

Centre County Airport Authority
Meeting Minutes, June 25, 2020

The meeting was convened at 4:00 PM.

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

Absent: None.

Additional Attendees: J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager (by conference phone); Ernest ? , flight student.

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of May 28, 2020, D. Johnson; Second, C. Aiken; **Approved.***

Treasurer's Report: Treasurer C. Aiken reviewed the financial reports through May 2020 noting the pandemic has dramatically reduced revenue now \$429,111 below the projected budget amount. Revenue is expected to continue being short for the foreseeable future as the recovery in air travel is expected to be very slow. Charges for parking have been eliminated until demand improves enough to provide a break even on costs to collect. Rental car activity is minimal as enplanements are minimal. PIB Loan and Multimodal Grant activities are proceeding well with the construction of the Crosswinds Parking Project. Normal Multimodal reimbursements have been received and additional reimbursements are planned.

Motion to accept the financial report, D. Dix; Second, R. Finley; **Accepted.**

Director's Report: J. Meyer reviewed the enplanement report noting: Allegiant service is returning and first counts show 60 passengers inbound and 50 outbound. Service is only to Tampa - Saint Petersburg at this time. Other airlines are struggling. First flight of the day is often not until 3:30 in the afternoon. American Airlines to return Chicago service on July 7, 2020 with two flights per day. The return of morning flights is expected to occur very slowly.

J. Meyer reviewed the Crosswind Parking Lot Project noting that the walkway covers are in place; painting is slowing things up a bit; the parking ticket booth is waiting for siding panels; the base paving around the Terminal building is waiting for curbing forming machinery to be available and is expected on July 13; the bus area will be completed next week; and the storm water piping is just about complete. Overall completion is expected in November 2020.

L. Lingle questioned an apparent billing issue related to local code inspection of the Crosswinds Parking Project. Apparently more than one inspector is involved in the project and there is uncertainty about which one is the official designated inspector. J. Meyer directed to resolve the issue.

PSU Airport Operations: B. Rodgers submitted a written report which is filed with these minutes.

Continuing Business: G. Downsborough led a discussion about Generally Accepted Accounting Principles and the Authority's accounting systems. It is felt the Authority's accounting is very accurate but a separate audit to separate the routine "financial accounting" from the overall general audit, would be very beneficial and would be as recommended by GAAP.

Motion** to seek a second accounting firm to provide the additional audit capability prior to the next audit cycle, C. Aiken; Second, R. Finley; **Approved.

Groshel reviewed the status of the proposed zoning change for land along Fillmore Road adjacent to Authority land and in close proximity to the Airport. A formal zoning hearing is scheduled by Benner Township for July 6, 2020. The Authority and the University plan to attend and provide additional information.

D. Dix reported that the Personnel Committee expects to have their work on job descriptions completed by the next Authority meeting.

New Business: J. Meyer presented an amendment to the Airport's approved PFC spending plan. Included in the proposed changes was the elimination of an amount of \$1,395,105 which had been designated for the construction of the Control Tower. Questions arose whether or not this was funding which could be used to repay funds provided by the Authority for the Tower's construction.

Motion** to table the request for approval pending further clarification, C. Aiken; Second, B. Pincus; **Approved.

J. Meyer requested Board approval to remove several pine trees in the vicinity of the emergency generator. The trees have become an obstacle to the parking lot construction and an attractive home for many birds.

Motion** to remove the pine trees by the generator, D. Johnson; Second, R. Finley; **Approved.

J. Meyer requested the Board's opinion regarding a ceremony to open the new access road created by the Crosswinds Parking Project. The Board's opinion is to have one ceremony when the entire project is completed.

J. Meyer provided hard copies of the 2019 Airport Authority's Audit.

Adjournment: ***Motion** for adjournment, G. Downsborough; Second, D. Dix; **Approved at 5:48 PM.***