

Centre County Airport Authority
Meeting Minutes, January 27th, 2022

Attending: C. Groshel, D. Johnson, G. Downsbrough, H. Mose, L. Lingle, R. Stewart,
R. Finley

Absent: D. Gray; One County seat still vacant.

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; B. Rodgers C.M.,
Director, University Park Airport; T. Benson, legal Counsel for the Authority; J. Kapinus,
Airport Operation's Manager.

**The hybrid (in-person and via zoom) meeting was convened at 5:00 PM by
J. Meyer.**

Election of Officers for 2022: J. Meyer asked for nominations for Chair. *Nomination
made for C. Groshel by D. Johnson. G. Downsbrough seconded the motion.
Nominations for Chair closed. Motion carried.*

J. Meyer transferred the meeting to C. Groshel. C. Groshel asked for nominations for
Vice Chair. *R. Stewart nominated D. Johnson for Vice Chair. G. Downsbrough
seconded the nomination. With no additional nominations, the motion carried.*

*D. Johnson nominated G. Downsbrough for Treasurer. L. Lingle seconded the motion.
Motion carried.*

R. Finley declined being nominated for Secretary. The members thanked him for his
past service as Secretary. *G. Downsbrough made a motion to nominate R. Stewart. L.
Lingle seconded the motion. The motion carried.*

C. Groshel stated that the bylaws committee will work on an amendment allowing for
an assistant secretary/treasurer.

Public Comments: None.

- 1) Approval of the December 9th, 2021 meeting minutes:** *Motion for
approval was made by G. Downsbrough. D. Johnson seconded the motion. G.
Downsbrough recommended including the words "lease payment" in the first
bullet point under the Treasurer's report. It would help clarify that the lease*

payment is not a capital item. The motion was changed to include the changes and approved.

2) Treasurer's Report/Financial Statements for December: G.

Downsbrough reviewed the December 2021 financial report noting the following:

- A. **Schedule of Budget Annual vs. Actual YTD:** Revenue has been good. With Covid funds (approx. \$385K), many items above budget by approx. \$778k. Expenses include some non-budgeted items. Net income is approx. \$573k.
- B. **Statements of Assets, Liabilities & Equity:** Total current assets are \$8.634M. Largest liability is the PIB loan at \$6.3M.
- C. **Statement of Cash Flows YTD:** Converge combines Operating and Capital in this report.
- D. **Statement of Revenues and Expenses YTD:** Authority is cash negative for the year. -(\$120,779)
- E. **Acceptance of Financials:**

G. Downsbrough made a motion to accept the Report. D. Johnson seconded the motion. R. Finley stated that Capital should be separate from Operating. G. Downsbrough stated that Converge does their budget differently. There was a discussion regarding audits and what they may need. Motion carried.

C. Groshel stated that he asked the Executive Director to send out a weekly update preferably on Mondays. C. Groshel is looking for something that is concise and to the point regarding any happenings.

3) Executive Director's Report: J. Meyer provided an overview of the enplanements report with the following notes:

- There was a total of 117,109 enplanements for 2021, which is down almost 40% compared to 2019.
- Republic parking numbers are down.
- 2022 Board member list included. County to make their appointment.

4) Air Operations Report: B. Rodgers provided an overview of his written report noting the following:

- Financial Summary – Demand for hanger space is still strong.
- Airport is hosting the PA Game Commission for 3 to 4 weeks for an Elk study being conducted.
- Fuel sales volume is down which is impacting revenue
- Air taxi and Air Carrier numbers are down 30%
- Financial summaries were included with a forecast of ending the fiscal year with a \$49k+ margin.

- Rescue and Fire Fighting Operations, regulations overview provided. Water tank truck (T1-500, P-19) conditions were reviewed. A grant has been submitted for a new water truck. There was a mechanical problem with one of the water trucks which caused the Airport to have the Bellefonte Fire Department to be on standby for 39.5 hours. The Fire Company billed the Airport over \$17k. B. Rogers is requesting that the CC Airport Authority cover 50% of the expense. The CC Airport Authority will schedule a Finance Committee meeting to discuss the request. No further action was taken.
- B. Rogers responded to C. Groshel question related to Mead and Hunt grant/Local Incentives/Air Service Development Grant. B. Rogers stated that nothing has been applied for by Centre County Government to date.

5) Continuing Business:

- Update on Bathrooms & Maintenance Building - J. Meyer stated that the project was going well. The new concrete floor was poured today. Framing will start next week. Project is on schedule. The general contractor - WSL has been great, neat and clean.
- Maintenance building – weather issues. Roof framing is on and some shingles are in place. Plumbing and insulation will start next week. Garage doors are not in but the openings are covered with plastic. Reservations were expressed about the General Contractor’s work, and missed good weather opportunities. D. Johnson reported that the Facilities Committee is recommending to move ahead with a lease agreement with Avis for a wash bay at the new maintenance building, including a fuel storage and dumpster pad area estimated to be \$11,694. T. Benson to draft a lease and circulate it. J. Meyer stated that National/Enterprise is now expressing interest in leasing a bay. After discussion, it was decided that if one of the three companies state in writing that they have no interest, then T. Benson will proceed with a lease and working with the two companies. If no statement, then an RFP will be done. R. Finley has decided not to support the project and expressed concerns related to permitting, township requirements, run off, taxability, unfairness to other businesses. B. Rogers clarified that the storage building would not qualify for FAA funding since an environmental review was not done. T. Benson clarified that the venture of leasing space is in line with supporting the traveling public and should not be taxable space. J. Meyer will check to see how many rental companies are interested and proceed accordingly.

6) New Business:

- a) **Reestablish Authority Committees 2022.** C. Groshel stated that he will send out the list but is planning to revise it as board members have changed.

- b) **Resolution Authorizing Airport Rescue Grant Program Participation for Concession Relief.** T. Benson summarized the Resolution and stated that these funds will not be split with PSU. The total amount of the grant is \$165,800. G. Downsbrough made a motion to approve the Resolution related to Grant Agreement Number UNV-EAG-3-42-0096-072-2022 in the amount of \$165,800. D. Johnson seconded the motion. Motion carried.
- c) **Grant Split %** - Move to Finance Committee. B. Rogers proposed a split of grant funds totaling \$2,740,241 with CCAA receiving 20.78% or \$569,422. G. Downsbrough suggested that this be reviewed by the Finance Committee. There were questions raised regarding who received the proposal and from B. Rogers.
- d) **New Item** – PFC Distributions – C. Groshel would like a report from B. Rogers regarding how much PFC money has been received. B. Rogers stated there were three big actions that are part of the consideration. There was discussion on the façade project and it being included in a grant fund request. T. Benson suggested a check list related to funding eligibility be developed.

Around the room:

- L. Lingle asked if B. Rogers had any updates on the PFAS /groundwater issue. He said PSU was cooperating with PA DEP. G. Downsbrough received information from Patton Township and will forward to L. Lingle.
- Hugh Mose was welcomed to the Board by R. Finley and others.

Adjournment: D. Johnson made a motion to adjourn. G. Downsbrough seconded the motion. Motion Carried with the meeting adjourning at 6:48 PM.