

# Minutes

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## AIR PARK ADVISORY COMMITTEE

*January 22, 2020  
Ocean County Airport, Terminal Building  
Berkeley Township, NJ*

**Attendance:** Kevin Douthitt, John Hess, Bob Newman, David Peck, Bob Pfluger, Richard Ritorto, Steve Simone (Principal Planner), Kurt Stofko, Frank Work

**Opening:** 7:01 PM

### Welcome & Sign In:

Mr. Simone

- Welcome
- Introductions

### Old Business:

#### 2020 T-Hangar Lease Agreements

Mr. Simone

- Lease agreements for the 2020 calendar year have been mailed to all T-hangar tenants. All but a few have been executed to date.
- Tenants are reminded to keep their insurance policies current and name the County as an additional insured party.

Mr. Ritorto

- Is it possible that the County could go back to a month-by-month leasing arrangement?

Mr. Simone

- We had done month-by-month leases in the past.
- At this point the County plans to continue issuing 12-month leases annually.

Mr. Ritorto

- One reason why the County may not be receiving certificates of insurance from some tenants is the matter of the name of the additional insured party.
- The lease agreement identifies the "Board of Chosen Freeholders" as the landlord, but the text of the agreement requires the additional party to be identified as the "County of Ocean."

Mr. Pfluger

- Furthermore, some insurance companies will not disseminate the certificates directly to the additional parties. Often, the certificates are sent only to the policy holder.

Mr. Simone

- We will consider these points when next year's lease agreements are drafted.

#### T-Hangar Building #57 Painting

Mr. Simone

- The painting of Building #57 was finished in the fall.
- At present, the Buildings and Grounds crew needs to return to do some touch-up work on units #11 and #12.
- The next building slated for paint is Building #87.

## T-Hangar Recycling Container

Mr. Simone

- Upon request from some of our tenants, a recycling container has been provided for the T-hangar area.
- It is located next to the dumpster.

Mr. Douthitt

- The pilots appreciate this; it was needed.

### New Business:

## 6-24 Pavement Rehabilitation Project & PAPI/REIL Replacement

Mr. Simone

- Following the default consideration meeting in September, C.J. Hesse stepped in to complete the bulk of the outstanding work on this project. This included repaving Taxiway J and applying markings to J and K.
- It was convenient for C.J. Hesse to perform this work, as they were already mobilized for the Apron Expansion project. They were also the supplier of the asphalt, so they were familiar with this project.
- The primary contractor, Cardinal, has not been placed in default, but is still expected to perform several “punch list” items. These include removing asphalt fragments from the infields, applying permanent markings to Taxiways J and K, sealing certain joints, and removing construction barricades.
- Both Cardinal and our engineering consultant, C&S, are in talks to bring the project to a close. The two parties will attempt to come to agreement. Otherwise, this matter may go to arbitration before the project is formally closed out.

Mr. Pfluger

- Did C.J. Hesse originally bid on this project? Who were the other bidders?

Mr. Simone

- Yes, C.J. Hesse and Earle both bid on this project. The contract was ultimately awarded to Cardinal.

Mr. Pfluger

- And how was Cardinal chosen?

Mr. Hess

- This was done in accordance with State purchasing law.
- Cardinal was the lowest qualified bidder.

## Apron Expansion

Mr. Simone

- C.J. Hesse began construction in late September. The bulk of the work was completed by late November.
- The permanent markings still need to be applied, and this can only be done in warmer weather. At this point we are expecting this to be done some time in March.
- Once the final markings are down, the final inspection will be scheduled. We don't foresee any issues.
- Ocean Aire will be responsible for the numbering of the tie-down spaces. Because the configuration has changed, the FBO may choose to renumber other tie-down spaces, as well.

Mr. Pfluger

- Will there be additional electrical receptacles?

Mr. Simone

- Yes. Prior to this project, there were several receptacles on the road side of the apron and one receptacle on the airfield side, near the weather station. There are now several more receptacles on the airfield side.

Mr. Douthitt

- Will pilots be able to use extension cords to reach the spaces in the middle of the apron?

Mr. Simone

- The use of extension cords in the movement areas will be discouraged. This could pose a danger to other pilots who are taxiing down the apron.
- The County and C&S had looked into providing receptacles for the middle bank of tie-downs during this project's design phase. It was ultimately determined that this could not be done in way that was both cost effective and safe.

### **Rotating Beacon and Tower**

Mr. Simone

- Activity on this project is ramping up as we prepare for construction to begin.
- Gary Kubiak & Son was awarded the construction contract. Their bid was approximately \$136,000.
- A pre-construction meeting will be scheduled sometime soon.
- Construction of the new tower could begin as early as mid-March.

Mr. Peck

- Will the existing beacon be in operation for the duration of construction?

Mr. Simone

- We will verify with the engineer.

UPDATE: The existing beacon will remain in operation for the duration of construction. The disruption is expected to last only one hour, as the old beacon is powered off and the new beacon is brought online.

### **Wildlife Hazard Site Visit**

Mr. Simone

- The site visit was conducted in late October.
- The County received a draft report in November.
- A final report is expected sometime soon.
- This will inform our planning of the new perimeter fence in a few years from now.

