obtaining the Right-of-Way from PennDOT.

Parking lot lease pricing: No update to report.

Trailer parking variance: Coolbaugh Township will hold a public hearing on the Official Zoning Map Amendment Ordinance on December 4, 2018 at 6:30 p.m.

New Business:

Employee pension plan: The airport qualifies for the PA Municipal Employee Retirement (PMER) program. Greg Christine has been in communication with the PMER and will provide all his information, contacts, etc. to Mark Turner, who agreed to follow up.

Health Insurance: The policy is due to renew at the end of this year. Now is the time to make any changes to the policy before it is due to renew. The board agreed to continue with the current policy. *Greg Christine made a motion to renew the current policy for another year. George Strunk seconded the motion and the motion passed.*

Committees:

Nominating: The nominating committee (George Strunk and George Barthelenghi) will provide their recommendations at the December board meeting.

Marketing: The Pocono Mountains Visitors Bureau's magazine will be released in January. The airport will be mentioned in this issue. Mr. Mullen asked permission, and the board agreed, to place an ad in the magazine.

Mr. Mullen is reaching out to our local politicians seeking their support for the 2018/2019 LSA grant application that was submitted. He has meetings scheduled with Maureen Madden and Jack Radar next week.

Mr. Mullen requested permission to use space for approximately 2 to 4 weeks in the North hangar or MW hangar to perform work on the Huey helicopter. The board granted his request.

Finance: No update to report;

Security/EOP: No update to report;

Building and Grounds: No update to report;

Human Resources: No update to report.

Adjournment: George Strunk made a motion to adjourn the meeting at 4:32 p.m. The next board meeting is scheduled for December 19th -3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz