

# Centre County Airport Authority

## Meeting Minutes, June 27, 2024

**Attending:** C. Groshel - Chair; R. Grmela; D. Johnson; H. Mose; W. Steudler; G. Khoury; R. Stewart; D. Johnson

**Absent:** D. Gray, L. Lingle (resigned, not replaced yet)

**Additional Attendees:** J. Meyer C.M. - Executive Director, CCAA; J. McMurtrie Zoomed - Terminal Manager, Brian Rogers Zoomed - Director, SCRA, Michael Pratt – Keller Engineers

**The meeting was called to order at 7:00 PM by C. Groshel.**

**Public Comments** NONE

### 1. Approval of the May 23, 2024 Meeting Minutes

*Motion for approval was made by D. Johnson. W. Steudler seconded the motion. **The motion was unanimously approved.***

### 2. Financial Statements for May 2024

- a. Schedule of Budget Annual vs. Actual YTD
- b. Statements of Assets, Liabilities & Equity
- c. Statement of Revenues and Expenditures YTD
- d. Statement of Revenues and Expenditures, December
- e. Statement of Cash Flows YTD
- f. Excel Budget Format Rev & Exp

R. Stewart provided an overview of the financial statements.

- The Authority should be between 91-92% revenue, and currently the Authority is at 93% revenue, slightly ahead of budget.
- Running a deficit in expenses - \$290,000, from unbudgeted Capital expenses.

*D. Johnson made a motion to accept the Financial Report. G. Khoury seconded the motion. **The motion was unanimously approved.***

### 3. Executive Director's Report – J. Meyer

**a. Enplanements**

Enplanements are down due to the loss of Delta service.

**b. Republic Parking**

Public parking rates include the 10% tax that goes to Benner Township. You can take 10% from the gross and then take 80% of that number which is our share of the gross revenue.

**c. Water Testing**

GSA Services (handles the rental space for TSA) requested water testing. Testing for Lead, Copper, E Coli, Legionnaire, etc. The water passed all tests. The Authority did not have to pay for this service, the first \$3500 will be covered and the testing did not exceed that amount.

**4. Committee Reports**

**a. Airport Report – Brian Rogers**

1. Key performance indicators for airport operations
  - Compares May 2024 to May 2023 – down in all categories of operation except for Air Taxi (aircraft operations of 60 seats or less)
  - Down total YTD – 9.2%
2. Aviation fuel volumes – typical numbers but AV-Gas is down ~ 14%
3. Hangar occupancy – consistent, but there have been a few transient occupants.
4. Airport operations financial summary (fiscal year July 1 – June 30 2024) YTD - \$230,000+ net positive margin as of the end of May
5. On May 30 the Airport held a Triennial Full Scale Exercise Drill. 145+ personnel and multiple agencies participated in the exercise. The exercise went very well.
6. Maintenance projects:
  - a. Completed runway pavement maintenance repairs
    - i. This was a temporary fix
  - b. AWOS (Automated Weather Observation System) – sensor/ceilometer repair (damage from a mouse). Repair will be \$47,000. There is a backup system in place now.

**b. Boarding Bridges – G. Khoury**

- The Authority is attempting to get approval from the FAA to install 2 passenger boarding bridges. Updates include:
  - A consultant is working to design the bridges. There is an FAA requirement for environmental studies – which includes an air quality analysis (construction emissions). The air quality analysis is being conducted now.
  - A Historic Preservation Analysis is also being completed. The site being considered has already been disturbed so this should not be an issue.
  - Also completing a Tribal Consultation which also shouldn't be an issue.
  - The FAA is expected to open the application process soon.

**c. HR – H. Mose**

*The HR Committee was formed approximately a year and a half ago and was given 4 tasks to complete.*

- 1. Employee Handbook – Completed*
- 2. Set up health care program – Completed*
- 3. Retirement Fund – Completed*
- 4. Wage and Salary survey – Still in progress*

1. Discussion regarding retirement plan. This was completed last month.
2. Update on wage and salary survey (includes development of job descriptions). This project is underway with the assistance of THRIVE HR Management (Becky Drees) and progress is being made. They are on their second draft.

***D. Johnson made a motion to go into Executive Session. The motion was seconded by W. Steudler. The motion was unanimously approved.***

***The executive session started at 8:03 and ended at 9:16pm.***

**5. Continuing Business (Presented at beginning of the meeting)**

- a. Stormwater Basin/Sinkhole Update** (Michael Pratt, Keller Engineers)  
Michael Pratt, engineer, presented an update regarding lining of Stormwater Basin A – an impervious liner.
- 3 Possible Courses of Action: (Concern – blocked intakes/standing water/sinkholes, maintenance requirements)

1. Install the Liner/Proceed with project abiding by all requirements
2. Double Project costs by pursuing alternate methods
3. Continue to appeal the decision and hope logic would prevail

The Authority Board by consensus, chose Option 1 from Keller Engineers to move forward with the repairs to the stormwater basin.

## 6. New Business

### a. Action Items:

*1. Approve a payout for leave time lost with the adoption of the new Employee Handbook from July 1, 2023. Accumulated over 15 years.*

*H. Mose made a motion to approve a payout of \$55,750 to be paid as soon as possible. The motion was seconded by D. Johnson. **The motion was unanimously approved.***

*2. Staff compensation adjustments for FY 2024/25*

*H. Mose made a motion to approve the staff compensation adjustments of 8% for the Fiscal Year 2024/2025, dependent on employee performance reviews by the executive director. Also, a \$2/hr. adjustment to Titus's salary, and a 1-time bonus of \$7500 to the Executive Director. The motion was seconded by G. Khoury. **The motion was unanimously approved.***

### b. Adoption of the Operating Budget for the FY 2024/2025

1. In the revenue, there is no increase in fees. No increase to parking rates, airline rents, rental cars, etc.
2. Bumping National up to \$20,000.
3. Advertising – Juniata college and medical facilities
4. Leo Grant – down \$61,000 (as of May 2, 2024)
5. Interest line item (usually not included) - \$153,000 (included to help balance the budget – net revenue of \$38,000)

6. Employee Payroll and Taxes (taxes are what the authority must pay to match social security, which is approximately \$35,000 out of the \$499,000.)
7. Removed the line item of "electrical" because the Authority now has an electrician on staff. \$2500 was allocated for parts and is under the line item 535 – building improvement and repairs.
8. \$204,314.64 Paid quarterly for the PIB loan
9. New line item – "Letter of Credit"
10. Sheriffs (armed officer at checkpoint) – the airport uses a sheriff 15.5 hours a day. Current rate is \$37.06 for 3 months. The rate will increase in 3 months to \$38.36 (\$215,000 total).
11. Shared revenue with PSU – 10% of (adjusted) gross revenue plus \$100,000. Does not include interest, grant dollars, PFC's, or parking ticket revenue. (\$317,000 total)
12. Discussion regarding legal fees (\$59,000). Doesn't include environmental and other legal fees – which could be a lot.
13. Line item added to "expenditures" for Staff Professional Development and Training, and Hospitality (\$10,000)

***H. Mose made a motion to approve/adopt the proposed 2024/2025 Operating Budget with the additions and adjustments. The motion was seconded by R. Stewart. The motion was unanimously approved.***

## **7. Around the Room**

- R. Stewart mentioned about a Erie Airport raising funds through an incentive package.
- J. Meyer thanked the board for the pay increases for staff and for his bonus and wage reimbursements. He also apologized for the lengthy meeting.
- Discussion regarding the scholarship idea.

**Adjournment:** *The meeting adjourned at 10:00p.m.*