

Centre County Airport Authority
Meeting Minutes, January 30, 2020

The meeting was convened at 4:04 PM.

Attending: C. Aiken, D. Dix, G. Downsborough, R. Filippelli, R. Finley, C. Groshel, D. Johnson, L. Lingle, B. Pincus.

Absent: None.

Additional Attendees: J. Meyer, Exec Director, CCAA; Bryan Rodgers, Director, University Park Airport/PSU; John Papazoglou, Assoc. Vice President, PSU; Tom Zilla, Centre County MPO; Anne Messner, Senior Transportation Planner, Centre County Planning and Development Office; Mr. Skip Webster, Marketing Consultant for CCAA.; Brandon Zlupko, Partner, Baker Tilley.

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion* to approve the minutes from the meeting of January 9, 2020, R. Filippelli; Second, D. Johnson; **Approved.**

Reports and discussions were intentionally kept brief for this meeting, to assure time for a presentation on the Metropolitan Planning Organization and the CCAA's interest in a road connection to I-99 and for a discussion with University officials regarding revenue sharing.

Treasurer's Report: Jim Meyer provided a brief review of the financial reports for the fiscal year ending December 31, 2019. Mr. Brandon Zulpko, Partner, Baker Tilley, provided background regarding the flow of financial information between CCAA and Baker Tilley and how this information results in the monthly financial reports and statements. Also discussed were the annual audit and the audit options available for inclusion in the annual audit in addition to the basic financial audit now performed.

Motion to accept the financial reports ; C. Aiken; Second, G. Downsborough; **Accepted.**

Director's Report: J. Meyer reviewed the enplanement report noting the following:

- enplanements for the 2019 fiscal calendar year are up by 27.6%
- total enplanements for scheduled airlines are 193,377
- additional enplanements from charters will be provided and added to the scheduled service for overall enplanement total.
- Available seats are up from 207,502 to 254,114
- load factor is also up from 73% to 76.1%

J. Meyer provided brief reports on Parking and Rental car activities. Both programs are showing increases for the 2019 calendar year and are following enplanements with increased activity. Final parking financial reports will be available after January 31, 2020 because of the different fiscal year of Republic Parking Inc.

Mr. Tom Zilla, Transportation Planner for the Centre Region Planning Agency and Chief Transportation Planner and Coordinator from the Metropolitan Planning Organization, accompanied by

Anne Messner, Senior Transportation Planner for the Centre County Planning and Development Office, Provided an overview of the MPO and the processes necessary to establish a project such as a new connector road to the Airport. A copy of the power point presentation is included in file with these meeting minutes. The Authority will be sending correspondence to the MPO indicating interest in the connector road project.

PSU Airport Operations: Bryan Rodgers reported that \$9 million is expected to be provided for the taxiway rehabilitation project. The project to build a new Aircraft Rescue and Fire Fighting Building is out for bid. Athletic charters have been frequent during January.

Bryan Rogers provided a power point presentation covering the major airport activities and responsibilities administered by the University and the necessary staffing and financial aspects of the University's operations. A copy of the power point presentation is on file with these minutes.

Following the power point presentation a planned discussion ensued regarding revenue sharing between the University and CCAA Mr. John Papazoglu, Associate Vice president of PSU, provided the University's position on several questions. Agreement to meet in the coming weeks and resolve the issues was a priority for CCAA and the University.

Continuing business: A project to provide an official comprehensive update of the Terminal Area Master Plan has been entered into the FAA's Capital Improvement Planning process. Bryan Rodgers reported that initial feedback from the FAA is the plan update would be eligible for PFC funding. Expected cost of the plan update is \$500,000.

New business: Mr. Skip Webster, Marketing Consultant for CCAA, discussed the Digital Marketing Campaign versus a Billboard Campaign. By consensus, the Board agreed to allow the Digital Marketing campaign to continue throughout 2020 and to proceed with a billboard campaign a cost of \$18,240 for six billboards covering the markets of Altoona, Lewistown and Williamsport. Boards would promote the direct flights to Florida and messages would be rotated.

By-laws for the CCAA were presented and discussion indicated that by-laws need to be reviewed and updated.

PA Sunshine Law was distributed as background information for Board members.

Personnel Committee reported that job descriptions are being reviewed and updated to reflect current conditions and requirements.

Adjournment: *Motion for adjournment, D. Johnson; Second, D. Dix; **Approved** at 8:00 PM.*