CENTRE COUNTY AIRPORT AUTHORITY
AUTHORITY BOARD MEETING
May 28, 2026 – 7:00 PM
Terminal Conference Room and via Zoom

Meeting Minutes

Attendance "X"

Authority Board Members		**Appointed/Staff**	
Mr. Gray, Centre County	X	Mr. Gaines, Solicitor	X
Mr. Groshel, State College Borough, Chair	X	Mr. Rodgers, Director, SCE/PSU	
Mr. Hanscom, Benner Township, Treasurer	X	Mr. Seid, IT-Marketing, CCAA	X
Mr. Johnson, Bellefonte Borough, Vice-Chair	X	Mr. McMurtrie, Terminal Manager, CCAA	X
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	X
Ms. Powell, Centre County			
Mr. Steudler, Patton Township			
Mr. Uhler, Bellefonte Borough	X		
Guests		**Mead & Hunt Representatives**	
John Elnitski	X	Stephanie Greene via Zoom	X
Jackson Sharpless via Zoom	X	Mark Breukink via Zoom	X
Gideon Schwartz	X		

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 turned the floor over to Mead & Hunt. The Authority received a detailed briefing on the upcoming Airport Master Plan by Ms. Greene (Project Manager) and Mr. Breukink from Mead & Hunt. t was mentioned they had met with FAA personnel earlier in the day. Ms. Greene stated that the goals of the Master Plan process were to 1) strengthen long-term decision making; 2) improve stakeholder engagement; 3) enhance sustainable financial planning; and 4) examine aeronautical and non-aeronautical land development. Moreover, they discussed including an examination of short, intermediate, and long-range planning. The planning process will be flexible, while the proposed schedule is to get the grant in place and then anticipate eighteen (18) months from start to finish. Mr. Groshel asked how much emphasis will be on the terminal. Ms. Greene stated the Terminal Building will be one of the priorities.

At the conclusion of the Mead & Hunt presentation, Mr. Groshel introduced Mr. Elnitski, owner of the Bellefonte Airport. Mr. Elnitski reiterated the concern he had brought up at the last meeting, which is safety whenever there are winter weather conditions during late-season Penn State football games, and his airport serves overflow air traffic. He mentioned that he would like to work on a combined effort with the Authority. Mr. Elnitski is looking for a letter stating something to the effect that the Centre County Airport Authority recognizes that the Bellefonte Airport is an asset.

Legal counsel raised FAA grant assurance issues regarding preferential treatment to private enterprises. The board requested a formal written proposal detailing the specific state grant programs being sought. The next step is for Mr. Elnitski to draft a proposed letter for board consideration. The Facilities Committee suggested addressing these issues as part of the Airport's broader strategic planning effort.

Before moving on, Mr. Stewart asked to add to Section 9.3 of the agenda a Resolution pertaining to the Airport Infrastructure Grant Program.

Mr. Mose motioned to add the resolution, Mr. Johnson seconded the motion. Motion carried by unanimous consent.

3. **Approval of Authority Meeting Minutes**

Mr. Gray made a motion to approve the minutes from the following meetings: April 23, 2026, and May 14, 2026. Mr. Uhler seconded the motion. The motion to approve the minutes from the two meetings was approved by unanimous vote.

4. **Treasurer's Report – April 2026 Financials**

Mr. Hanscom provided a summary of the Financial Report:

- **April:** Better than budget due to higher parking revenue and interest income. However, it is partially offset by increased legal/HR costs associated with the airport consolidation and an unbudgeted $18,000 TSA gate replacement.
- **Year-to-date:** $188,000 favorable to budget, reducing the planned $448,000 deficit
- **Cash flow impacts:** Penn State revenue share check ($327,410) and the quarterly PIB loan payment ($204,314), both processed in May, caused combined entity cash reserves to exceed $9 million against annual expenses.
- **June budget approval:** The comprehensive FY 2026/27 budget with recommended fee resolutions will be ready for our next meeting.
- **Summary:** Mr. Hanscom asked for questions. There were none.

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

5. **SCRA PSU Director Report**

Mr. Kapinus reported the following: 1) Taxiway project is nearing completion with full-size Runway 2-4 run-up area re-graded, painting finished, shoulder paving scheduled. 2) the AWOS upgrade is pending, the new weather observation system is awaiting FAA certification and materials. The tower will provide weather information during brief system downtime, which is anticipated to be in the June timeframe. 3) Emergency preparedness. The annual tabletop exercise was conducted with 25 first responders reviewing airport emergency plan and disaster drill scenarios. They are happy with the turnout. 4) Beechcraft Bonanza fly-in. 20 aircraft were on-site for a formation flying event, estimated 3,000 gallons of gas sales over three days. 5) Fuel sales milestone was established with the highest jet fuel sales recorded last month at 7,500 gallons daily average, driven by charters and additional Chicago flights.

