

Centre County Airport Authority Meeting Minutes, June 23rd, 2022

Attending: C. Groshel, D. Johnson, G. Downsborough, R. Finley, H. Mose, L. Lingle (via zoom), D. Gray (via zoom), G. Khoury (via zoom), R. Stewart

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager, CCAA; T. Benson, legal Counsel for the Authority; Brandon Zlupko and Tom Walenchok (via zoom) with Baker Tilly; Michael Pratt with Keller Engineering

The meeting was convened at 7:01PM by C. Groshel.

Public Comments: None

1) 2021 Audit/Financial Statements Overview - Brandon Zlupko and Tom Walenchok with Baker Tilly

The following summary comments were made:

- Issued June 3rd
- Identifies auditor and management responsibilities
- No changes in auditing practices or procedures
- Receipts, expenditures, estimates – area of focus
- No internal control matters
- No disagreements with management
- No uncorrected adjustments
- No concerns or perceived risks
- Highest level opinion, consistent with past years
- No reportable conditions

Some questions were raised for clarification.

2) Executive Session on Matters of Potential Liability – Motion to go into executive session was made by H. Mose. D. Johnson seconded the motion. The motion was unanimously approved. Following the executive session G. Downsborough made a motion to authorize the solicitor to respond to letter received from the PA Department of Environmental Protection and to assist the Authority with retaining special counsel. D. Johnson seconded the motion. The motion was unanimously approved.

3) Sinkhole Repairs in Stormwater Basin:

M. Pratt summarized the situation. On June 10th a large sinkhole near the inlet pipe opened up. Emergency action was taken to get a contractor onsite to make repairs. After the emergency work is completed, efforts will be made, using normal procurement procedures,

to repair any other sinkholes with a grit material. Motion made by H. Mose to have staff and M. Pratt develop bid documents related to the grit material repair method. G. Downsbrough seconded the motion. The motion was unanimously approved.

4) Approval of the May 26th, 2022 meeting minutes: Motion for approval was made by D. Johnson. D. Gray seconded the motion. Some corrections were made. The motion was unanimously approved.

5) Treasurer's Report/Financial Statements for March:

G. Downsbrough reviewed the May 2022 financial report starting on pg. 32 of the agenda and noting the following:

A. Schedule of Budget Annual vs. Actual YTD: The Authority is 5/12 the way through the year and should be seeing income/expenses around the 42% range. The loss of Allegiant will affect our revenue. Check issues related to Urban have been resolved. There is some lag in getting payment from Republic. Rental car activity is strong.

B. Statements of Assets, Liabilities & Equity: Cash/savings assets are \$7.5M. 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: Sheriff expenses are up due to Allegiant. With both Capital and Operating, the Authority has a Net Ordinary Income of \$88,586.87 for the month of May.

D. Statement of Cash Flows YTD: Cash at the end of the period is at \$7,599,043.23.

E. Excel Old Budget Format: These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and Expenses for the month.

Acceptance of Financials: R. Finley made a motion to accept the Report. H. Mose seconded the motion. The motion was unanimously approved.

3) Executive Director's Report: J. Meyer written report was provided with the agenda materials. For the sake of time, a brief oral overview was given. Some additional flights are being added in the Fall for PSU football games. Maintenance building punch list is being completed and tenant occupancy is expected by July 1st.

4) Air Operations Report: B. Rodgers did not provide a written report and was not present at the meeting.

5) Continuing Business:

A. Resolution Adopting New Fiscal Year:

T. Benson summarized the resolution. The Authority will change its accounting year from a calendar year to a fiscal year starting July 1st 2023. There will be a six-month audit for the period of January through June 2023. The change does not affect the bylaws. [D. Gray made a motion to approve the resolution.](#) [D. Johnson seconded the motion.](#) [The motion was unanimously approved.](#)

6) New Business:

a. Solar Committee Update: G. Downsborough summarized discussions with a solar power purchase provider. The provider has worked with three other Centre County entities to provide solar systems. Due to the complexity of the program, G. Downsborough was asked to provide information as to Authority steps, options, factors to consider, etc.

b. Passenger Bridge Committee Update: J. Meyer and J. McMurtrie summarized the committee's efforts to have the consultant look at terminal expansion options along with the installation of passenger bridges. There were no objections.

C. ALDZ Program: J. Meyer summarized that he was contacted by the Director of the Aviation Council of Pennsylvania who asked the Authority to support incentives for airport land development. J. Meyer will send letters of support.

Around the room:

D. Johnson has a contact at the Pittsburgh airport that may know some names of special counsel. He and J. Meyer will reach out.

Adjournment:

[R. Finley made a motion to adjourn.](#) [G. Downsborough seconded the motion.](#) [The motion was unanimously approved.](#) The meeting ended at 9:45 PM.