

# POCONO MOUNTAINS MUNICIPAL AIRPORT AUTHORITY

## MEETING MINUTES.

August 18, 2021

3:00 p.m.

- I. Call to order:** Dave Moyer, chairman, called the meeting to order at 3:00 p.m. EST on August 18, 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, George Strunk, Robert Deinarowicz, Karl Weiler, and Mark Turner. Via telephone Greg Christine.
- III. Public comment:** No public comment to report.
- IV. Approval of Minutes:**  
George Strunk made a motion to approve the July minutes as presented and to dispense of the reading. George Barthelenghi seconded the motion and the motion passed.
- V. Treasurer's Report-Financial Statement/Cash Position:**
- Mark Turner discussed the financial reports with the Board.
- Mark Turner made the motion to ratify the bills made on schedule J, and to pay the bills listed on schedule G including one seventh premium payment of the Gallagher invoice for insurance. George Barthelenghi seconded the motion and the motion passed.
- Mark Turner reviewed the current sources and uses of capital funding, grants and local share contributions related to the two current open capital projects at the airport; the replacement fuel farm and the snow removal equipment building. Turner also provided an up to date summary of the use of 2021 Monroe County support funding.
- VI. Airport Manager's Report:** Justin Klein-DeHaven discussed his report with the Board and the salient items are listed below:
- The airport failed a leak test on part of the fuel farm as a result of new regulations passed in December. The above ground spill bucket where we take our jet fuel loads has two drilled holes in it from the past. The spill bucket is to be replaced by a tank certified company which I'm still trying to get quotes from.

- Fuel prices increased on August 3rd. 100LL is hard to acquire with a 5-10 day delivery date, we are taking proper precautions not to run out.
  - 100LL - \$5.56
  - Jet A - \$4.71

**VII. Task Tracker:** Dave Moyer discussed the task orders listed below.

- **Airport name change to regional:** The BOA is applying to the FAA on the Airport's behalf for the name change.  
Mark Turner motioned that the board make a resolution letter identifying confirming the Board's desire and approval to pursue pursuit in the name change from Municipal to Regional. George Strunk seconded the motion and the motion passed.
- **Crack Sealing and line painting:** Operation is to resume in September.
- **Runway line painting:** Operation will take place as soon as paint is available.

**VIII. Engineer's Report.**

**Task Order #5 – Construct T-Hangars**

- No response from Bill Burton on issues relating to ADA appeal.
  - Labor & Industry has indicated they have no issue on the project.
- Record survey is complete and being reviewed. To be submitted to County/MCCD in coming weeks, and then can close the project.
- The 1-year warranty on the building expires October 15. Please advise if any issues need to be addressed by Grimm.
  - The roof and metal panels have separate 30-year warranties.
  - Adam will reboot the discussion with Fulfab on snow-sealing the doors.

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

- MCCD permit expiration date coordination in progress.
- Delta has provided a proposed CA phase contract to Greg Christine. Greg has completed the IFE.
- The BOA has approved advertising the project.
- From the Planning Session discussion, the Airport will utilize the "standard" bidding process and not PennBid.
- Discussion on bidding timeline. Delta's research on buildings indicates a December/January bid opening may be more advantageous as opposed to now.
- The Airport needs to expend \$40,000 of "expiring" FAA funds by July 2022, so construction needs to begin in the spring of 2022.
- Delta will update the online TA with the proposed schedule so the State can preserve the funding.

- It sounds like the FAA will fund 100% of the FY20/21 portion of the project, saving the Authority \$17,000. Other federal funds may require a local match of around \$10,000 in funds.
- The non-AIP portion of the building will still require a \$200,000 +/- match to the Capital Budget grant.

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

- MCCC permit expiration date coordination in progress.
- Delta is preparing the CA phase contract for this project. This will require an IFE and Delta will provide documents to Greg Christine.
- Delta provided research on facility snow protection and saw feedback only from Karl Weiler.
- Delta spoke with Garsite – a major tank manufacturer – and they reiterated what FuelTech said about the rolling door being the best option. Adam provided some of their literature with its report.
- Once the snow protection is resolved we can submit 100% review comments to BOA and then discuss advertising schedule.

#### **CARES Money (\$69,000)**

- Approximately \$19,000 has been submitted and paid from the \$69,000 CARES Act grant (crack sealing). Delta's understanding is the Airport has another \$10,000 +/- to still spend on this?
- Status of Hi-Lite marking completion?

#### **CRRSAA Grant (\$23,000)**

- The BOA indicated a CRRSAA grant offer will be made by the end of the year. This will provide an additional \$23,000 to the Airport for operational expenses.
- These funds expected to be limited for use; likely no airside improvements, but possibly for payroll or the restroom rehab in the terminal.
- Any ideas for use should be coordinated with the BOA.

#### **ARA Grant (\$59,000)**

- The American Rescue Plan Act of 2021 is providing an additional \$59,000 to the Airport. These funds are similar to the \$69,000 from last year but might be slightly more restricted in their use for capital work, i.e. crack seal/markings. Any ideas for their use should be coordinated with the BOA.
- The BOA indicated a grant offer would be made by the end of the year.

#### **Other items.**

- The BOA Planning Session was held August 11, 2021. Key items:
  - North Ramp Rehabilitation. Delta to coordinate with the State if this is a “rehabilitation” or a “reconstruction” as these affect funds programming. We will also prepare an estimate. A graphic of the existing pavement sections was included with Delta's report.

- Hangar Construction. The Airport has \$1.3 million remaining in the same Capital Budget line item that gave \$800,000 to the T-hangar. We can submit a request to release these funds during the submission window, which is expected around December. A release is not guaranteed and competes statewide; \$10 million is released annually.

**IX. Old Business:**

- **Tree Removal/State Game Lands:** Dave Moyer and Greg Christine discussed scheduling a conference call with the PA Game Commission

**X. Committee Reports:**

- **Marketing:** No update to report.
- **Finance:** No update to report.
- **Security:** No update to report.
- **Building & grounds:** No update to report.

**XI. Adjournment:** The Chairman adjourned the meeting at 4:40 p.m. The next Board meeting is scheduled for September 15th, 2021 at 3:00 p.m. in the MW hangar located at the airport.

Respectfully submitted,

Justin Klein-DeHaven.

Airport Manager.

