

# Centre County Airport Authority

## Meeting Minutes for September 24, 2020

**The meeting was convened at 4:04 PM.**

**Attending:** D. Dix, G. Downsborough, R. Finley, C. Groshel, D. Johnson,  
Attending via Zoom Conference: R. Filippelli, L. Lingle, B. Pincus

**Absent:** C. Aiken,

**Additional Attendees:** J. Meyer, Exec Director, CCAA; Tracey Benson, Legal Counsel for the Authority. Attending via Zoom Conference: Jason McMurtrie, Terminal Manager; Bryan Rodgers, Director, University Park Airport/PSU.

**Public comments:** None.

**Approval of the Minutes of the Meeting of August 27, 2020:** *Motion to approve the minutes from the meeting of August 27, 2020, D. Dix; Second, G. Downsborough; Approved.*

**Approval of the Minutes for the Special Meeting of September 14, 2020:** *Motion to approve the minutes from the special meeting of September 14, 2020, G. Downsborough; Second, D. Dix; Approved.*

**Treasurer's Report:** J. Meyer reviewed the financial reports for August 31, 2020 noting:

-A grant reimbursement for the University's GA Terminal renovation project was received by the Authority in the amount of \$277,749.86. A check will be written to transfer these funds to the University.

-The balance remaining to be paid on the Crosswinds Project contracts is \$2,737,970.00. An additional \$200,000 of miscellaneous expense is anticipated for parking equipment, engineering fees, and change orders.

-Expenses for an electrical control panel repair were removed from the operating budget and transferred to capital expense when a second panel repair was needed and also charged as capital project.

-The Covid Pandemic continues to severely impact the operating budget. A slight improvement can be noted.

-No other unusual or unanticipated transactions occurred.

*Motion to accept the financial report, R. Finley; Second, G. Downsborough; Accepted.*

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

-Enplanements are improving very slowly but are still down by 75% for the same period last year.

-Airline schedules are rebuilding very slowly.

J. Meyer reviewed the status of construction of the Crosswinds Parking project noting:

-The completion of paving is scheduled for Friday September 25 and is expected to occur as scheduled.

-Line painting will proceed after paving is complete.

- West Penn Power is back on site to complete utility pole relocation. Getting this work accomplished in a timely manner has been an issue.
- Bus loading/unloading bay should be complete September 25.
- October 5 has been chosen to perform the final testing of the parking lot systems
- October 6 is expected to be the day the lots can be used and charges for parking can be reestablished.

J. Meyer reviewed a request from a Cannon Instrument employee for pedestrian access to the Terminal crossing Fox Hill Road at the High Tech Road intersection. J. Meyer responded indicating Benner Township discouraged pedestrian crossing of Fox Hill Road for safety reasons during the project approval phase.

**PSU Airport Operations:** Bryan Rodgers provided a comparison of aviation activities and business for June to August between 2019 and 2020 to show the difference pre-covid to current. PSU, Airport Operations hosted a Department of Homeland Security Tabletop Exercise, discussing airport responses to unauthorized unmanned aircraft within airport's airspace.

- provide architect rendering of the new ARFF Building to begin construction very soon.
- provided pictures of the repair of a sink hole in the channel serving pond 1A.
- provided pictures of two of the three pieces of snow removal equipment which have been received.
- provided a list of current maintenance and improvement projects underway including:
  - installation of a new GPS clock server in the control tower
  - installation of a new Automatic Terminal Information System (ATIS) in control tower
  - repaint all Taxiway A pavement markings
  - replace the 35 year old roof on the existing Crash, Fire Rescue Building.
- provided an update of testing related to ground water contamination indicating that one test well has registered two tests above the 70 parts per billion safe limit. June test was 73 ppb and the August test was 116 ppb. All other test wells are below 70 ppb and work continues with DEP.

**Continuing Business:** J. Meyer requested Board approval to resume charging for parking on October 6, 2020 the first day the completed parking lots will be available for use.

**Motion** to begin charging for parking on October 6, 2020 using rates previously approved including the provision for the first half hour free, D. Johnson; Second, G. Downsborough. **Approved.**

J. Meyer presented a proposal from “Converge” to provide payroll and accounting services. The Board discussed this proposal and consensus was to obtain more information about this company before approval could be considered at the next meeting.

**New Business:** J. Meyer discussed the need for a storage building for CCAA equipment. After discussion the Board by consensus, requested that a detailed proposal be developed and presented to the Board at a future meeting. This would be a project which could be funded with grants from the FAA, PennDOT or PFC's.

Tracey Benson presented two resolutions for Board approval which bound the CCAA as a co-sponsor to two grants received by the University for Airport Improvements.

**Motion** to approve the resolution accepting co-sponsorship of Grant No. UNV-EAG-3-42-0096-068-2020 and authorizing the signature of grant documents to provide for phase III to construct the Rehabilitation of Taxiway A in the amount of \$2,165,828.00, R. Finley; Second, G. Downsborough; **Approved.**

**Motion** to approve the resolution accepting co-sponsorship of Grant No. UNV-EAG-3-42-0096-067-2020 and authorizing the signature of grant documents to provide for phase II to construct the Rehabilitation of Taxiway A in the amount of \$7, 777,777.00, G. Downsborough; Second, D. Dix; **Approved.**

Tracey Benson discussed the reasoning for separate charges to the CCAA for certifications required of his law firm in the acceptance and execution of the FAA's AIP Grants and the long term implication of those certifications which these certifications impose. Discussions will continue and amounts of charges have yet to be agreed upon.

J. Meyer requested Board approval for the purchase of a used pickup truck and a new plow for snow removal and general use around the CCAA property. After discussion the amount of **\$35,000** was established for the purchase.

**Motion** to purchase a used pickup truck and a new snow plow attachment, D. Dix; Second, D. Johnson; **Approved.**

J. Meyer briefed the Board regarding the bonding of the Executive Director. After discussion and advice by counsel, the initial bonding amount was established at \$500,000 with a \$5,000 deductible.

**Motion** to acquire bonding for the Executive Director in the amount of \$500,000. Bonding of additional employees to be considered as financial responsibilities are required, G. Downsborough; Second D. Johnson; **Approved.**

C. Groshel discussed the currently established committees of the Board and suggested a new committee be established to review and revise the bylaws and procedures of the CCAA. Committee members will be G. Downsborough, D. Johnson and R. Filippelli.

### **Adjournment to Executive session to Discuss Real Estate and Legal Issues.**

**Motion** to close the September 24, 2020 meeting and move to an executive session, D. Johnson; Second, G. Downsborough; **Approved at 6:34 PM.**

### **Adjournment of Executive Session and Adjournment of Meeting of September 24, 2020.**

**Motion** to adjourn the executive session and to reopen and adjourn the meeting of September 24, 2020, G. Downsborough; Second, D. Dix; **Approved at 6:59 PM.**