### **Apron Rehab and Taxiway Rehab**

Mr. Simone

- The application for a standalone NJDOT grant for taxiway repairs was submitted in the fall.
- The County is still awaiting a formal response from the NJDOT.

Mr. Newman

- When is the apron scheduled to be rehabilitated?

Mr. Simone

- As per the Airport Capital Improvement Program (ACIP), the apron rehabilitation is to be conducted in two construction phases. The first phase is currently scheduled for 2021.

Mr. Newman

- Some areas of the apron are in poor condition. Is there anything that can be done in the meantime?

Mr. Hess

- Perhaps the County Roads Department can be marshaled to make spot repairs?

Mr. Simone

- The County is aware of the condition of the apron. We will look into our options.

### **Underground Storage Tanks**

Mr. Simone

- Repairs to the Fuel Farm are ongoing. The Engineering Department is taking the lead.
  - The initial scope of work called for the replacement of two sumps—one on the AvGas tank and one on the middle Jet A tank.
  - In the course of the job, the fuel draw line on the Jet A tank was broken.
  - A new purchase order is being issued to cover the costs of the additional repairs.
- The five concrete pads are still slated to be replaced. Buildings and Grounds is taking the lead.
  - The work was originally scheduled for late summer or early fall of 2019.
  - However, the primary contractor, Diamond, was terminated.
  - The project will need to be re-bid in the spring, with construction now anticipated in the late summer or early fall of 2020.

Mr. Douthitt

- Has the County considered switching to above ground tanks?

Mr. Simone

- Not at this time.

### Security Cameras

Mr. Simone

- Improvements to the security camera system are ongoing. The County IT Department is taking the lead.
- The hardline connections to the T-hangar buildings have been funded through change orders to C.J. Hesse on the Apron Expansion project. The “building penetrations” needed to complete the fiber runs are expected soon.

Mr. Douthitt

- Will the County also provide wifi to the T-hangars?

Mr. Simone

- Free wifi is available in the terminal building. There are currently no plans to add it to the hangars.

### New T-Hangar Building

Mr. Simone

- C&S is currently conducting some civil work related to the design of the new building.
- The size and configuration is still unconfirmed, but the building may need to be sited slightly closer to Taxiway B than the existing buildings. This is because we may need extra space to accommodate the two helicopter pods on the ends of this new structure.
- We are on schedule for groundbreaking in the fall of 2020, with construction finished by June or July of 2021.

### 14-32 and Taxiway B Remarking

Mr. Simone

- The County is scheduled to meet with the FAA and our engineering consultant in the coming days for our annual ACIP meeting.
- Ahead of this meeting, we are preparing for the possibility of adding a new project to the ACIP for the short term. This would involve the remarking of portions of Runway 14-32 and Taxiway B.
- At the moment, the centerlines, hold-short lines, and runway numbers are in fair to poor condition. We expect the remarking of these areas to cost approximately \$70,000, which may be grant eligible.

Mr. Douthitt

- The T-hangar centerlines are also faded. Could they be repainted at the same time?

Mr. Simone

- We will look into this.

### Advisory Committee Appointments

Mr. Simone

- All members of this committee are eligible for reappointment in March of this year.
- We will be reaching out to all members next month to confirm.

NOTE: Mr. Hess, Mr. Peck, and Mr. Ritorto stated their desire to be reappointed.

### Forest Fire Season

Mr. Simone

- The New Jersey Forest Fire Service is expected to mobilize sometime in March.

### Additional Items:

Mr. Simone

- A new web-based system for issuing and modifying NOTAMs is being implemented by the FAA. This will complement but not replace the current phone-based system.
- The remote controls which operate Gate 7 have been repaired. Additional electrical work may be required to ensure the system continues to work properly.
- New flooring has been ordered for the terminal lobby area. Installation is expected soon.
- The terminal building has been added to the Buildings and Grounds monthly circuit of pest control checks.
- The NJDOT has provided new windcones for the airfield.
- The new building signs will be going up soon.
- The Civil Air Patrol’s Cadet Flight Academy is expected to take place between July 11<sup>th</sup> and 18<sup>th</sup> this year.

**Items from the Floor:**

**EAA and Scouts BSA**

Mr. Newman

- T-hangar tenants may have noticed a flier from the EAA in their monthly rental invoices.
- EAA hopes to continue sending out these fliers with the T-hangar rent statements to help publicize events, activities, and sessions.
- On February 4<sup>th</sup>, for example, the EAA will be hosting a Basic Med program which will be presented by Dr. Dara.
- The EAA is also looking for opportunities to make improvements to the airport. One such prospective project would be a pergola or sun shelter for the airport's picnic area. One of our members, Mr. Stofko, is also active in Scouts BSA. This could be done as an Eagle Scout project.

Mr. Stofko

- I would be interested in helping to coordinate this or other improvements that could be implemented through Eagle Scout projects.
- Would the County be able to provide a list of potential Eagle Scout projects for the airport?

Mr. Simone

- We will look into this and follow up.

**Date and Time of Next Meeting:**

Mr. Simone

- The next meeting will be held at 6:00 PM on April 22, 2020 at the Terminal Building.
- Please note this is a time change from previous meetings.
- Members will be notified.

**Closing:** 8:28 PM