

## Centre County Airport Authority

Meeting Minutes, February 25, 2021

The meeting was convened at 4:00PM via ZOOM Conference.

**Attending:** G. Downsbrough, R. Filippelli, R. Finley, D. Gray, C. Groshel, D. Johnson, L. Lingle, B. Pincus, R. Stewart

**Absent:** None.

**Additional Attendees:** J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Mr. Mark Breukink, Mead Hunt, Aviation Planning Consultants.

The meeting opened with the formal welcome of two new members, Mr. David Grey, representing Centre County and Mr. Ralph Stewart, representing the Borough of Bellefonte.

**Public Comments:** None.

**Approval of the Minutes of the Previous Meeting:** *Motion to approve the minutes from the meeting of January 28, 2021, R. Filippelli; Second, B. Pincus; Approved.*

**Treasurer's Report:** Treasurer George Downsbrough reviewed

the financial reports for January 31, 2021 noting:

- this is the first month that reports were done by "Converge".
- any questions or recommendations for changes for the reports should be referred to George.
- income sources continue to be substantially less than normal due to Covid pandemic. American Airlines and Delta Airlines are behind on rental payments while United Airline has not made payments. Parking activity is still minimal and funds generated are only covering the required first levels of the contract agreement. Rental car activity is very low and the food and gift concession is not operating at all. Vending activity is up due to the absence of any food concession.
- The final payments for the Crosswind parking project are within reach with one large payment remaining for Strouse Electric and several smaller payments to finish the project and establish a final amount for the PIB Loan.
- it was noted that the payment for the County Sheriff's LEO services was high due to the need for a double payment to make up for a missed payment.

**Motion to accept the financial reports, G. Downsbrough; Second, R. Filippelli; Accepted.**

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

- enplanements continue to be drastically low – 75.1% less than the same period last year.
- industry expectations are for improvement as the vaccines are distributed but a return to pre COVID-19 enplanement levels will take several years.

J. Meyer provided an updated list of Authority Board Members and contact data.

**PSU Airport Operations:** Bryan Rodgers provided a written report filed with these minutes.

**Continuing Business:** D. Johnson reported the Facilities and Real Estate Committee met with Mike Leakey of Hoffman Leakey Architects to discuss the proposed equipment storage building. The concept is a six-bay building with a small space containing office space, utility space and rest room, located in the center of the six bays. The proposed building would be located on the south side of the storage parking lot across Fox Hill Road. Various methods of construction were discussed and Mr. Leakey was asked to develop these alternatives and costs to help with decision making. The Committee will meet with Mr. Leakey when the alternatives are ready for discussion.

G. Downsborough reviewed the status of the by-law changes being considered. All Board members have been sent the required “thirty day” advance notice of by-law changes to consider before a vote at the March 25, 2021 Board meeting. Discussion proceeded regarding needed changes to the resolution accompanying the proposed by-law changes and authorizing certain Board functions to be performed by other specific individuals or entities. The Converge company has been hired to provide accounting and payroll services including signing payroll checks and needs to be specifically authorized to perform these functions in this resolution. G. Downsborough will review the resolution with legal counsel and provide a revised resolution for approval.

**New Business:** Mr. Mark Breukink from Mead Hunt discussed various perspectives about airport planning as affected by the COVID-19 pandemic which reduced the airports and aviation businesses worldwide to a small fraction of pre COVID-19 levels.

A request for a donation to support a Girl Scout project at the nearby Airport Park was discussed. The funds to be used are funds derived from traffic fines which are exempt from FAA spending rules. Tracey Benson provided guidance related to PMAA policy which restricted contribution of this kind to \$1,000. G. Downsborough advised that the fine funds should be held in a separate bank account since they are subject to different spending guidelines.

**Motion** to establish a separate bank account to be funded by traffic fines collected or other funds not governed by the FAA; B. Pincus; Second D. Johnson; **Approved.**

**Motion** to provide a donation of \$1,000 from traffic fine collections to the 501c-3, “Girl Scouts In The Heart Of Pennsylvania”, for the specific and only purpose of supporting the project at Airport Park, C. Groshel; Second, G. Downsborough; **Approved.**

**Adjournment: Motion** for adjournment, D. Johnson; Second; B. Pincus; **Approved at 5:55 PM.**