

Centre County Airport Authority
Meeting Minutes, August 26, 2021

The meeting was convened at 7:00 PM.

Attending: G. Downsbrough, R. Filippelli, R. Finley, D. Gray, C. Groshel, D. Johnson, L. Lingle, B. Pincus (via Zoom), R. Stewart.

Absent: None

Additional Attendees: J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Bryan Rodgers, Director, University Park Airport/PSU.

Public Comments: None.

Approval of the Minutes of the Previous Meeting:

***Motion** to approve the minutes from the meeting of August 12, 2021,
G. Downsbrough; Second L. Lingle; **Approved.***

Treasurer's Report: Treasurer G. Downsbrough reviewed the financial reports for July 2021 noting that revenues are showing improvement as recovery continues. Also noted operating cash fund was \$1,747,006.69, an amount sufficient to cover the cost of the equipment storage building, based on current estimates and now out for bid. Two capital items on the budget were clarified; the reset of the survey marker and the air flow improvement system. The survey marker project is expected to cost \$9,900 when complete. The air flow improvements are complete and cost shown is final cost. Revenue continues to lag the budgeted amount and year through July is \$1,005,836 while expenses are slightly under the budgeted amount and through July are \$1,119,891. Revenue is expected to continue to improve as enplanements continue to improve.

Motion** to accept the Treasurer's report, R. Filippelli; Second, D. Gray; **Accepted.

Exec Director's Report: J. Meyer reviewed the enplanement report and the parking report noting improvement for both continues as recovery continues. J. Meyer provided a copy of letter received from the FAA increasing covid response grant funds provided to the Airport by \$279 which will be shared with the University.

J. Meyer advised the Board of the progress being made towards reopening the terminal food & beverage concession. URBN Flavourhaus has been present and active on remodeling. No date has been set for opening.

J. Meyer advised the Board that a meeting with County officials has been scheduled for August 27, tomorrow, to discuss possible funding for the planned equipment storage building. Bids are due on August 30, 2021 for the construction of the storage building and, so far, there is interest by four contractors for the site work and nine contractors each for all other trade contracts.

J. Meyer advised the Board that a grant payment will be received next week for covid relief which will be applied to the PIB loan debt payments.

J. Meyer reported that Williamsport PA has lost air service completely and two billboards have been arranged to advertise air service availability from State College. One billboard will be located along I-80 and the other will be in downtown Williamsport.

PSU Airport Operations: Bryan Rodgers provided and reviewed a report of activities and project progress. A complete copy of the report is on files with these minutes.

Continuing Business: Discussion continued regarding the changing of the roadside and Terminal signage. The response sought from the community has been sporadic, informal and inconclusive. It was agreed by consensus to formally request a written response from each agency to hopefully develop a clear direction.

J. Meyer presented the formal contract for the operation of the terminal food & beverage concession by Aviation URBN Flavourhaus, LLC. T. Benson has reviewed the agreement and all legal and liability issues have been satisfied. URBN Flavourhaus has also verbally indicated their acceptance of the agreement.

Motion** to execute the contract with Aviation URBN Flavourhaus, LLC for the operation of the terminal food & beverage concession, D. Gray; Second, G. Downsborough, **Approved.

J. Meyer reported that a review of the Authority's insurance coverage is underway and policy information has been provided to the committee.

New Business: J. Meyer and J. McMurtrie described a capital project to remodel the departure room bathrooms to provide much needed capacity. Two concept sketches developed by Mike Leakey were reviewed. Preference for option two was unanimous. The preliminary estimate for the remodeling is \$80,000 to \$90,000.

Motion** to move forward with design and bidding documents for the remodeling of the departure room bathrooms. Additional Board approval required to award contracts, G. Downsborough; Second, R. Stewart; **Approved.

A preliminary five-year capital plan was presented for discussion. The first year of the plan was approved by consensus and the understanding that the Board would be approving the award of bids for the bathroom renovations in the departure lounge.

J. Meyer advised the Board of changes to the location and arrangement of the rental car parking lot. 165 spaces in the Main lot next to the economy lot will be changed to rental car use and the employee lot will be restored. This change eliminates confusion for rental car returns and is more convenient and efficient for rental car operations, also providing much needed additional spaces.

J. Meyer requested Board approval to proceed with requesting RFPs for the rental car contracts.

Motion** to proceed with soliciting RFPs for rental car services, R. Finley; Second, D. Gray; **Approved.

At 8:40 PM the Board entered an executive session for a personnel matter.

At 8:45 PM the Board returned from the executive session.

Adjournment: ***Motion** for adjourn, L. Lingle; Second, R. Filippelli; **Approved at 8:45 PM.***