

Centre County Airport Authority Meeting Minutes, January 26th, 2023

Attending: C. Groshel; D. Johnson via Zoom; G. Downsbrough; R. Finley; L. Lingle; D. Gray; H. Mose; G. Khoury; R. Stewart

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager, CCAA via Zoom; T. Benson, legal Counsel for the Authority

The meeting was convened at 5:00 PM by J. Meyer. J. Meyer conducted the process to elect officers for 2023.

Election of Officers for 2023

Slate from 2022: Chris Groshel – Chair
Doug Johnson – Vice Chair
George Downsbrough – Treasurer
Ralph Stewart – Secretary
Bob Finley – Assistant Secretary

C. Groshel made a motion to elect the slate of officers from 2022 for 2023. D. Gray seconded the motion. H. Mose amended the motion to have the Secretary cast the ballot on behalf of the Board. The motion was unanimously approved.

Public Comments: None

D. Johnson made a motion to add an executive session to the meeting agenda. L. Lingle seconded the motion. The motion was unanimously approved.

1) Approval of the December 8th, 2022 meeting minutes: Motion for approval was made by D. Gray. L. Lingle seconded the motion. The motion was unanimously approved.

2) Treasurer's Report/Financial Statements for December and YTD:

G. Downsbrough reviewed the December 2022 financial reports starting on pg. 6 of the agenda. The December financials are most challenging. At the December meeting, only the October financials were ready to be reviewed.

A. Statement of Budget Annual vs. Actual YTD:

Line 452 shows CCAAs portion of the COVID 19 funding in the amount of \$770,419.36 which pushed up the income numbers. On the expense side, there are some extra costs related to environmental and legal issues.

B. Statements of Assets, Liabilities & Equity – Modified Cash, as of December 31st, 2022: Cash/savings assets are \$8.3M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.6M related to the access road and storm drainage system upgrades.

C. Statement of Revenues and Expenses – Modified Cash, Jan. through November 2022: Income is approx. \$2.8M with expenses at approx. \$2.6M. The Capital Fund numbers show interest on the PIB loan (\$61,186.39), the departure area bathroom remodel (\$168,639.82) and the maintenance building (\$673,165.52) as expenses.

D. Statement of Revenues and Expenses – December 2022: Total income is \$161,890.86 with total expenses at \$84,868.87. There was no PIB loan payment in December.

E. Schedule of Cash Flows YTD: This report shows the total of the PIB loan payments for 2022 in the amount of \$714,550.61. Net cash at end of period is - \$330,954.70.

F. Excel Budget Format Rev and Exp: These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and Expenses for the month. Revenues exceeded expectations. The PIB loan payback paid quarterly shows CCAA being under budget by \$53,537. This is a result of the refinancing initiative of J. Meyer. Airlines revenue is as budgeted. Uber/Lift revenue is strong at \$58,062. Overall revenues are good or above budget primarily due to a strong rental car market. The café has issues but positive activity is in the works.

Acceptance of Financials: [G. Downs brough made a motion to accept the Report.](#) [R. Finley seconded the motion.](#) [The motion was unanimously approved.](#)

3) Executive Director's Report: J. Meyer's written report was provided with the agenda materials. Comments were as follows:

- Enplanement report – numbers are down due to less flights caused by pilot shortages. We are still substantially lower now compared to our 2019 numbers. Load factors are excellent – American with 88.6%; United with 82%; Delta is at 76.1% with one flight per day at a poor schedule time. A good load factor is 75% and above.
- Reef parking – The lots grossed \$73,389.72 which is enough to meet budget

- Rental Cars Year-end Report – Page 18 contained a year-end report showing CCAA with a total revenue increase of \$203,320 higher than 2021.

4) Air Operations Report: B. Rodgers did not attend the meeting or submit a report.

5) Continuing Business:

- A. HR Update:** H. Mose, D. Gray and G. Khoury are the HR committee members. They have met with J. Krauss to review compensation levels and benefit coverages. J. Meyer and J. Krauss has met several times working on drafts of the Employee Handbook. The process is going well.
- B. URBN Flavourhaus Express:** Solicitor T. Benson summarized his efforts to end the relationship with URBN Flavourhaus and to have the Daily Dose start operations. There were some questions about the initial start up of Daily Dose and then their use of the café space. T. Benson is working on all of the details. [D. Johnson made a motion to proceed with the process of evicting URBN and having the Daily Dose start up operations. D. Gray seconded the motion. There were some questions about the equipment in the Café space. T. Benson answered questions. The Motion was unanimously approved.](#)
- C. Food and Beverage Cart in Departure Area:** The Daily Dose will set up in the Departure lounge. The owner is waiting for security badge approvals from TSA.
- D. Airport Name Change:** D. Gray, H. Mose, and R. Finley were part of a January 10th meeting with PSU representatives. There was good discussion about the name change to the extent that it should include the entire airport being called “State College Regional” with the UNV identifier switching to SCE. This involves the FAA. Additional meetings are in the works. Letters should be sent to the appointing entities ahead of the official name change.

6) New Business:

- A. Parking Rates Adjustment:** J. McMurtrie summarized a rate change proposal to make air service parking more attractive. The proposed rate change is to lower Economy parking by \$2 per day and increase Main lot parking by \$1 per day. There was discussion on the proposed changes. [H. Mose made a motion to accept the proposal –](#)

new rates \$12 per day for the Main Lot (short term) and \$6 per day for the Economy Lot (long term). The motion was seconded by G. Downsborough. The motion was unanimously approved.

There were some questions and discussion regarding Fullington Buses loading and unloading at the parking lots. J. Meyer stated that Fullington has started this arrangement and that there is capacity in the parking lot to accommodate this.

B. Strategic Planning Committee: C. Groshel wanted to continue discussion from the last Authority meeting. There is interest in restructuring the Authority to take it to a new level that could accommodate future services. C. Groshel asked that D. Gray be chair of this committee and that he selects members to serve – less than a quorum. There were some questions about the strategic planning focus – governance or planning. The focus will be on governance that would position the Authority for a unified air service. R. Finley volunteered to serve on the committee. Others were asked to contact D. Gray if interested in serving.

Around the room: H. Mose asked about CATA Go in place of the Taxi service? J. Meyer stated that efforts are still in progress.

Adjournment: R. Finley made a motion to adjourn. G. Downsborough seconded the motion. The motion was unanimously approved. The meeting ended at 6:41 p.m.

An Executive Session was held regarding personnel issues.