

Centre County Airport Authority

Meeting Minutes, June 24, 2021

The meeting was convened at 4:02PM

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

Absent: D. Gray, L. Lingle.

Additional Attendees: J. Meyer, Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Bryan Rodgers, Director, University Park Airport/PSU; Mr. Sam Piccionne and Mr. Gavin Howe both representing FNB Wealth Management; Mr. Skip Webster, Marketing Consultant.

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of May 27, 2021, G. Downsbrough; Second, D. Johnson; Approved.*

Treasurer's Report: Treasurer G. Downsbrough reviewed the financial reports for April 2021 and the yearly audit for 2020. There were several noted comments regarding the audit including:

- Audit found no discrepancies, deficiencies or non-compliance.
- internal controls are a direct Board responsibility.
- no issues regarding required communications.

Motion to accept the 2020 Audit Report, G. Downsbrough; Second, D. Johnson; Accepted.

Treasurer G. Downsbrough noted no unusual or unanticipated transactions in the financial reports. A question arose concerning the PIB loan payment and Jim was directed to be sure Converge treated the payments on principal as an expense as they occur.

Mr. Sam Piccione and Mr. Gavin Howe provided the Board with a brief update on the current status of the Authority's investments, strategies and relationship with FNB Wealth Management. Investments are managed according to Pennsylvania Municipal Investment regulations and financial activities related the Authority's PIB Loan are flowing well. Communications have been excellent.

Treasurer G. Downsbrough reported on several issues that were discussed by his committee related to funding between the Authority and the University:

- a difference in the calculation of the split of grant funds was proposed to be resolved by recalculation of the base budgets and their relative relationships to the grant amount.

Motion to submit the recalculation to the University for approval and acceptance; R. Finley; Second, R. Fillippelli; Approved.

- a request for funding to support snow removal costs incurred by the University.

Motion to reject the funding request for snow removal; B. Pincus; Second, R. Stewart; **Approved.**

-a funding request for cost sharing related to a development issue in Benner Township. This issue was resolved at a previous meeting.

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

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

- enplanements continue to slowly improve.
- the enplanement spread sheet shows a comparison to 2019 rather than 2020.
- Airlines are slowly returning flights to their schedules.
- Allegiant and Delta are considering special services to provide service to special events. Delta, extra flights/seats from Atlanta for PSU's football game with Auburn on September 18th and Allegiant service to Nashville on October 28 returning October 31, for the 2021 US Hockey Hall of Fame Game.
- Discussions with Delta regarding re-establishing service to Atlanta are encouraging.

J. Meyer reported that parking activity has improved as enplanements have improved, as expected. Total CCAA revenue for the year should be above \$500,000. Jim Lloyd Republic's parking manager has been serving the Airport for twenty years and hopefully will continue for the foreseeable future.

J. Meyer reported that Rental car activity is showing a similar improvement as other enplanement activities have done. Hertz and Avis now seem stronger than National.

J. Meyer requested Board approval to circulate a "request for proposal" to operate the snack bar and gift shop in the Terminal.

Motion to proceed with a "request for proposal" for the operation of the snack bar and gift shop in the Terminal, D. Johnson; Second, G. Downsborough; **Approved.**

PSU Airport Operations: Bryan Rodgers provided a written report and provided comment to the Board. The complete report is on file with these minutes.

Continuing Business: J Meyer briefly reviewed the status of the propose storage building noting that final documents and permits may be ready for board review and approval at the July Board meeting.

New Business: Tracey Benson presented a resolution for approval to accept an addendum offer from the FAA for Airport Concessions Relief, Offer # 3-42-0096-070-2021. A complete copy of this resolution is on file with these minutes.

Motion to approve the resolution accepting the grant for Concession Relief # 3-42-0096-070-2021, G. Downsborough; Second D. Johnson; **Approved.**

C. Groshel opened a discussion regarding changing the Authority's fiscal year to align with the University's fiscal year. Tracey Benson advised that the Authority has the capability to choose

any fiscal year. After discussion the question was referred to committee for further review and consideration.

C. Groshel opened a discussion regarding the security and standardization of Authority member e-mail for Authority business. A wide-ranging discussion resulted in agreement that B. Pincus and C. Groshel will explore possibilities for future changes.

C. Groshel opened a discussion regarding changing the name of the Terminal and Authority. Many ideas and opinions were expressed and the subject is held open for future discussion. Mr. Skip Webster provided information about web users' airport name usage to access airport and airline information.

C. Groshel opened a discussion about changing the meeting time for Authority Board meetings. After a poll of members present, C. Groshel made a **Motion** to hold Authority Board meetings at 7:00PM on the fourth Thursday of the month during daylight savings time and 5:00PM on the fourth Thursday of the month during eastern standard time. Other meetings scheduled for the second week of the month would remain unchanged; Second, D. Johnson; **Approved.**

Discussion also included possible ways to shorten Board meetings and a consensus of Board members developed to provide a "consent agenda" at meetings for approval of routine items rather than have individual item considered separately. This will be tried at future meetings.

Adjournment: Motion for adjournment. R. Filippelli; Second, R. Finley; Approved at 7:06 PM.