

# Centre County Airport Authority

## Meeting Minutes, July 22, 2021

**The meeting was convened at 7:00 PM.**

**Attending:** G. Downsbrough, R. Filippelli, R. Finley, D. Gray, C. Groshel, R. Stewart.

**Absent:** D. Johnson, L. Lingle, B. Pincus,

**Additional Attendees:** J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Mr. Troy Nihart, URBN Flavorhaus; Mr. Michael Leakey, Hoffman Leakey Architects.

**Public Comments:** None.

**Approval of the Minutes of the Previous Meeting:** *Motion to approve the minutes from the meeting of June 24, 2021, D. Gray; Second, G. Downsbrough; Approved.*

Mr. Troy Nihart representing URBN Flavorhaus discussed with the Board, his potential response to the Authority's RFP for the operation of the of the Terminal food service concession. A good discussion about the capabilities of URBN Flavorhaus and the general scope of operations to be provided for the Terminal food service. This was a good information exchange and Mr. Nihart will work with Jason McMurtrie to understand what is available from the Terminal facilities and to develop a formal proposal of operation of the food service for review and acceptance by the Board.

Mr. Michael Leakey, Hoffman Leakey Architects, reviewed the final drawings for the proposed equipment storage building and provided a final estimate of total project cost as \$861,022.54. He indicated that all permits and approvals have been obtained except for the Centre County Planning Commission which is expected soon. He indicated the project is ready for bidding and recommends bidding in four packages; general trades, site work, electrical work and mechanical work.

*Motion to seek bids on the project in advance of receiving the final approval from the county. Bids will not be awarded until final approval has been received and are reviewed and approved by separate action of the Board, R. Finley; Second, G. Downsbrough; Approved.*

**Treasurer's Report:** Treasurer G. Downsbrough reviewed the financial reports for June 30, 2021 noting:

- payments on PIB loan are still not shown and should be shown as an operating expense
- FNB has submitted a new investment strategy policy statement which will be reviewed by the Finance Committee and presented to the Board at a future meeting
- According to accounting by J. Meyer, which includes the PIB loan payments, income as of June 30, 2021 is \$903,768 and expense is \$1,045,680, for a net loss of \$141,912 in operating for the first six months of 2021.
- No unusual or unanticipated transactions occurred during June 2021.

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

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

- enplanements are showing a healthy recovery and may return to pre-covid levels earlier than expected.

J. Meyer reported that the Facade work on the west exterior wall of the Terminal is just about complete. Only clean-up and installing an access panel remains.

J. Meyer reviewed the parking activity which has almost returned to pre-covid levels and suggested an increase in parking rates should occur. Discussion included the need to provide better signage for drivers to know the price of the economy lot and the main lot while driving to the lots.

***Motion**, to increase the price of parking to \$8.00 per day in the economy lot and to \$11.00 per day in the main lot. Price will include the Benner Township tax, D. Gray; Second, R. Finley; **Approved**.*

**PSU Airport Operations:** No report until August.

**Continuing Business:** J. Meyer advised the Board that the proposed percentage split of grant funds between the Authority and the University received for Covid relief has been accepted at 20.78% for CCAA and 79.22% for PSU.

The change of the Authority's fiscal year was briefly discussed. The costs to make the change were established at \$14,377.03 plus legal expenses. The topic was referred to the Finance Committee for further study and a recommendation.

J. Meyer discussed the need for a possible change to the name of the Airport due to the traveling public finding it very confusing when the airport name is "University Park" while the airlines are using "State College" as the airport name. Drawings and cost estimates of changes to the roadway Terminal sign and the sign on the Terminal building were provided as a visual. After a wide-ranging discussion, it was recommended by Chairman C. Groshel, that public input be sought regarding the issue. R. Finley advised that the University's input be sought first, before any public contact.

**New Business:** The next meeting of the CCAA Board will be held August 12, 2021 at 4:00 PM.

**Adjournment:** *Motion to adjourn, R. Fillipelli; Second, G. Downsbrough; Approved at 8:48 PM.*