

Centre County Airport Authority
Meeting Minutes, December 10, 2020

The meeting was convened at 4:10 PM. Meeting was conducted via “zoom”.

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; 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 meetings of October 22, 2020, R. Filippelli; Second, D. Dix; **Approved.***

*Motion to approve the minutes of special meeting held November 9, 2020, D. Dix;
Second, D. Johnson; **Approved.***

Treasurer’s Report: Treasurer C. Aiken reviewed the financial reports for October 2020
Noting:

-income continues to be significantly reduced compared to the same period in previous years
due entirely to the covid-19 pandemic. ---\$1,253,307 short through October.

-expenses have decreased by \$74,195 compared to amounts budgeted through October 2020.

-PIB account for the parking lot project was reviewed and fund balance as of October 31,2020
was \$2,846,837.39.

*Motion to accept the financial reports, G. Downsborough; Second, D. Johnson; **Accepted.***

Director’s Report: J. Meyer reviewed the enplanement report noting enplanements continue to be
only about 25% of pre-covid levels and only a very slight improvement might be expected.

J. Meyer distributed a history of CCAA budgets for reference by board members.

PSU Airport Operations: Bryan Rodgers provided a written report of activities and projects a
copy of which is filed with these minutes. Additionally, he briefed the Board the PFC income is
down by approximately 82% causing the flow of funds for projects to be reviewed and adjusted
as enplanements vary.

Continuing Business: Mr. Mike Leakey of Hoffman Leakey Architects, provided a concept
drawing of a maintenance equipment storage building to house CCAA miscellaneous
equipment and vehicles. The estimated cost for this facility was “ball parked” at \$500,000 just
for the building structure and probably another \$250,000 to \$500,000 for site work depending
on the location chosen for the building. The proposed project will be discussed at future Board
meetings.

G. Downsbrough and D. Johnson reported the By-Laws Committee had received comments back from CCAA Counsel, Tracey Benson, regarding proposed revisions to the CCAA By-Laws. The comments were extensive and will require additional time and work by the Committee before presentation to the Board.

New Business: Possible membership of CCAA in the Pennsylvania Municipal Authorities Association was discussed including membership fee in the neighborhood of \$2,500 per year. Consensus of Board Members was to call PMAA to request a presentation of the benefits of membership and to ask about a new member discount.

J. McMurtrie presented a request from Bryan Rodgers that CCAA share the costs for consultants to develop a grant application for funds to support air service development.

Motion** to share the costs with the University for the development of a grant application for Federal funds to encourage the development of additional air service at University Park Airport, C. Aiken; Second, R. Finley; **Approved.

J. Meyer presented the schedule of rates to be charged to tenants of CCAA for the use of facilities and services. The rate schedule proposed did not change from the previous year.

Motion** to approve the rate schedule as proposed, G. Downsbrough; Second, D. Dix; **Approved.

J. Meyer presented a budget for CCAA operation for the 2021 calendar year. Included in this budget are salary increases of 2.5% as recommended by the Personnel Committee.

Motion** to approve the budget as proposed including salary increases proposed by the Personnel Committee, C. Aiken; Second, B. Pincus; **Approved.

J. Meyer presented a schedule of CCAA Board meetings for the 2021 calendar year. This schedule included two meetings per month with the first meeting being on the second Thursday of the month and the second meeting being on the fourth Thursday on the month. The expectation was that the first meeting of the month would probably be canceled if CCAA activities do not require Board action. The second meeting would be the primary monthly meeting.

Motion** to approve the meeting schedule as proposed including the addition of a second meeting per month on the second Thursday of the month and variations for Holidays as proposed, D. Johnson; Second, D. Dix; **Approved.

Adjournment: ***Motion** to adjourn to an executive session for personnel issues and to adjourn the meeting immediately following the executive session, C. Aiken; Second, B. Pincus; **Approved.***

Meeting Adjourned: 6:33PM.