

Centre County Airport Authority

Meeting Minutes, May 27, 2021

The virtual meeting was convened at 4:00 PM by D. Johnson.

Attending: D. Johnson, G. Downsbrough, B. Pincus, L. Lingle, R. Stewart

Absent: C. Groshel, R. Finley, R. Filippelli, D. Gray

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

Public Comments: None.

Approval of the April 22, 2021 Meeting Minutes: *Motion for approval was made by B. Pincus. G. Downsbrough seconded the motion. Motion Carried.*

Approval of the May 13, 2021 Meeting Minutes: *Motion for approval was made by R. Stewart. G. Downsbrough seconded the motion. Motion carried.*

Treasurer's Report: G. Downsbrough review the April 2021 financial report noting the following:

- Audit has been completed and will be placed on the June meeting agenda for acceptance. It is a clean audit. FNB is holding a significant amount of assets
- Financials provide revenues and expenses for April noting revenues of approx. \$114k and a large expense of the Revenue Sharing payment to PSU
- There is a negative cash flow of approx. \$145k. With COVID, we may not see a positive cash flow until 2022
- Assets and Liabilities were reviewed with the PIB loan (\$6.8M) noted as the primary liability
- Air Service Development Expense was not budgeted. The Authority is giving notice to end this service.
- Authority is still working on the first \$200,000 of sales for this contract year, where the majority of the dollars go to Republic Parking.
- Café was not open in April (now open with limited hours). Rental car business is still down.

B. Pincus made a motion to accept the Report. D. Johnson seconded the motion. Motion Carried.

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

- Charts show 2021 to 2020 comparisons and 2021 with 2019 comparisons
- Load factor overall is running in the mid 60% range with a signs of improvement

- Parking lot revenues averaging \$1800 / day in April with signs of improvement of over \$2000 / day for May
- New sign "You are Welcome" with multiple languages to be placed inside the terminal

Air Operations Report: Bryan Rodgers submitted a written report with the following notes:

- Live Burn / Emergency Response Plan exercise conducted on May 26, 2021
- New Operations Manager selected. Jake Kapinus will be in this role effective June 1st.

Continuing Business: D. Johnson provided an update on the efforts to construct a storage building with the following notes:

- The planning process is progressing with no changes to the design or location.
- The goal is to bid out the work by late July with intentions of having board approval. Mid-September is the projected start date.
- Due to the interest of getting the building constructed before winter, the project will be bid with no alternates (no plans of doing portions of the project with in-house labor)

New Business: NPBI Installation

- Ionization system installed throughout the terminal to improve air quality for COVID concerns
- Reports showing improved air quality/ionization received/attached
- Project cost was approx. \$38k

Around the Room:

- G. Downsborough is waiting on information from Bryan Rodgers. Will schedule a finance meeting to discuss two issues – split of federal monies and the request to assist in snow removal costs
- D. Johnson asked about the time of day for the meeting. Does the majority want to keep it at 4pm or make it later? This will be put on the June 24 meeting agenda.
- T. Benson – please keep him in the loop with any paperwork related to federal grants – he will be traveling in September.

Adjournment: *B. Pincus made a motion to adjourn. L. Lingle seconded the motion. Motion Carried with the meeting adjourning at 4:55 PM.*