

**CENTRE COUNTY AIRPORT AUTHORITY
AUTHORITY BOARD MEETING
August 27, 2026 – 7:00 PM
Terminal Conference Room and via Zoom**

Meeting Minutes

Attendance “X”

Authority Board Members		Appointed/Staff	
Mr. Gray, Centre County (Via Zoom)	X	Mr. Gaines, Solicitor	X
Mr. Groshel, State College Borough, Chair	X	Mr. Rodgers, Director, SCE/PSU	
Mr. Hanscom, Benner Township, Treasurer		Mr. Seid, IT-Marketing, CCAA	X
Mr. Johnson, Bellefonte Borough, Vice-Chair	X	Mr. McMurtrie, Terminal Manager, CCAA	
Mr. Khoury, Centre County	X	Mr. Stewart, Interim Executive Director, CCAA	X
Mr. Mose, State College Borough, Secretary	X	Jake Kapinus, Operations Manager, SCE/PSU (Via Zoom)	X
Ms. Powell, Centre County	X		
Mr. Steudler, Patton Township	X		
Mr. Uhler, Bellefonte Borough			
Guests		Melissa Perez-Cosnly	
Tim Smith		Namarater Mondrear	
Cory Tondreau		Emily Hohman	
Ben Etherington		Vilmos Misangyi	
Ned Balzer		Rebecca Misangyi	
Susan LaSante		Jennifer Corrington	
Wayne LaSante		Kyle Sofianete	
Byron Henicle		Jackson Sharpless	
Gideon Schwartz		John Elnitski	

1. Call to Order, Roll Call,

- The meeting was called to order by Mr. Groshel at 7PM.
- Roll call was taken.

2. Public Comment/Written Correspondence

Mr. Groshel stated there was an atypical number of citizens attending the meeting; therefore he turned to Mr. Gaines to provide an overview of the Authority’s Resolution related to public comments. After Mr. Gaines spoke, the first person to comment was Mr. Tim Smith. He provided comments on three items on the agenda: 1) the

enplanement report; 2) the Finance & Budget Report; and 3) Mr. Rodgers' retirement. The discussion focused on these items relative to the ICE flights that are occurring at the airport. There are two attachments included with the minutes. One is related to the public comments of Mr. Smith while the other is a cooperative agreement handed out by Mr. Gaines related to the Boarding Bridge Project.

3. Approval of Authority Meeting Minutes

Mr. Groshel commented under the Finance section, the "April" report should be "June". Mr. Gray made a motion to approve the meeting minutes of July 23, 2026 with the noted change. Mr. Johnson seconded the motion. The motion to approve the minutes from the meeting was approved by unanimous vote.

4. Treasurer's Report – July 2026 Financials

In Mr. Hanscom's absence, Mr. Stewart provided a summary of the Financial Report:

July numbers were better than Budget by \$29k led by Parking & Rental Car revenue gains. Almost all other larger variances were timing related.

Revenue

Main & Economy Lot Parking-show a nice uptick in revenue. National & Avis also show a nice increase in activity. Terminal Advertising-revenues were impacted by the timing of contract renewals.

Expenses

Payroll related expenses were affected by there being three pay periods budgeted vs only two expensed due to June accruals. Likewise, Legal Expenses were accrued in June. Timing of new air service advertising activity & invoicing also impacted expenses, while the Sheriff's Contract-July invoice slid into August. The panoramic camera that was purchased will be capitalized & depreciated. The PIB Letter of Credit hit one month early; the exact amount was budgeted for August.

Summary: Mr. Groshel asked for questions. There were none.

Mr. Mose made a motion to accept the Treasurer's Report. Mr. Steudler seconded the motion. The motion to accept the report was approved by unanimous vote.

5. SCRA PSU Director Report

Mr. Kapinus reported the following: He reported, as most Board members were aware, that Mr. Rodgers had resigned and that effective Monday, August 31, he will be assuming the role as Interim Airport Director. The first order of business will be to take care of the paperwork and get the information to the FAA. Mr. Kapinus then stated he is working with a consulting firm on a capital improvements plan that will take projects out to 2032. Specifically, they will be looking at runway improvements;

old equipment replacement; and a ramp extension. Back-filling Mr. Kapinus' current position, the Operations Manager position, is in process.

6. SCRA/CCAA Staff Report

Mr. Stewart filled in for Mr. McMurtrie and summarized the following: On the enplanement report, American was down 27% compared to July 2025. United was up by 0.4% during the same time. The load factors for July for both United and American combined were approximately 83%, which is very healthy.

