

Centre County Airport Authority Meeting Minutes, September 22nd, 2022

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

Absent: L. Lingle

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

The meeting was convened at 7:02 PM by C. Groshel

Public Comments: None

- 1) **Approval of the August 25th, 2022 meeting minutes:** Motion for approval was made by G. Khoury. R. Finley seconded the motion. The motion was **unanimously approved.**

- 2) **Treasurer's Report/Financial Statements for August and YTD:**

G. Downsbrough reviewed the August 2022 financial reports starting on pg. 7 of the agenda packet.

 - A. **Schedule of Budget Annual vs. Actual YTD:** We are two-thirds through the year. Generally, the financials look good. Terminal advertising is doing well with revenue expected in the fourth quarter. PFCs income from Crosswinds is coming in. On the expense side, some expenses are higher than budgeted – sewer charges for new maintenance building and security (Sheriff Office) due to planes coming in late.

 - B. **Statements of Assets, Liabilities & Equity:** Cash/savings assets are \$7.27M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.8M related to the access road, parking, and storm drainage system upgrades.

 - C. **Statement of Revenues and Expenses:** It was noted that J. Meyer requested and received a lower interest rate on the PIB Loan. This expense will be monitored. The net income for Operating is approximately \$43k; a good position.

D. Excel Old Budget Format: These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and Expenses for the month. We are below budget on expenses. Revenues are above budget primarily due to a strong rental car market.

E. Acceptance of Financials for August: G. Downsborough made a motion to accept the Report. D. Johnson 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 reports – numbers are down due to less flights caused by pilot shortages. There will be some additional flights to Chicago and Philadelphia. PSU football will cause some additional flights. October is typically the best month of the year. Load factors are excellent.
- Reef parking – Page 16 provides a spreadsheet/history indicating how revenues are split. The Authority needs to have approx. \$71,000 per month to break even as budgeted. Some months are below the break-even threshold.
- Sheriff's LEO Contract. This contract has been approved by the Board and CC Commissioners and has a term of five years. There are cost increases associated with retaining personnel.
- Sinkholes, stormwater Basin – no updates, attorney is waiting for guidance from PA DEP.

4) Air Operations Report: B. Rodgers provided an overview of his written report which has some updated features. Key performance indicator highlights are as follows:

- Air taxi operations are down 34% month-to-date compared to 2021. Calendar year-to-date, activity is relatively strong.
- Aviation fuel sales are down for August compared to 2021 numbers.
- Hanger occupancy is strong with a few vacancies in both the Corporate and T-hanger categories.
- FY 22/23 Airport Operations Budget – Revenue is \$5,068,998. There are some increases in security fees. The subtotal operating expense is \$1,577,562. The budget indicates a net margin of \$13,300.
- RFQ engineering services – Ground level Passenger boarding bridges – Mead and Hunt submitted fee proposal of approximately \$150,000.

Firm identified to conduct independent fee estimate. This cost is approximately \$2,500 to \$3,000.

- Update on ARFF Facility – PA Department of L & I approved occupancy, contractor working on punch list. No open house for the public is planned.
- Communications during an emergency – improvements have been made through a service called First Net and AT & T. It is a dedicated cellular network for first responders.

5) Continuing Business:

- A. URBN Flavorhaus Express:** J. McMurtrie has reached out to the owner regarding rent elimination. The owner has been slow to respond but did say that he will have three new employees within a week. There was a discussion about free parking for non-flyers or people who just wanted to stop in for a bite. There is a free parking program but signage will be looked at. Staffing for URBAN is the number one issue.
- B. EV Charging Stations for Main Parking Lot:** J. McMurtrie said, based on previous discussions, there is a device that can be installed on the electrical line that allows for a fee to be assessed for EV charging. The brand name is "ShinePay." It is an app-based mobile payment system with a device. The device cost is approximately \$500 per unit. For six charging stations, the cost is approximately \$13,000 for the initial installation. G. Downsborough made a motion to put this in the proposed budget for 2023 and reconsider it in the first half of that year. R. Finley seconded the motion. There was discussion about the volume of usage, the number of EV stations to install at the start, cars parked for extended periods of time, and if further research was needed. The motion was **unanimously approved.**
- C. Roadside Signage & Terminal Signage:** J. Meyer explained that there still is confusion for the traveling public related to the names of "State College" and "University Park". He summarized the google searches and the use of "State College." The cost of the roadside sign replacement is approximately \$31,000 with some smaller additional costs. There were discussions about checking with the University to see if they wanted to change to "SCE / State College" instead of "University Park." There could be some legal issues since PSU is a co-sponsor. It was decided that a committee made up of D. Gray, H. Mose and R. Finley along with J. Meyer would meet with John Papazoglou and Bryan Rodgers to discuss a coordinated branding. No action was taken.

6) New Business: None

Around the room:

J. McMurtrie mentioned that there are some changes with planes of United and Air Wisconsin which may lead to larger planes flying to Chicago starting in January.

R. Stewart mentioned that there is a meeting at the UAJA facility on Friday, September 23rd to learn about their solar projects.

R. Finley asked about grant funds for losses related to vendors. There was discussion about the accounting and spreadsheets needing to be improved for grant purposes. A discussion with Converge was suggested. R. Finley will do a draft or edit of the spreadsheet.

G. Downsborough stated that he is impressed with attorney Kevin Garber. His letter on behalf of the Authority was very good.

C. Groshel asked about the mulch area where the memorial is located and suggested improvements should be made to it.

Adjournment:

G. Downsborough made a motion to adjourn. R. Finley seconded the motion. The motion was **unanimously approved**. The meeting ended at 8:40 p.m.