

Centre County Airport Authority Meeting Minutes, August 25th, 2022

Attending: C. Groshel, G. Downsbrough, R. Finley, H. Mose,
L. Lingle, G. Khoury, R. Stewart

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; J. McMurtrie,
Terminal Manager, CCAA; T. Benson, legal Counsel for the Authority; B. Rodgers, C.M.,
Director, University Park Airport via Zoom

The meeting was convened at 7:00 PM by C. Groshel.

Public Comments: None

1) Approval of the June 23rd, 2022 (July's meeting was cancelled) meeting minutes: Motion for approval was made by R. Finley. L. Lingle seconded the motion. The motion was unanimously approved.

2) Treasurer's Report/Financial Statements for July and YTD:
G. Downsbrough reviewed the July 2022 financial reports starting on pg. 5 of the agenda. The agenda packet mistakenly had June's reports. The July financial statements will be sent out to the Board, tomorrow, August 26th.

A. Schedule of Budget Annual vs. Actual YTD: Revenue is low. The Republic parking payment came in late. Parking receipts may be close to budgeted amounts by the end of the year. The Café isn't paying rent which is a separate agenda item. Rental car activity is strong. Advertising revenue is up. TSA reimbursements are locked in at \$20 per hour per person. The Allegiant flight schedules caused additional sheriff hours. Legal is up which is to be expected. There are some additional operating costs (sewer) with bringing online the maintenance building. There are some HVAC maintenance expenses. There are some expenses related to billboard advertising.

B. Statements of Assets, Liabilities & Equity: Cash/savings assets are \$7.3M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.9M related to the access road and storm drainage system upgrades.

C. Statement of Revenues and Expenses: The June report shows, with both Capital and Operating, the Authority has a Net Ordinary Income of - \$178,045.84 year-to-date.

D. Excel Old Budget Format: These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and Expenses for the month. The numbers are down year-to-date. Parking revenue is running at the break-even level. Improvement is expected as we go into the Fall of the year.

Acceptance of Financials for July: G. Downsborough made a motion to accept the Report. H. Mose seconded the motion. The motion was unanimously approved.

3) Air Operations Report: B. Rodgers provided an overview of his written report which has some updated features. Key performance indicator highlights are as follows:

- Air taxi operations are down 33% month-to-date compared to 2021. Calendar year-to-date, activity is relatively strong.
- Aviation fuel sales are down compared to 2021 numbers.
- Hanger occupancy is strong with two corporate hangers available and 0 T-hangers available.
- BIL funding request of approx. \$560,000 for airport terminal and tower project not successful. Re-application will be made in October.
- RFQ engineering services – Ground level Passenger boarding bridges – Mead and Hunt team selected.
- Rehabilitation of Taxiway A – phases 1-3 done, funding and work on phases 4 and 5 planned for spring of 2023
- ARFF vehicle – grant application needs approved and submitted for \$709,101.
- ARFF facility – occupancy to occur in early September
- RVR equipment installed – Anticipating a CAT 1 RVR of 1800 feet or 1/3 of a mile. FAA will own and maintain equipment.
- Special Olympics airlift – assistance by staff out and back. Rewarding experience.
- J. Meyer asked about the CARES funding split. Bryan will convey the Authority's approval.

4) Executive Director's Report: J. Meyer's written report was provided with the agenda materials. Comments were as follows:

- Enplanement reports – no comments
- Republic parking – the revenue numbers shown are for gross receipts. The Authority needs to have approx. \$65,000 per month to break even. Some months are below the break-even threshold.
- Sinkholes, stormwater Basin – this will be an executive session item due to some legal considerations.

- Air Service Update - J. McMurtrie stated the airlines are looking to switch to larger aircraft and to increase the number of flights. There are still staffing issues across the industry. The possibility of a Charlotte connection was discussed.

5) Continuing Business:

A. Solar Update:

G. Downsbrough provided a proposed set of steps for the Authority's solar power decisions. He stated that there are options to consider for the acquisition of a solar system as well – lease to purchase, outright purchase, or some kind of joint project with PSU. The Authority missed a window to get in on the Centre Region's cooperative efforts to explore solar. Discussion took place regarding the timing of the project and the location of a solar system. B. Rodgers was asked about PSU's interest in solar for the airport operations. B. Rodgers indicated that no discussions were taking place but a joint project might be considered. R. Finley suggested that a joint project would have mutual benefits. L. Lingle stated that there might be some zoning issues in Benner Township with the installation of a large solar system. It was suggested that our next step should be to talk to the staff at UAJA who had a system installed, an ad hoc committee consisting of G. Downsbrough, R. Stewart and J. Meyer was established to meet with the folks at UAJA. No further action was taken.

B. PBB Committee Update: Funding will be re-applied for in October.

C. URBN Flavorhaus Express: J. McMurtrie stated that the business has been completely closed for approximately two weeks. Before that, there were limited hours of operation. There has been little if any replies from the owner. The business is behind on rent. The owner has stated that there is not enough business and he is facing staffing issues. Discussions were about finding a solution and providing this service to the traveling public. The Authority is willing to forgo the rent if the owner can provide a level of service needed. The staff will try to meet and discuss this with the owner.

6) New Business:

a. Renew Sheriff's LEO Contract with the County

J. Meyer stated that the contract is basically the same except for the cost increases which are about 15% higher due to inflation and competitive wage issues. R. Finley made a motion to approve the contract. G. Downsbrough seconded the motion. The motion was unanimously approved.

b. Three Resolutions; Authorizing FAA Grant Dollars

T. Benson provided an overview of the three resolutions. A complete copy of each resolution was included with the agenda materials. The action was as follows:

- ARFF vehicle resolution in the amount of \$709,101. H. Mose made a motion to approve the resolution. L. Lingle seconded the motion. The motion was unanimously approved.
- AIP Grant in the amount of \$2,617,856. G. Downsbrough made a motion to approve the resolution. R. Finley seconded the motion. The motion was unanimously approved.
- AIP Grant in the amount of \$8,592,043. R. Finley made a motion to approve the resolution. H. Mose seconded the motion. The motion was unanimously approved.

c. EV Charging Stations for Main Parking Lot

J. McMurtrie is getting prices on having four slow-charge electric vehicle charging stations installed in the main lot. Discussion took place regarding the cost to use the system, how long vehicles could park at the stations, and how to monitor electricity usage. The EV charging stations would be free to those using the lot. A vehicle can be parked for as long as the travel period. There is a way to sub meter the electricity usage which will be looked into. The general consensus was to keep moving forward with it.

d. Rate Increase Main Parking Lot

J. Meyer stated that he is proposing a \$2 per day increase for the Main lot due to the fact that the Authority is at or below the threshold of breaking even with respect to parking revenues. Discussion was held on the timing, the impact on the customers, and various options related to the Economy and Main lots. No motion was made to change rates at this time. The proposal is to be reconsidered in six months.

e. Roadside Signage & Terminal Signage

J. Meyer explained that there still is confusion for the traveling public related to the names of "State College" and "University Park". There may be some other reasons for moving to a name change as well. The cost of the roadside sign replacement is approximately \$31,000 with some smaller additional costs. The

consensus was to bring this back up at the next meeting to continue discussions.

Around the room:

No comments were made.

Adjournment:

G. Khoury made a motion to adjourn. R. Finley seconded the motion. The motion was unanimously approved. The meeting ended at 9:00 p.m.

Executive Session, legal issues