

**Centre County Airport Authority**  
Meeting Minutes, August 27, 2020

**The meeting was convened at 4:08 PM.**

**Attending:** C. Aiken, D. Dix, G. Downsborough, R. Filippelli (by phone), R. Finley,  
C.Groshel, D. Johnson,

**Absent:** L. Lingle, B. Pincus.

**Additional Attendees:** J. Meyer, Exec Director, CCAA; Tracey Benson Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager (by phone); Bryan Rodgers, Director, University Park Airport / PSU (by phone)

**Public Comments:** None.

**Approval of the Minutes of the Previous Meeting:** *Motion to approve the minutes from the meeting of July 23, 2020, D. Dix; Second, D. Johnson; **Approved.***

**Treasurer's Report:** Treasurer C. Aiken reviewed the financial reports for August noting:

- There were no unusual or unexpected transactions during the period.
- Cares Act funding has been received by the University and Authority's share will be transferred shortly.
- Although drastically affected by the drop of business related to the Covid Pandemic, the budget should not be changed or adjusted and should be a benchmark for future comparisons.
- PIB Loan and Multimodal Grant are performing as expected for the Crosswinds Parking project.
- Discussed the status of the question of a second accounting firm to provide additional audit capability. Discussions will continue.

***Motion to accept the Treasurer's report, G. Downsborough; Second, D. Dix; **Accepted.*****

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

- Enplanements are improving very slowly but are still drastically low compared to pre Covid.
- Rental car activity has dropped accordingly as enplanements have dropped.
- J. Meyer distributed a copy of the PIB Loan repayment schedule for informational purposes.
- J. Meyer distributed an up to date list of Authority Board Members and related information.

**PSU Airport Operations:** Bryan Rodgers submitted a written report of activities which is included in file with these minutes. By phone, Bryan briefed the Board of these activities.

**Continuing Business:** J. Meyer discussed the charges for parking and the changes in the rate structure, if any. The Board's consensus was to consider the question of restoring charges for parking at the September board meeting at which time the date of completion of the Crosswind Parking project should be more certain. A proposed rate structure was provided which included a rate for long term parking and the reestablish of the "first half hour free policy".

***Motion** to approve the propose rate schedule for all parking charges including long term parking and "first half hour free policy", C. Aiken; Second, G. Downsborough; **Approved.***

J. Meyer provided a draft of incentive options to be considered by the Board to be used to attract new air service to the University Park Airport.

***Motion** by C. Aiken to accept the draft for further development; Second, D. Dix.; **Approved.***

**New business:** J. Meyer briefed the Board about a project to improve the appearance of the west exterior wall of the Terminal Building as viewed from the new parking areas. The proposal included applying stone veneer to the walls consistent with other applications on the building. The Board wished to table the project until a future meeting when more details and costs could be available.

J. Meyer proposed that hourly CCAA employees making less than 20.00 per hour receive a \$3.00 per hour bonus for *ten weeks work during the Covid pandemic.*

***Motion** by C. Aiken to approve the award to \$3.00 per hour for ten weeks; Second R. Filippelli; **Approved.***

J. Meyer reviewed a resolution drafted by Tracy Benson for the acceptance of an FAA grant, as cosponsor with the University, for the rehabilitation of taxiway A, phase I in the amount of \$1,111,111.00.

***Motion** to approve this resolution to accept and cosponsor FAA-AIP grant no. 3-42-0096-065-2020 in the amount of \$1,111,111.00, and to authorize execution of the agreement, G. Downsborough; Second, R. Finley; **Approved.***

**Adjournment:** ***Motion** to adjourn and open an executive session to discuss personnel matters, C. Aiken; Second, G. Downsborough; **Approved at 5:45 PM.***

***Motion** to adjourn the executive session return to the regular meeting and adjourn the regular meeting, D Johnson; Second, C. Aiken; **Approved at 6:10 PM.***