

Centre County Airport Authority Meeting Minutes, February 27, 2020

The meeting was convened at 4:05 PM

Attending: C. Aiken, D. Dix, G. Downsborough, R. Filippelli (left at. 5:50), R. Finley, C. Groshel, B. Pincus (arrived at 5:15)

Absent: D. Johnson, L. Lingle

Additional Attendees: J. Meyer, Exec Director, CCAA; Jason McMurtrie, Terminal Manager; Tracy Benson, Mr. John Kostas, local resident.

Public Comments: Mr. John Kostas a resident of Benner Township was seeking information about possible well contamination related to firefighting foam used at Airports. The Board discussed the issue with him and advised him that his best point of contact for current information would be Bryan Rodgers.

There were no other public comments.

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of January 30, 2020, G. Downsborough; Second, D. Dix; Approved.*

Treasurer's Report: Treasurer C. Aiken and J. Meyer reviewed the financial reports for January 2020 noting:

- all future expenditures related to the Crosswind Parking Project will be charged against the PIB account.
- all previous payments will be charged to the PIB account
- all future reimbursements from PFC's or the Multi-Modal grant will be reconciled to the PIB account.
- financial activity related to the Crosswinds Project will be separate from the operating fund check register.
- Crosswinds Project financial activity will be reported in separate financial reports.

J. Meyer reviewed the new cover letter provided by Baker Tilly for the monthly financial statements they process. The new letter properly expresses the extent of their involvement in the development of the monthly reports.

Motion to accept the Treasurer's report, R. Finley; Second, R. Filippelli; Accepted.

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

- enplanements continue to show a substantial increase over the same period last year...up by 26.1%
- Allegiant Airline seems to be doing OK
- overall load factor is 68.5%

J. Meyer briefly reviewed the Parking Report for the fiscal year ending January 31, 2020 noting that the program provided income to CCAA in the amount of \$1,211,894 and increase of \$324,202 over the previous fiscal year. The increase reflects the increase in enplanements and the rate increases and adjustments enacted in November of 2019.

J. Meyer advised the Board that as a result of the recently executed contracts with Uber and Lyft, commission payments will begin soon and will be larger than expected when discussed by the Board.

J. McMurtrie briefed the Board regarding the addition of airline service between Williamsport, PA and Charlotte, NC.

PSU Airport Operations: No Report.

Continuing Business: The Personnel Committee reported that a review and recommendation for salary increases for CCAA staff will be available for Board approval the next CCAA meeting.

The By-Laws Committee will prepare a list of proposed changes to the Authority's By-Laws which will be presented to Tracey Benson for legal review.

The ongoing discussions and negotiations regarding the update of the revenue sharing formula were reviewed and discussed. The Chairman polled each Board member regarding their position about changing the formula to a percentage of "net" income rather than a percentage of "gross" revenue and the possible addition of a lump sum contribution to reduce some debt requirements of the University's Airport Operating Budget thereby improving future cash flow and increasing the likelihood of profitable operations. All Board members were in favor of continuing negotiations according to the above, with the stipulation that all agreements must meet legal requirements governing Authorities.

New Business: Mr. Tracey Benson Esq. was presented to the Board by Chairman Groshel as a possible new legal counselor for the CCAA replacing Jeff Bower who is unavailable due to illness. Mr. Benson provided background on his experience and knowledge and welcomed the opportunity to work with CCAA.

Motion to retain the services of Mr. Tracey Benson as legal counsel for the CCAA at the hourly rate proposed for all work, D. Dix; Second, G. Downsborough; Approved.

Following the approval to engage the services of Mr. Benson, he was provided with a packet of background information on the CCAA and recent activities. Steps to acquire current and historical records were discussed.

Adjournment: Motion to adjourn, G. Downsborough; Second, B. Pincus; Adjourned at 6:54 PM.