

# Centre County Airport Authority

## Meeting Minutes

### December 12, 2024

### 7:00pm

**Attending:** C. Groshel – Chair, D. Johnson, H. Mose, G. Khoury, R. Stewart, Gerry Hanscom, R. Grmela, D. Gray

**Absent:** W. Steudler

**Additional Attendees:** J. Meyer C.M. - Executive Director CCAA, Jason McMurtrie – Terminal Manager, Bryan Rodgers Airport Director (via Zoom)

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

#### **Public Comments**

NONE

#### **1. Approval of the October 24, 2024 Meeting Minutes**

- No Meeting was held in November

*Motion for approval was made by D Gray. R Stewart seconded the motion. **The motion was unanimously approved.***

#### **2. Financial Statements for October and November, 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.

- Discussions:
  - 5<sup>th</sup> month of fiscal year. Finances and expenses are good.

- PFC's – Passenger Facility Charges (Shared with PSU)
  - \$4.35 (passenger charged \$4.50 – airline takes \$.15)
  - FAA must approve the projects that are funded with the PFC's.

*R. Stewart made a motion to accept the Financial Report. D. Gray seconded the motion. **The motion was unanimously approved.***

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

#### **a. Enplanements (report provided)**

- A little behind from 2023 – down 6,300 passengers
- The loss is reflective of Delta leaving. Hoping Delta comes back in 2025
  - March, April and May – 2000-3000 passengers short each month (about a 5% reduction)

#### **b. Republic Parking (report provided)**

- October was a very good month for parking.

### **4. Air Operations (Bryan Rodgers)**

#### **a. Update (Report provided)**

- Comparing November 2024 to November 2023 – decrease in all categories – except air taxi (up 31%) and General Aviation (up 2%)
- For the calendar year up 3% in total aircraft operations (takeoffs and landings)
- Fuel - 2 big games this month (Ohio State and Washington)
  - Up on 100LL (low lead) 2.4%
  - November 219,000+ Jet A
- T Hangar Occupancy – down (lost 3 tenants) Occupancy rate 84%
- Corporate Hangar – 5 occupied – Occupancy rate 62.5%
- Operations financials – November net margin \$116,000
  - YTD – up \$83,275, budgeted \$39,620 (+\$43,655)
- Fed-Ex Express Cargo Flights Discontinued effective January 6, 2025
  - 3 flights a night
  - Estimated impact (loss of revenue) is approximately \$190,000-\$200,000/yr (fuel sales, landing fees, de-icing)
  - Mountain Air Cargo is the largest user of the aircraft maintenance shop
- Grants: 2 applications
  - PBB Design Phase – passenger boarding bridge project
    - Totals \$606,000 (Federal share \$576,000)
    - Submitted to the Harrisburg ADO 12/4/24
  - Rehabilitation of Runway 64

- Preliminary Design Phase Total Project cost \$462,000
- Mill and Overlay
- Centerline lights, touchdown zone lights, additional RVR (Runway Visual Range) sensor
- RVR sensor – improve departure minimums
- Estimated cost \$9 million
- Timeframe – construction estimated to start in 2027
- Taxiway Alpha Project
  - In final phase, final inspection with FAA on November 21.
  - Few punch list items will be completed in the Spring
- New Ceilometer installed in mid-November
  - Came in lower than the estimate ~ \$41,000
  - Needed for continuity of operations
  - Gives visibility data after the tower closes
  - Paid for out of the operating budget
- ARF Department
  - New training in F3 Foam Fire Fighting (fuel fires)
- Air Operations also conducted several other training sessions

## 5. Committee Reports

### a. Airport Outreach & Development – Chris Groshel

- Costs per enplanement (CPE) are too high
- \$12.64 cost per enplanement in 2023
- Long discussion on costs and increasing traffic and consumers

### b. Boarding Bridges – G. Khoury

- Discussion on perusing the grant application for design and timing this with reaching out to our federal legislators for support. Looking to be shovel ready for the next round of grant awards. Will be reaching out to Mead & Hunt for advise on what options the boarding bridges should have.

### c. HR – H. Mose

## Executive Session for Personnel and Real Estate Matters (8:02 pm)

*D. Gray made a motion to go to executive session. G. Khoury seconded the motion. The motion was unanimously approved.*

## The Board Returned to Open Session at 9:05 pm

## 6. Continuing Business

- a. NONE

## 7. New Business

- 2025 Meeting Calendar
  - Regular meetings on the 4<sup>th</sup> Thursday of Jan – Oct and the second Thursday for Nov and Dec month
  - 2<sup>nd</sup> Thursday of each month as a backup meeting day

*D. Gray made a motion to approve the 2025 Meeting Calendar. D. Johnson seconded the motion. The motion to approve the calendar was unanimously approved.*

- CCMPO Meeting Yesterday ---- Chris Groshel
  - 2 discussions:
    - Centre Region Comprehensive Plan
    - Long Range Transportation Plan
  - Question: What are the things that impact the airport?
    - Airlines, access to the airport
  - Question: What does the airport need?
    - Access road to the airport
    - Pedestrian walking path on Fox Hill Road
    - Gas station/hotel

## 8. Around the Room

- R. Grmela will be on maternity leave starting February, 2025. She plans to be at the January meetings.

## Adjournment:

*D. Johnson motioned to adjourn. Seconded by R. Stewart. The meeting adjourned at 9:20pm.*

*The next meeting is scheduled for Thursday January 23, 2025.*