

Centre County Airport Authority

Meeting Minutes, March 25, 2021

The meeting was convened at 4:00 PM via “zoom” conference.

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

Absent: None

Additional Attendees: J. Meyer, C.M. Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager.

Public Comments: None

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of February 25, 2021, R. Filippelli; Second, L. Lingle; **Approved.***

Treasurer’s Report: Treasurer G. Downsbrough reviewed the financial reports for February 2021 noting:

-Converge accounting reports seem adequate. Minor changes will continue as the new system is used. One recommendation is to include a plus/minus analysis column to compare current to previous year as in old budget format.

-Converge will be asked to revise the reporting on the PIB Loan to provide more clarity,

-The lack of payment issue with United Airlines showing in the February reports has been resolved and the payments will be reflected in the March financial reports.

-T. Benson provided an opinion that based on PMA guidelines, investment in financial instrument such as Wyoming County bonds are considered sound investments for authorities such as CCAA.

-The deficit showing in the PIB loan report is due to converting from a single yearly payment to a quarterly payment schedule.

-No unusual or unanticipated transactions occurred.

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

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

-very slight improvement in enplanement numbers

-TSA nationally is screening more than 50% below normal.

-the next month's reports will be compared to the same period last year which was in the pandemic reduction. Comparison will not be to “normal pre-pandemic activity. It was suggested a comparison to “normal” be included as a reference.

J. Meyer reported that parking activity was slightly improving as enplanements slowly improved.

J. Meyer discussed an incident in the terminal involving the theft of two rental cars and how effective the new security cameras were in successfully solving the incident.

Tracey Benson advised that there is no need to post signs about the video system being in use but the audio system should not be active except by search warrant.

PSU Airport Operations: Bryan Rodgers submitted a written report which is on file with these notes.

Continuing Business: D. Johnson, Chair of the Facilities and Real Estate Committee, reviewed the progress to design an equipment storage building and reviewed the concepts developed with Michael Leakey of HLA Architects.

The location of the building was proposed for the south side of the storage parking lot north of Fox Hill Road. The design included six equipment bays, each with an overhead door, a rest room, a small office, tool room, and a small utility room.

Motion** to proceed with design development, permitting, final specifications and bidding documents. Board approval will be required to proceed with bidding and separate approval will be required to award bids. R. Finley; Second, R. Stewart, **Approved.

G. Downsborough reviewed the proposed changes to the Authority's By-Laws which were mailed to all Authority Board members more than thirty days prior to this meeting as required.

Motion** to completely replace the By-Laws as presented, G. Downsborough; Second, B. Pincus; **Approved.

G. Downsborough reviewed a resolution authorizing the Executive Director to perform specified functions of the Board.

Motion** to approve the resolution with the addition of an employee's right to appeal a termination action to the personnel committee of the Authority Board, G. Downsborough; Second, R. Filippelli; **Approved.

New Business: C. Groshel discussed the need to establish a committee to improve financial understanding and other issues between the Authority and the University.

Adjournment: ***Motion** to adjourn the meeting of March 25, 2021, B. Pincus: Second, R. Filippelli; **Approved at 5:40 pm.***