Mr. Stewart reported that parking revenue was up over the same period last year. He also mentioned the recently implemented program allowing trucks to utilize the lot across the street is beginning to be used as there were ten (10) bookings.

Committee Reports

7. Airport Outreach & Development Committee

Mr. Mose reported that the Committee did not meet this past month. He stated the Committee will be prioritizing marketing the new route to Charlotte, NC. Mr. Groshel stated he would like to see the Charlotte route broken out separately from Philadelphia for reporting purposes. There were no other questions or comments.

8. Passenger Boarding Bridge (PBB) Committee

Mr. Khoury stated that the boarding bridge project is at the point where the design team has agreed to a final design. A revised scope of work has been submitted to the FAA and we are still waiting for their approval. He also noted that there is a letter that was drafted by Mead & Hunt in the agenda packet. Mr. Groshel asked about when the meeting with elected officials will be scheduled to discuss additional funding. Mr. Stewart reported that it is tentatively scheduled for the second week in September. There were no other comments or questions for Mr. Khoury.

9. Master Plan Update

Mr. Steudler stated that there was nothing to report. Penn State has backed away from the master planning process, but nonetheless it needs to get done. Mr. Groshel, for the attendees, summarized the Master Planning process. Mr. Mose further stated that currently Penn State controls the airport planning process.

10. Facilities Committee Report

Mr. Johnson noted that the committee addressed multiple capital and operational priorities ahead of the airport acquisition from Penn State. Key commitments include a \$400,000 total local share for the passenger boarding bridge project, a decision to pursue chain-link fencing around the stormwater basin, and a recommendation to hire an airport security coordinator immediately to satisfy TSA/TSA requirements before closing. Mr. Johnson provided the following subject items the committee had discussed:

- Boarding Bridge: Committed to \$292,756 in gap funding, making the total local obligation now \$400,000; adopted a change-order approach to allow scaling from one to two bridges if additional legislative funding is secured.

- Electrical/Infrastructure: Consensus was reached on the PBB project to size electrical panels and conduits for future capacity (e.g., three bridges), not just current scope, to avoid costly retrofits.
- Stormwater Fence: Agreed to proceed with a chain-link only (6 ft); 3 competitive bids to be obtained. Since the project was not budgeted it will require board re-prioritization.
- Rental Car Contracts: Staff will prepare 5-year renewals for all three agencies with modest changes (3% annual base increase, simplified payment process); no RFP is required per finance consultant.
- Security Staffing: Discussed door hardware/software for alarms. Agreed to recommend moving forward now on hiring an airport security coordinator; existing job description already drafted; hiring timeline will be 1–2 months plus onboarding.
- FedEx Building / Land Use: The Committee noted that the preferred site for a potential Sheetz/Wawa lease is the corner property across Fox Hill Road (airport-owned today), not the FedEx site; staff has been asked to draft letters to convenience store chains for consideration by the board.

Mr. Johnson provided the following status updates of ongoing issues:

- Barnes Lane Property: The engineer's report (Peter Brumberg, Stahl Shafer) has not yet received; the sagging floor on one house was deemed repairable; grading issues were also noted around the site.
- Cafe RFP: Pre-proposal meeting had no attendees; proposals are due in early September; the deadline for questions is the end of August.
- Parking system upgrade: The selected vendor is still working on CoStars registration; 45 days remain before the deadline; the alternative vendor is CoStars-eligible but \$50,000 higher.
- Insurance Broker: the next call with the aviation-specific broker is scheduled for the following Wednesday; the committee is reviewing liability exposure including fueling, passenger loading, and Penn State employee roles.
- Civil Air Patrol Building (Sinkhole): Penn State is aware and has yellow-taped the area; it's not the airport authority's building, so we'll monitor only for now.
- Truck Parking Program: The first direct deposit has been received; five-star rating posted; program operational.

Mr. Johnson provided the board with an update of the meeting held related to security & TSA required transition.

- TSA requires a tested, operational security system before signing off on the transfer of the Airport Security Plan; Penn State will not relinquish the security plan until the closing date.
- Current gaps: After-hours alarm response relies on State Police with no guaranteed response time; State Police mutual aid contracts need to be investigated.
- Three parking staff can cover most daytime alarm checks; after-hours coverage remains unresolved.
- TSA will conduct unannounced compliance tests; security coordinators must obtain trusted agent and authorized signatory certifications.

