

Centre County Airport Authority
Meeting Minutes, July 23, 2020

The meeting was convened at 4:00 PM by Chairman, Chris Groshel.

Attending: C. Aiken, D. Dix, G. Downsborough, R. Filippelli, R. Finley, C. Groshel, D. Johnson, L. Lingle, B. Pincus. (R. Filippelli and B. Pincus attended via phone)

Absent: None.

Additional Attendees: J. Meyer, Exec Director, CCAA; Jason McMurtrie, Terminal Manager; Ed Foster, Assistant Director, University Park Airport/PSU; Mr Brandon Zlupko, from Baker Tilly Virchow Krause, LLP. (Jason McMurtrie via conference phone)

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of June 25, 2020, D.Johnson; Second, G. Downsborough; **Approved.***

Treasurer's Report: Treasurer C. Aiken reviewed the financial reports for June 2020 noting the reports are "straight forward and show nothing unusual or unexpected given the current conditions caused by the pandemic".

*Motion to accept the financial reports, R. Finley; Second, C. Aiken; **Accepted.***

Mr. Brandon Zlupko representing the Authority's accounting contractor, Baker Tilley, led a discussion of the advantages and disadvantages of a third party audit versus the current practice of an audit by the financial service provider. Baker Tilley's opinion seems to be that the current practice of a yearly audit by the financial service provider is adequate for the relatively small size and lack of complexity of the Authority's financial activities. Discussion of this topic will continue at future meetings.

Director's Report: J. Meyer reviewed the enplanement report noting: enplanements are starting to recover but very slowly. Delta seems to be slower in recovery than the other airlines.

J. Meyer updated the Board regarding the Crosswinds Parking Project noting: the curbing is presently being installed and the paving of the loop road is scheduled for July 30 and 31. The main sign will be relocated to the new loop road entrance on August 3 and the loop road is expected to be put into use at the same time. The canopy will soon be completed and the first half of the lights is in place. The second half of the lights is being installed now. The resumption of charging for parking was discussed but tabled for the next Authority meeting. Project completion is still expected in November 2020 but it could be sooner given the progress that is being made.

PSU Airport Operations: No report.

Ed Foster, Assistant Director, discussed his recent decision to leave the University Park Airport for the position as Director of the Lancaster Airport. Ed expressed his sadness about leaving and his loyalties to Bryan Rodgers and the University Park Airport. Ed proposed that the Authority might be interested in hiring him on a part time basis to perform the grant work related to the Federal and state funded Airport projects. This offer was made with the current understanding that no support for grant work was being provided to Bryan Rodgers by the University.

***Motion** to engage Ed Foster as a consultant to provide “grant work support” for the University Park Airport provided there are no conflicts with Lancaster Airport or the University on terms mutually agreed upon, G. Downsborough; Second, D. Johnson; **Approved** by Unanimous Roll Call Vote.*

Continuing Business: C. Groshel and D. Dix distributed copies of job descriptions developed by the Personnel Committee for the positions of Executive Director and Terminal Facility Manager. Board members were asked to review and comment on these descriptions.

Ed Foster provided an explanation of the requested PFC Program amendment which was questioned by the Authority at the June meeting. Ed assured the board that the PFC amount originally dedicated to the Control Tower Project and being returned in the amendment to allow other projects to immediately proceed, would be able to be restored in future amendments or applications and the opportunity for additional reimbursement for the Authority would continue.

Motion** to approve and sign the PFC Program Amendment as presented, R. Finley; Second, C. Aiken; **Approved.

New Business: None

Adjournment: ***Motion** to adjourn, D. Dix; Second, B. Pincus; **Approved at 6:12 PM.***