

**CENTRE COUNTY AIRPORT AUTHORITY**

**AUTHORITY BOARD MEETING**

March 26, 2026 – 7:00 PM

Terminal Conference Room and via Zoom

**Meeting Minutes**

**1. In attendance “X”**

<b>Authority Board Members</b>	<b>X</b>	<b>Appointed/Staff</b>	
Mr. Gray, Centre County		Mr. Gaines, Solicitor	<b>X</b>
Mr. Groshel, State College Borough, Chair	<b>X</b>	Mr. Rodgers, Director, SCE/PSU	<b>X</b>
Mr. Hanscom, Benner Township, Treasurer	<b>X</b>	Mr. Seid, IT-Marketing, CCAA	<b>X</b>
Mr. Johnson, Bellefonte Borough, Vice-Chair		Mr. McMurtrie, Terminal Manager, CCAA	
Mr. Khoury, Centre County	<b>X</b>	Mr. Stewart, Interim Executive Director, CCAA	<b>X</b>
Mr. Mose, State College Borough, Secretary	<b>X</b>		
Ms. Powell, Centre County	<b>X</b>		
Mr. Steudler, Patton Township	<b>X</b>		
Mr. Uhler, Bellefonte Borough	<b>X</b>		
<b>Guests</b>		<b>Guests</b>	
Byron Henkle, Mead & Hunt		Jackson Sharpless	
Michael Rusca		Eric Johnson	
Jake Kapinus		Tami Mallow via Zoom	
James Hawn		David Brookens via Zoom	
Gideon Schwartz		David Coder via Zoom	
Angie Marshal via Zoom		Billy King via Zoom	
Becky Dreese, ThriveHR		Others via Zoom	

**2. Call to Order, Roll Call,**

- The meeting was called to order by Mr. Groshel at 7PM.
- Roll call was taken.
- **Mr. Mose made a motion to add to New Business – consider contractor agreement with Don Holderman. The motion was seconded by Mr. Johnson. The motion was unanimously approved.**  
**Mr. Steudler made a motion to go into Executive Session for a Personnel matter. The motion was seconded by Mr. Johnson. The motion was unanimously approved.**  
 The Board went into Executive Session. After the Executive Session, the returned to the regular meeting.

Mr. Groshel moved to HR Matters.

Mr. Mose made a motion regarding the PSU employees coming over to the Authority, to adopt a structure and process to bring the PSU employees into the Authority organization; including unanimous consent (the intent) to keep everyone through the transition; to offer at least the same pay as they are getting now; and to be as good as

we can with the benefits offered. Mr. Gray seconded the motion. Many comments were made regarding the intentions to be fair and to see the airport grow and prosper. There are many more details to work out. Individual meetings will be starting tomorrow. Feedback from the individual meetings will be given to the HR Committee.

### **3. Public Comment/Written Correspondence**

Response letter from Centre Region Metropolitan Planning Organization. The Authority is welcome to join the MPO meetings and to appoint a representative. There was discussion regarding the benefits of having someone at the table. Mr. Khoury was recommended to be the representative. Mr. Stewart will get back to the MPO.

### **4. Approval of Authority Meeting Minutes**

Action on meeting minutes was held to the next meeting.

### **5. Treasurer's Report – February 2026 Financials**

Mr. Hanscom provided a summary of the February financial reports. YTD the Authority is \$122,000 better than budget, but still running a deficit. This is due to taking over the St. Moritz security fees.

Mr. Uhler made a motion to approve the Treasurer's Report. Mr. Johnson seconded the motion. The motion was unanimously approved.

### **6. SCRA PSU Director Report**

No report

### **7. SCRA/CCAA Staff Report**

Mr. Stewart summarized the enplanement report – United is up 40% over same time last year. Both American and United are planning to or have added flights this year. Fuel costs are an issue for the industry and may have an impact on mid-week flights. The TSA officer non-pay situation so far has not had an impact at SCE.

Draft Airline Incentive Policy – for review. We are to have the policy posted on our website. Mr. McMurtrie will discuss it at a future meeting.

Air service Development – There are meetings scheduled with airline reps at the Volaire Aviation conference in California.

## **Committee Reports**

### **8. Airport Governance/Organization Task Force**

No report

### **9. AOD Report**

Mr. Mose stated that no meeting was held and therefore no report.

### **10. Passenger Boarding Bridge (PBB) Committee**

Mr. Khoury stated that he has not heard anything about the grant.

### **11. Facilities Committee Report**

Mr. Johnson and others toured 9 residential structures on Barns Lane and the Fed Ex building. Two of the residential structures are not in good condition. Titus will assist with blending report data. Ralph/Jason are working on roof estimates and building inspection estimates. The stormwater pond in front of the Fed Ex building has a drainage issue. There was discussion about the Fed Ex building soon being vacant.

### **12. Human Resources (HR) Committee**

Mr. Mose stated that the individual meetings with the PSU employees will begin tomorrow and the HR Committee will meet after that to consider comments.

### **13. Current and Old Business**

Mr. Groshel stated the Authority has met in Executive Session for real estate matters on February 2,9,16, 23

Small Communities Air Service Development (SCASD) grant application due May 4. The Board discussed the focus of the grant application. Board members unanimously thought the grant should be written to attract a low-cost carrier to Florida as this would be the strongest chance of receiving the grant. At the same time, efforts will be made to provide incentives for a route by American to Charlotte. A dual approach is desirable.

Executive Director spending limits – Solicitor Gaines gave an overview of the policy. There was discussion that the limits may need to be revisited.

Mr. Mose made a motion to approve the Executive Director spending limits policy as presented. Mr. Johnson seconded the motion. The motion was unanimously approved.

\$25,000 of Parking ticket money being transferred to the CBICC “Fly State College” Fund. There was discussion about the money and that it would be used for a minimum revenue guarantee (MRG) for the low-cost carrier. The “Fly State College” fund will be used to match the SCASD grant funds.

Mr. Gray made a motion to transfer the funds to the CBICC “Fly State College” Fund. Mr. Steudler seconded the motion. The motion was unanimously approved.

CCAA Audit Final for FY 25 – a digital copy was sent out with the agenda.

### **14. New Business**

Right to Know (RTK) Officer Resolution – Solicitor Gaines discussed the resolution. It names Ralph as the RTK officer and Jason, as an alternate, if Ralph is not available.

Mr. Johnson made a motion to approve the Resolution as presented. Ms. Powell seconded the motion. The motion was unanimously approved.

Contractor Agreement between the Authority and Don Holderman for administrative work. There was discussion regarding the length of the agreement and the scope of services. The basis of the agreement is for services of 20 hours per week up to June 30.

Mr. Mose made a motion to accept the agreement as presented. Mr. Hanscom seconded the motion. The motion was approved with Mr. Khoury abstaining.

### **15. Comments – around the room**

Read the Master Plan. Mead & Hunt will be invited in to present to the Board.

Be cautious going forward, we are walking into the unknown

We are moving toward a structure similar to most other airports in the US and should be in a better space in the long run

There are project files on each building, energy cap data by meter, etc.

The attorneys involved in the transfer are working well together

**16. Adjournment** (action)

Mr. Johnson motioned to adjourn the meeting. Mr. Hanscom seconded the motion. The meeting was adjourned at 8:28 pm.

Respectfully submitted,  
Hugh Mose, Secretary