6. **SCRA/CCAA Staff Report**
Mr. McMurtrie summarized the following: April year-to-date passenger traffic was up 4,598 passengers (+4.6%) versus the prior year. United boardings are up 21.2% due to the additional flights to Chicago. Altogether, he is projecting 170,000 annual enplanements. In addition, April parking revenue generated $131,000, while May is tracking to $135,000, with a $4,500 daily average. The expansion of the long-term parking lot will address capacity constraints during peak periods.

Committee Reports

7. **Airport Governance/Organization Task Force**
No report. Mr. Gray, Committee Chair, recommended that this Committee be discontinued since their work is now being handled by the Airport Consolidation Steering Committee.

8. **HR Committee**
Mr. Mose referred to the written report in the packet and asked for questions. There were none. The mentioned that there were several personnel issues that would be discussed in Executive Session following the meeting.

9. **OAD Committee Report**
Mr. Mose referred to the items listed in the written report included in the packet, which summarized the committee's May 14th meeting. He mentioned the Committee focuses on three areas: Community Connections / Government Relations; Airport Sustainability; and Marketing / Communication / Social Media. He stated the Committee is planning to de-emphasize Airport Sustainability in the future and devote more of their efforts to Community Connections and Marketing and Social Media.

10. **Passenger Boarding Bridge (PBB) Committee**
Mr. Khoury stated that there is a meeting scheduled for May 29th between Mead & Hunt (architects), Fiore (contractor) and Penn State (contract administrator) related to a reduced project scope. The revised scope would include one complete boarding bridge and the roughing-in of the potential infrastructure for a second one. Mr. Khoury also stated that a revised price for the de-scoped project has not yet been received from Fiore.

11. **Facilities Committee Report**

Mr. Johnson reported that the Executive Committee had heard a presentation from Mr. Thomas Kinsey, Principal of Approach Advisors, for the redevelopment of the FedEx Building. His concept is for multi-use aviation development including aircraft brokering, charter operations, flight school, office space, and FBO services. The committee expressed concerns about management structure, lack of aviation-specific portfolio, and potential competition with existing tenants. It was further noted that any FedEx building development would require a competitive bidding process, and that proposals must align with forthcoming master plan land use recommendations.

Mr. Johnson asked Mr. McMurtrie to discuss an opportunity with TruckParking.com to use 16 stalls at the maintenance building lot for overnight truck parking. The program could generate an estimated $57,000 annually, with a 36-month ramp-up. The company handles all operations, provides insurance, pays a 64-65% revenue share. The staff is exploring zoning and structural requirements.

The Committee discussed the Shaner Hangar transition. The land lease expires at the end of September; staff is coordinating with the solicitor on lease options as the facility becomes Authority property. The Committee also identified multiple hangar vacancies during the recent Penn State walkthrough.

12. **Current and Old Business**

The first order of business was a Resolution modifying the terms of the Domestic Air Carrier Incentive Program that had been discussed at a recent meeting. The Board had previously approved the changes to the document but requested Mr. Gaines update the Resolution to make it more formal.

Mr. Johnson made a motion to approve the Resolution with the revised language for the Domestic Air Carrier Incentive Program along with assigning a numeric designation to this and future resolutions. Mr. Gray seconded the motion. The motion carried by unanimous consent.

The second order of business was an extension of the café lease. Mr. Stewart briefed the Board on why it would be in the Airport's best interest to extend the current Café' lease for six months, through December 31, 2026.

Mr. Johnson made a motion to approve extending the Café' lease for six months. Mr. Hanscom seconded the motion. The motion carried by unanimous consent.

Mr. Groshel noted that Executive Sessions related to Real Estate matters had been held on April 27 and May 4, 11 and 18, 2026.

13. **New Business**

The first item under new business was to consider a Service Agreement between the Authority and FlixBus, to cover costs associated with intercity bus passengers utilizing the restrooms and other Terminal amenities. Mr. McMurtrie provided the Board with an overview of why this was appropriate. Mr. Gaines gave his input regarding the Agreement and stated he would like to see any motion to approve allow staff the flexibility to modify the dollar amount based more detailed information after implementation. The fee as currently listed is $500.00/month.

Mr. Gray made a motion to approve the Service Agreement, subject to staff finalizing the details. Mr. Mose seconded the motion. The motion carried by unanimous consent.

The final order of business was the approval of two Resolutions related to the Airport Infrastructure Grant Program. Mr. Gaines explained that these grants are submitted to the FAA by Mr. Rodgers on behalf of Penn State, since the University the project sponsor. However, it is an FAA requirement that the Authority also approve the grant applications.

Mr. Mose made a motion to approve and comply with the terms of both grant resolutions. Mr. Johnson seconded the motion. The motion carried by unanimous consent.

14. Comments – around the room

Mr. Mose thanked Mr. Kapinos and Mr. Schwartz for attending the meeting and offering their insights. Mr. Groshel seconded Mr. Mose's comment.

15. Adjournment (action)

Mr. Johnson motioned to adjourn the meeting. Mr. Khoury seconded the motion. The meeting was adjourned at 8:50 PM.

Following Adjournment, the Board went into an Executive Session

Respectfully submitted,
Hugh A. Mose, Secretary