

Pocono Mountains Municipal Airport Authority

Minutes

August 15, 2018

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:01 p.m. EST on August 15, 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, Frank Revitt, George Barthelenghi, Greg Christine, George Strunk, Mark Turner, Karl Weiler, Vern Moyer, Adam Switzer and Bonnie Schwartz. Guest: Jim Decker and Geoff Worthington

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment:

Skydive Jersey: Chuck and Kenneth, owners of Skydive Jersey, operate a jump facility at Alexandria Field in Pittstown New Jersey. When the President visits the area there are temporary flight restrictions (TFR's) imposed. Their business is suffering due to these restrictions. They are looking for a solution and provided the board a proposal to operate their jump facility at the airport when the TFR is in place. A committee was formed to review the proposal and provide recommendations to the board. (committee members; George Barthelenghi, Karl Weiler and Dave Moyer).

Approval of Minutes: *George Strunk made a motion to approve the July minutes as presented and to dispense of the reading. Karl Weiler seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: Frank Revitt discussed the financial reports with the board. The 2019 allocation request (\$100,000) is being submitted to the county commissioners. *George Strunk made a motion to accept the July financial reports as presented. George Barthelenghi 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. Greg Christine seconded the motion and the motion passed.*

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

- Task Order #2: The FAA has indicated an approximate refund of \$20,700 from the Reimbursable Agreement. Greg Christine will complete the necessary paperwork to process this refund.
- Task Order #3-Design Phase: The BOA has begun the grant closeout. Delta will be completing some minor items this week. The Authority needs to complete some certifications.
- Task Order #4-Construction Phase:
 - The stormwater basin 1 is complete;
 - Due to the weather conditions, little work was completed in the past two weeks;
 - Progress meeting #4 is postponed until next week;
 - Contractor payment request #1 was received by the Authority;
 - Contractor payment request #2 was approved in DOT Grants.
- Letter Agreement #1 (NPDES industrial permitting): DEP still has the application. Rettew is checking bi-weekly with DEP on the status.
- T-Hangers: Funding for Capital Budget projects has been released, but the TA has not been released. A meeting was held prior to the board meeting to discuss the T-hangar configuration.

Airport Manager's Report: Vern Moyer discussed his report with the board. Listed below are some of the items discussed.

- Received several requests for hangar space;
- An aircraft in the North Hangar received some wing damage (\$500) when the staff was moving the plane;
- Kalahari may not be leasing space on a monthly basis, thus freeing space for new tenants;
- Bill Mullen is maintaining the Task Tracker.

Old Business:

Tree Removal/State Game Lands: No update to report.

Parking lot lease pricing: No update to report.

Airport leases: Mark Turner reported he has received most of the signed Community Hangar leases. His next task is to obtain signed leases from the tenants of the T-hangars and tie-downs. There are seven T-hangars and he has one signed lease in the file. There are fourteen tie-down tenants and only six signed leases are in the file. He plans to contact the other tenants regarding their leases.

Replacement Refueler: The fuel truck uses gasoline and not diesel. George Barthelenghi contacted the supplier and they do not provide regular fuel. He anticipates receiving a refund from World Fuel's for approximately \$1600.

The board agreed to purchase a certified 500-gallon tank to hold the gasoline. *Greg Christine made a motion authorizing to spend up to \$5000 to purchase a gasoline fueling tank and pump. George Strunk seconded the motion and the motion passed.*

New Business:

T Hangar configuration: Discussed in the meeting prior to the board meeting.

Trailer parking variance: Discussed in executive session.

Committees:

Nominating: No update to report;

Marketing: Bill Mullen is concerned with the fuel farm and believes someone needs to research options to obtain funding for the fuel farm. One option is to prepare a grant and submit it to Congressman Cartwright. George Strunk and Chuck Leonard may be able to help with the grant.

Mr. Mullen is impressed with Chris Barrett (Visitors Bureau), and his new magazine. He did express regret that Mr. Barrett did not include the Pocono Mountains Municipal Airport in his article "How to get to the Poconos". He spoke with Mr. Barrett regarding this and Mr. Barrett agreed to include the airport in the next issue and to place an airplane on the map showing the location of the airport.

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: *Greg Christine made a motion to adjourn to executive session at 4:11 p.m. to discuss legal matters, real estate and personnel. George Strunk seconded the motion and the motion passed. The meeting adjourned and reconvened to the regular meeting at 5:05 p.m.*

Adjournment: George Strunk made a motion to adjourn the meeting at 5:07 p.m. Mark Turner seconded the motion and the motion passed. The next board meeting is scheduled for September 19th-3 p.m. in the MW hangar located at the airport.

Minutes submitted by:

Bonnie Schwartz