Mr. Johnson briefly spoke to the following action items for staff:

Mr. Stewart is to: Obtain three chain-link fence bids for the stormwater basin and present them at the next meeting; arrange the legislator meeting (target second week of September, Wednesday or Friday); obtain updated boarding bridge drawings from Mead & Hunt for the meeting; prepare draft letters to Sheetz, Wawa, Rutters regarding corner land lease opportunity; review stormwater basin design calculations to determine Penn State's cost-sharing obligation for the pond; request Facility Condition Index / ISES inspection data from Penn State OPP; schedule a virtual introductory meeting with FAA ADO and prepare agenda; initiate the hiring process for an airport security coordinator; prepare rental car 5-year renewal agreements for board recommendation; draft a letter of appreciation for Mr. Rodger's service to the Authority; and review the engineer's report on Barns Lane, once received, and be prepared to address grading and additional findings at the next meeting.

11. HR Committee Report

Mr. Mose reported that he was away for the majority of August and there was no meeting. However, he did report the following: 1) The Authority made an offer for a Maintenance Technician. The individual accepted and is currently working through the required background checks. This person will assume the vacancy left by Mr. Seid transitioning into the IT Management role. In addition, Mr. Mose reported that parking staff are filling the office role in the afternoons, answering the phones so we are more accommodating to the public. There were no other questions or comments related to Human Resources.

12. Current and Old Business

Mr. Groshel noted that Executive Sessions were held regarding Real Estate on July 27 and August 10, 17, 24, 2026.

Mr. Gaines handed out a co-operation agreement between Penn State and the Authority related to the Boarding Bridge project. He mentioned this is the same agreement that the Board reviewed approximately one year ago, with the exception of two changes: 1) that there will be one bridge as opposed to two; and 2) the funding shortfall in an approximate amount of \$292K will be made up by the Authority. After discussion concluded, there were no questions.

Mr. Khoury made a motion to approve the agreement with the noted changes. Mr. Steudler seconded the motion. The motion carried by unanimous consent.

Mr. Groshel stated the final item under current and old business was the Master Plan Inventory Phase. He then turned the discussion over to Mr. Stewart. Mr. Stewart stated that he was directed, after Penn State indicated that they were no longer interested in pursuing a Master Plan, to go out to Mead & Hunt due to timing. There was further discussion related to funding, whether discretionary or reimbursable. It was recommended to set up a meeting with Mr. Stewart, Mr. Kapinus, and Mr. Henicle (with the ADO Office).

Mr. Mose made a motion to not move forward on the issue this evening, other than to instruct the staff to set up a meeting with Penn State, our Consultant, and ADO out of Harrisburg to go over funding for the project. Mr. Johnson seconded the motion. The motion carried by unanimous consent.

One item not on the agenda was brought up, and that was the letter of support requested by Mr. Elnitski, who was in the audience. Mr. Gaines stated it was his responsibility to draft the letter; he acknowledged that he had not done so but committed to working on it. There was discussion about the Air Act between Mr. Elnitski and Mr. Groshel. Mr. Groshel stated he would follow up on the letter of support.

13. New Business

Mr. Stewart stated he and Mr. Groshel will work on a letter recognizing Mr. Rodgers' resignation from the airport after twenty-six (26) years of service.

The next item under new business was the approval to develop a new form for the five-year agreement for the rental car concessionaires. Mr. Gaines reported that he is working with Mr. McMurtrie on developing a new agreement. He stated that they plan to maintain the same concessionaires as current but will make two changes to the existing agreement: The revisions include: 1) an escalation factor for annual rent increases for space; and 2) we will consolidate how the Vendor pays by making all payments due on the same day.

Mr. Gaines expressed his concern with the timing since the current agreements expire soon, so he asked the Board for a motion to approve moving forward knowing he will keep the Board updated.

Ms. Powell made a motion to proceed with the agreement with the changes discussed. Mr. Khoury seconded the motion. The motion carried by unanimous consent.

14. Comments – around the room

Mr. Johnson brought up the issue of the CBICC upcoming meeting and whom from the Board was planning to attend. He also mentioned the Executive Director's request for a policy on how attendance at conferences etc. shall be handled and reimbursed. Mr. Mose, Ms. Powell, and Mr. Steudler all thanked the public for attending. Mr. Gaines briefly discussed the PSU transaction and that it is taking some time. He used the example of a subdivision and the time it takes to go through the municipal approval process. Mr. Groshel mentioned that he will be stepping down from the Board at the end of his term on December 31st.

15. Adjournment (action)

Ms. Johnson motioned to adjourn the meeting. Ms. Powell seconded the motion. The meeting was adjourned at 8:25 PM.

At the conclusion of the meeting the Board took a ten-minute break and then went into Executive Session to discuss personnel matters.

Respectfully submitted,
Hugh A. Mose, Secretary