

Centre County Airport Authority

Meeting Minutes, January 28, 2021

Meeting conducted via ZOOM conference

The meeting was convened at 4:00PM by James Meyer for the annual reorganization.

J. Meyer called for nominations for the position of Chairman: D. Johnson nominated Chris Groshel for the position of Chairman; Second by R. Filippelli; **Approved.**

C. Groshel called for nominations for the position of Vice Chairman; R. Filippelli nominated Doug Johnson; Second by C. Groshel; **Approved.**

C. Groshel called for nominations for the position of Secretary: D. Johnson nominated Robert Finley; Second, C. Aiken; **Approved.**

C. Groshel called for nominations for the position of Treasurer: B. Pincus nominated George Downsborough; Second, R. Filippelli; **Approved.**

Officers for the 2021 calendar year will be:

Chairman,	Chris Groshel
Vice Chairman,	Doug Johnson
Secretary,	Robert Finley
Treasurer,	George Downsborough

Attending: C. Aiken, D. Gray, G. Downsborough, R. Filippelli, R. Finley, C. Groshel, D. Johnson, L. Lingle, B. Pincus,

Absent: None

Additional Attendees: J. Meyer, C.M. Exec Director CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Bryan Rodgers, C.M. 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 December 16, 2020, R. Filippelli; Second. Pincus; **Approved.***

Treasurer's Report: J. Meyer reviewed the financial reports for fiscal year ending December 31, 2020 noting:

- COVID-19 related business loss and effect on budget.
- reviewed a short summary of 2020 cash flow.
- no unusual or unexpected transactions on check register.
- reviewed cash and fund balances.
- informed that another "CARES ACT" is being discussed.
- provided a historical summary of the financial activities of CCAA.
- discussed the status of the PIB loan and payment schedule.

Motion to change the PIB loan payment from an annual payment to a semi-annual payment, B. Pincus; Second, D. Johnson; **Approved.**

Motion to accept the financial report G. Downsborough; Second, B. Pincus; **Accepted.**

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

- enplanements continue to be low due to COVID-19 and show only slight signs of recovery.
- air service has been restored to Williamsport with a single flight per day to Philadelphia.
- discussed two spread sheets comparing enplanement numbers before and after COVID-19.
- Allegiant Airline expected to discontinue service to Tampa/ St. Pete but maintain service to Orlando/Sanford. Tampa/ St. Pete service will be reviewed for return in the Fall.

J. Meyer reported that the Airport's application for an Air Service Development grant is coming along well. Letters of support are being received. The deadline for applications has been extended to March 1, 2021 and the amount available in the program has been increased from \$13 million to \$18 million.

J. Meyer distributed a list of CCAA Board members with up-to-date addresses and contact information.

PSU Airport Operations: Bryan Rodgers provided a year-to-year report showing the effect of COVID-19 on a variety of Airport income streams and a summary of financial projections indicating a possible deficit for operations at \$1.8 million. Additional "CARES ACT" funding will obviously help.

The recent heavy snowstorm was well handled by the equipment and crews and overall went well.

The formal exercise of the Airport's emergency plan will be required in 2021 and this is scheduled for the May time frame.

Construction work on the new Aircraft Rescue and Fire Fighting Building is on hold due to the cold weather. Project is proceeding well.

Continuing Business: The by-laws committee provided a final draft of revised CCAA by-laws to update the existing by-laws. Amending the by-laws will require a minimum thirty-day review period for CCAA Board members to consider the proposed changes prior to voting. Also provided was a resolution defining those Board functions authorized to be performed by the Executive Director under the revised by-laws.

Motion, to accept the proposed changes and accompanying resolution and proceed with formal notification to all Board members, R. Filippelli; Second B. Pincus; **Approved.**

The benefits of membership in PMAA were briefly discussed. C. Groshel will follow up and request information or a presentation from PMAA.

New business: J. Meyer presented a draft list of capital projects to be accomplished during the 2021 calendar year.

Motion, to accept items 1 through 6 of the list for completion and refer item 7 on the list to the Facilities and Real Estate Committee for further study, G. Downsborough; Second, D. Johnson; **Approved.**

Adjournment: Motion, to adjourn, G. Downsborough; Second, R. Finley; **Approved at 6:10 PM.**