

Centre County Airport Authority
Meeting Minutes, September 23, 2021

The meeting was convened at 7:04 PM by Vice Chairman Doug Johnson

Attending: R. Filippelli (via zoom), R. Finley, D. Gray, D. Johnson, L. Lingle, B. Pincus (via zoom), R. Stewart.

Absent: G. Downsborough, C. Groshel.

Additional Attendees: J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie (via zoom), Terminal Manager; John Papazoglou, Assoc. VP, PSU (via zoom); April Ressler, Teeter Group, CCAA insurance provider; 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 August 26, 2021, D. Gray; Second, B. Pincus; Approved.*

Treasurer's report: Jim Meyer briefly reviewed the financial reports through August 31 noting there were no unanticipated or unusual transactions. Net income from operating activities continues running \$39,843 s to recover but is still down \$270,306 for the period January 1 through August 31, 2021. Federal Cares funding will be used to service PIB debt and should be reflected in the financial statements. Yearly revenue is running \$39,843 short through August 31 and yearly expenses are running \$11,489 under budget through August 31. Recovery continues slowly but steadily.

Motion to accept the financial report, R. Finley; Second, L. Lingle; Accepted.

Exec Director's Report: J. Meyer reviewed the enplanement report noting that United is doing well and is within 4% of their 2019 enplanement numbers. Enplanements, overall, continue to slowly increase.

J. Meyer noted that parking activity continues to improve as enplanements improve.

J. Meyer advised that URBN Flavorhaus is actively remodeling the food service areas but no date has been established for completion or opening.

J. Meyer reported that the conference call with American Airlines regarding service to Charlotte did occur and was optimistic about future service. John Papazoglou further described the conference call noting the participation of football coach, James Franklin and the details of the conversations. County Commissioner, Michael Pipe was in attendance and the Airport and community were well represented. The incentive package offered and the show of community support seemed to impress American Airlines.

J. Meyer reported that the grant payment from the second round of CARES funding had been received with the Authority's share being \$384,871.

J. Meyer provided pictures of the construction for changes to the rental car parking areas performed by Authority staff members. Nice job!

PSU Airport Operations: Bryan Rodgers unavailable. No report.

Continuing Business: April Ressler, President of the Teeter Group provided an excellent review of the Authority's comprehensive insurance coverage. A program summary and premium schedule is included on file with these minutes. Discussion with the Board indicated a possible weakness in coverage in the area of cyber activities. The issue was referred to the Finance Committee for further review and recommendation.

Mr. Michael Leakey reviewed the bids received for the construction of the Maintenance and Equipment Storage Building. Bids were higher than expected. Options to re-bid at a better time or downsize the project and rebid were discussed. Jim Meyer provided his analysis of options indicating that acceptance of the bids received is an acceptable way to proceed.

Motion** to accept the low bids received and proceed with construction of the Maintenance and equipment Storage Building, D. Gray; Second, R. Finley; **Approved. Bidder information and amounts on file with these minutes.

Mr. Michael Leakey reviewed the project to remodel the restrooms inside the secure area to provide more capacity. The Board reaffirmed that option two was the preferred design as previously approved.

J. Meyer presented, for approval, the contracts for the three rental car agencies recently rebid. Annual minimum guarantees for each agency are as follows: National, \$130,040; Hertz, \$129,500; Avis, \$121,000. These amounts also establish the priority for choice of office space and parking spaces.

Motion**, to accept the rental car contracts and minimum guaranteed amounts, National, \$130,040; Hertz, \$129,500; Avis, \$121,000, D. Gray; Second, R. Stewart; **Approved.

J. Meyer provided copies for review of the Investment Policy Statement followed by FNB for the investment of CCAA funds. Finance Committee will review and provide any concerns to the Board.

New Business: J. Meyer presented a Grant Application for Federal Assistance for additional CARES Funding. The CCAA share of this funding should be around \$569,422.

Motion** to authorize the execution of a Grant Application for Federal Assistance SF-424 as a co-sponsor with PSU additional Cares Act Funding, R. Stewart; Second, L. Lingle; **Approved.

Adjournment: ***Motion** for adjournment, D. Gray; Second, L. Lingle; **Approved at 8:39 PM.***