

## **Centre County Airport Authority Meeting Minutes, March 23<sup>rd</sup>, 2023**

**Attending:** C. Groshel; D. Johnson; G. Downsbrough; R. Finley; L. Lingle; H. Mose; G. Khoury; D. Gray

**Additional Attendees:** J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager; T. Benson, legal Counsel for the Authority; Bromlyn Fitzgerald with Bees Knees; no one logged in via Zoom.

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

It was noted that an Executive Session was held on Tuesday, March 14<sup>th</sup> at 5:15pm on personnel matters.

**Presentation by Bromlyn Fitzgerald of Bees Knees**

**Public Comments:** None

- 1) **Approval of the February 23<sup>rd</sup>, 2023 meeting minutes:** Motion for approval was made by G. Downsbrough. R. Finley seconded the motion. The motion was unanimously approved.
  
- 2) **Treasurer's Report/Financial Statements for February and YTD:**

G. Downsbrough reviewed the February 2023 financial reports starting on pg. 6 of the agenda.

  - A. **Statements of Assets, Liabilities & Equity – Modified Cash, as of February 28<sup>th</sup>.** Cash/savings assets are at \$8.3M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.4M related to the access road and storm drainage system upgrades.
  - B. **Statement of Revenues and Expenses – Modified Cash YTD:** Net income is approx. \$223k to the positive.
  - C. **Statement of Revenues and Expenses – Modified Cash – February**  
Net income is approx. \$149k to the positive.
  - D. **Schedule of Cash Flows YTD:** A PIB loan payment in the amount of \$181,651.01 was made. Cash at end of period is \$8.3M.
  - E. **Excel Budget Format Rev and Exp:** These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and

Expenses for the month. Revenues are doing good. The Authority is under budget in some areas due to invoices not received.

**Acceptance of Financials:** G. Downsbrough made a motion to accept the report. G. Khoury seconded the motion. The motion was unanimously approved.

**Motion to adjourn, and enter into Executive Session for personnel matters.**

- 3) Executive Director's Report:** J. Meyer's written report was provided with the agenda materials and begins on page 14. Comments were as follows:
- a. Enplanement reports – Enplanement numbers are improving.
  - b. Reef parking – The economy lot numbers are growing due to the rate change. The report period indicates approximately 300 more vehicles in the economy lot than the main lot.
  - c. Food & Beverage Cart in Departure Area – The owner is optimistic. Some security documentation issues are still being worked out.
  - d. Stormwater Basin - Inspections are being planned.
- 4) Air Operations Report:** B. Rodgers submitted a written report. There was discussion on the retail pricing of fuel and that pilots are choosing to go elsewhere.
- 5) Continuing Business:**
- a. Presentation by Bromlyn Fitzgerald (Bees Knees):**
- The Board discussed the earlier presentation. There was clarification regarding this vendor using the former Urbn space or café space rent free, for food preparation related to off-property work, and as her primary fixed location, if approved. T. Benson answered questions related to the process and suggested that, in addition to the departure lounge agreement, the Authority needed a café concession agreement. It was clarified that the agreement will include the following terms: use of the café space/kitchen will be from now until December 31<sup>st</sup>, 2023; there will be no rent, the owner can use the space for non-airport-related food preparation work; employees can park for free in the employee lot; customers can park for 1 hour free in the main lot; and other related terms used in the Urbn lease would be incorporated.
- G. Downsbrough made a motion to have T. Benson draft the Agreement in accordance with the specified terms and having J. Meyer executing it. G. Khoury seconded the motion. The motion was unanimously approved.**

**b. HR Update:**

H. Mose provided an update on behalf of the committee (H. Mose, G. Khoury, D. Gray). They have been working with Jeff Krauss on the four components, one of which is the employee handbook. They are approaching a final draft and meeting related to the handbook and will forward it out to the board when ready. The second area being worked on is the healthcare benefit package. A vendor presentation is being planned. An RFP process for healthcare benefits will be undertaken by the Authority. The third component was retirement benefits which is being set aside for now due to the timing and the start of a new calendar year. The fourth component is employee compensation. J. Krauss will be making a presentation to the committee and to the full board in the near future.

**c. Airport Name Change:**

D. Gray stated that efforts slowed a bit due to schedules but meetings will be back on soon. Discussions have been positive. The FAA is not open to changing the airport identifier. It is okay to discuss the name change with municipal boards.

**d. Delta Development Group:**

J. Meyer provided a review of the Delta Development invoicing and grant/loan awards associated with their previous work with the Authority. The consensus was that there is not a project now but there may be a project in the future. The Authority will contact Delta Development at the appropriate time.

**6) New Business:**

**a. Presentation on the (2005) Terminal Area Master Plan:**

This presentation was postponed due to the lateness of the meeting.

**Around the room:** As directed by C. Groshel, D. Gray has established a committee to look at strategic issues and is planning some meetings in the near future. There was discussion regarding the Authority meeting time change. No decisions were made.

**Adjournment:** [The meeting was adjourned at 9:37 p.m.](#)