

Centre County Airport Authority

Meeting Minutes, October 22, 2020

The meeting was convened at 4:00 PM by Doug Johnson, Vice Chairman

Attending: C. Aiken, D. Dix, G. Downsborough, R. Filippelli (via zoom), R. Finley, D. Johnson, L. Lingle, B. Pincus (via zoom).

Absent: C. Groshel

Additional Attendees: J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority; Jason McMurtrie, Terminal Manager; Bryan Rodgers (via zoom), Director, University Park Airport/PSU; Mr. Pat Maggi, Cannon Instrument Company; Ms. Lori Callenberger and Ms. Sara Butler both from Converge Accounting.

Public Comments: None.

Approval of the Minutes of the Previous Meeting: *Motion* to approve the minutes from the meeting of September 24, 2020, D. Dix; *Second*, G. Downsborough; **Approved.**

Treasurer's Report: Treasurer C. Aiken reviewed the financial reports for September 2020,
-Revenue is only about 25% of normal due to effects of covid-19 on aviation and air service.
-Cares Act funding received, (\$402,848.00), has been applied against annual debt required for the PIB Loan for the Crosswinds Parking project.
-No unusual or unanticipated transactions occurred during the September accounting period.

Motion to accept the financial reports, R. Finley; *Second*, D. Dix; **Accepted.**

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

- Enplanements are showing only a slight improvement.
- American Airlines is the airline with the most service loss
- Allegiant is expected to restart service to Sanford around Thanksgiving. Service to Tampa is continuing but schedules are changing to some late evening departures from UNV.

J. Meyer reported that the Crosswinds Parking Project is complete except for some minor line painting and the installation of trash cans and benches. Charges for parking were reinstated on October 6, 2020 and all equipment is operating well.

PSU Airport Operations: Bryan Rodgers provided a report comparing the pre-covid airport activity metrics to the current activity metrics for July thru September 2019 versus July thru September 2020.

Bryan Rodgers provided graphs showing the comparison of arrivals and departures for April thru September for 2019 and 2020.

Bryan Rodgers reported that the project to repaint all taxiway markings is complete.

Continuing Business: Ms. Lori Callenberger, CPA, representing Converge provided the Board some background on Converge's proposal to provide accounting and payroll service for CCAA. Accounting formats to be used and services available to CCAA were reviewed.

Motion** to accept the proposal for accounting and payroll services from Converge at the rates and fees quoted beginning January 1 2021, G. Downsborough; Second, C. Aiken; **Approved.

J. Meyer reported that a suitable pickup truck with plowing capabilities had been located and is within the authorized price. The acquisition will proceed.

J. Meyer advised the Board of an opportunity to replace the existing T-Tag truck with a newer version. The Board consensus was to consider the opportunity in addition competitive bids or co-star.

J. Meyer discussed the need for a storage solution for vehicles and maintenance equipment owned by CCAA. The consensus of the Board is to define what might be needed by amount and size of equipment to be stored and other factors such as maintenance work space, rest rooms and other essentials. Location should be determined after size is established. As discussed during the September board meeting, this project will likely be funded with FAA and PennDOT grant funding.

J. McMurtrie presented a revised draft of the Air Service Incentive Program for final review and acceptance by CCAA. Discussion by the Board recommended that "marketing dollars" should be clarified to show that these funds will be spent by the Authority not the Airline.

Motion** to accept the Air Service Incentive Program as proposed, with the marketing dollars shown to be expended by the Authority, and to be effective immediately, C. Aiken; Second, G. Downsborough; **Approved.

New Business: Mr. Pat Maggi from Cannon Instrument Company addressed the Board regarding the possibility to reestablish a pedestrian link between the Terminal and the neighbors on High Tech Road. Easy pedestrian access was lost as the result of the restructuring of the CCAA's parking lots. The exploration for possible solutions should continue and should include Benner Township and other neighbors on High Tech Road. J. Meyer to write a summary letter to Mr. Maggi and Cannon Instrument Company.

G. Downsborough reported that the by-laws committee has a working draft of some recommended changes to the by-laws of the CCAA. The draft is now being reviewed by the committee and will be shared with the solicitor and then be presented to the Board

Adjournment: ***Motion** to adjourn, Aiken; Second, D. Dix; **Approved at 5:45 PM.***