

Centre County Airport Authority
Meeting Minutes, April 22, 2021

The meeting was convened at 4:00 PM.

Attending: G. Downsborough, R. Filippelli, R. Finley, D. Gray, C. Groshel, L. Lingle, B. Pincus, R. Stewart

Absent: D. Johnson,

Additional Attendees: J. Meyer, Executive Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Bryan Rodgers, Director, University Park Airport/PSU; Mr. Skip Webster, Public Relations Marketing Consultant; Mr. Mike Leakey, Hoffman Leakey Architects

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion to approve the minutes from the meeting of March 25, 2021, G. Downsborough; Second, D. Gray; **Approved.***

Treasurer's Report: Treasurer G. Downsborough reviewed the financial reports for February 2021 noting:

- February is the last month for a double American Airline payment to pay off amount in arrears.
- Treasurer is projecting operational deficits beginning next month based on the very slow recovery from pandemic
- Vending income is higher due to gift and food concession, Irving's, being closed.
- Janitorial expenses are up due to a large supply order.
- Office supplies expenses are over budget due to the purchase of a new computer.
- Shared development costs, (with PSU), for the Air Service Development grant application will be charged to the Air Service Development account.

Motion to accept the Financial Reports, D. Gray; Second, R. Stewart; **Accepted.**

Director's Report: J. Meyer reviewed the enplanement report noting:

- enplanements are showing a very slight improvement.
- American Airlines will be reinstating one flight per day to Chicago beginning in June.
- Delta will be reinstating one morning flight to Detroit as well.
- two enplanement comparisons were provided. One showing comparison to March 2020 and the other comparison to pre-covid period in March of 2019.
- Allegiant Airline is recovering and should consistently have over 100 passengers per flight after the next week.

J. Meyer noted that parking activity is up in March about 14% over the month of February.

PSU Airport Operations: Bryan Rodgers reported there has been little change in number of operations and fuel sales through March compared to the same period in 2020. RVR, (Runway Visual Range) project is in redesign for a radio connection to the Tower. Hopefully funding for the radioconnection can be secured this year.

Continuing Business: R. Stewart and J. Meyer updated the Board on the progress towards construction of the equipment storage building. Final detailed design and final permitting are underway and showing some hopeful possibility that construction could possibly get underway late this Fall.

New Business: Mr. Skip Webster discussed his ideas for a revised marketing plan which would include:

- continuing the digital campaign
- targeted advertising in the Williamsport area.
- updating the Authority's website with current and accurate information.
- updating all photography
- direct targeting of the traveling public

The Marketing Committee will consider this information and make recommendations.

Chairman Groshel led a discussion about the need for a Finance Committee to resolve financial issues of revenue and cost sharing primarily between the Authority and the University. The consensus of the Board is that such a committee is necessary and beneficial. B. Pincus, D. Gray, G. Downsborough, R. Stewart and C. Groshel volunteered to serve on the committee.

Adjournment: *Motion* for adjournment, R. Filippelli; Second, R. Finley; **Approved at 5:20 PM.**