

CENTRE COUNTY AIRPORT AUTHORITY
AUTHORITY BOARD MEETING
July 23, 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	X		
Mr. Steudler, Patton Township (Via Zoom)	X		
Mr. Uhler, Bellefonte Borough	X		
Guests			
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 stated there was no public comment nor were there any written correspondence. Mr. Groshel went on to say that he had a discussion with Mr. Stewart and Mr. Johnson regarding how motions have been handled the past few months. He stated that he would like to have a little bit more of the discussion up front to avoid the confusion of numerous amendments, so when he asks for a motion, the entire board will be clear on what the motion is.

3. Approval of Authority Meeting Minutes

Mr. Mose made a motion to approve the meeting minutes of June 25, 2026. Mr. Gray seconded the motion. The motion to approve the minutes from the meeting was approved by unanimous vote.

4. Treasurer's Report – June 2026 Financials

Mr. Hanscom provided a summary of the Financial Report:

June numbers overall were down. Rental Car revenue gains & higher interest income were eclipsed by higher payroll, electric, legal expenses and the Fly State College Fund payment. We finished the year ahead of planned net loss of \$448k by \$175k when year-end closing entries related loans payable & depreciation were removed. Mr. Hanscom noted there are still a couple of entries that haven't been made in the statements, so we're hopeful we can get the final version from Converge shortly. We need to re-classify a few entries to wrap-up year-end.

Revenue

Main & Economy Lot Parking - gross revenue up to budget because fees are now collected in house & offset by Bank Fees & Benner Taxes.

Café - revenue is down for the month due to a delay with the new contract award.

National & Avis - both had a nice increase in activity.

FlixBus-Two-month rent payment at start of new contract is also reflected in the spreadsheet.

Expenses

Payroll related. There were three pay period expenses vs only two budgeted.

Electric bills for May & June invoices were both paid in June.

Legal Services were higher due to continued Term Agreement activities.

Bank Fees - these are credit card fees for parking payments previously deducted by Republic.

Air Service Development is unfavorable due to Fly State College Fund commitment payment.

Benner Township tax: We now pay this tax that was previously remitted by Republic.

Cost Accounting Numbers 518, 791, 520, 810, 99-519, 99-520 were all accounts impacted by year-end closing entries.

Regarding 2027, Mr. Hanscom stated that we need to do our best to keep legal expenses in check and ensure we are utilizing the services efficiently.

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

Ms. Powell 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: For the fiscal year that ended in June, fuel sales have been much better than they have been in the past.

The amount of 2026 Jet A fuel sales was about 2.2 million gallons. Compared to last year, it was about 1.9 million, thus a significant increase.

Mr. Kapinus reported that Penn State is looking to pursue a new location for the fuel farm. The fuel farm was built in 1994, so it's past the 30-year mark. Although it's working, it's time to consider moving on to something a little better and out of the way. One thought is to move it closer to Fox Hill Road to avoid bringing in tanker trucks. Mr. Kapinus estimated that our average is around 5,000 gallons pumped per day, but there are days where we're doing 11,000 or 12,000 gallons. Therefore, bigger tanks are going to be needed in the future if we keep expanding.

He went on to say that last month a new automated weather observation system was installed and certified. There are monitors in the tower, the ARFF building, the pilots' lounge, the FBO, and then one behind the desk in the FBO, so we can always monitor the weather. It's a great system.

Penn State also replaced the passenger boarding ramp. They also acquired some new mowers; much of the money was provided by PennDOT.

Mr. Kapinus noted that on the painting project all of the surfaces were redone: the taxiways, the lead-in lines to the runway, and the mandatory hold position signs. They were backed in black, so they look very nice.

Currently, four employees are training to be EMTs so we can lessen the time if there's any medical emergencies. Additionally, Penn State is expanding their structural firefighting qualifications with the State Fire Academy, with whom they have a very good relationship.

6. SCRA/CCAA Staff Report

Mr. McMurtrie summarized the following: On the enplanement report, the load factors for January for both United and American were way down, the reason being they brought a lot of extra flights in to get all the students back from the holiday break and went back out nearly empty. That started us down for the year, but we're catching up; last month both airlines had a 85% and a 86% load factor respectively, which is very healthy.

Enplanements year-to-date are up about 6,000 over the previous year. July through December is our busier time of the year, so we'll probably double that number. We're getting close to 170,000 enplanements, so overall we're trending in the right direction, and as we know, Charlotte service will be coming in October.

Mr. McMurtrie reported on parking for June. We finished the month of June at \$124,000 in revenue from the parking lots. In July, we've been averaging close to \$4,600/day, so he anticipates we'll finish this month close to \$140,000.

He also noted that in the past the economy lot has been full more than we're used to seeing and this is the slow time of the year. If we need to, we have the ability to shift barriers and to create more spaces in one lot or the other. We have approximately one-thousand total spaces. The Rental car agencies take up approximately 250

spaces so we're working with about 750. If we need to take another 50 from the Rental agencies and leave them with 200 spaces, that is an option.

Mr. Stewart provided an overview of some of the Airport Consolidation Steering Committee activities. The committee typically meets Monday mornings. They go over broad categories, such as legal, HR, facilities, finance, security, and IT, all related to making a smooth transition to a consolidated airport.

He also noted that we just got a large data drop from Penn State that we can now access and we're working through.

He went on to say that our aviation-specific attorney, Mr. Clabbers, recently met with the FAA and he talked about the procedure and what they're looking for relative to documentation and timeline. Mr. Clabbers came away thinking that there is a possibility of getting FAA approval for the transfer completed by the end of the year.

Mr. Stewart stated that he would like to have another meeting with the Penn State employees just to provide an update and let them know we're still looking forward to having everybody come over, and to see if there are any questions.

We've also had some insurance questions, and are now working through that process with our insurance agent, getting familiar with what activities there are and what we need to do to ensure we have adequate coverage.

We will perform another walkthrough related to IT equipment and processes. Penn State is cataloging each component and each system.

Mr. Stewart reported that our financial consultant provided a two-to-three-year look ahead once we do merge and that information is available. As an example, he provided some perspective on where we would be with revenue and debt so we can take that into consideration.

We have a meeting scheduled with our TSA inspector regarding assisting us with reviewing the current airport security program/plan. We also have a meeting in August with Penn State, the Sheriff's Office, and TSA. We're hoping to figure out how to transfer responsibility for airport security to the Authority before closing if possible, so that is not an issue when the time comes.

On another subject, Mr. Stewart announced that the LEO reimbursement program had been reinstated, and that our grant application was submitted. If awarded, it would balance our budget for this fiscal year. If fully funded, it would be a grant of up to \$144,000.00.

Mr. Stewart concluded by saying that we want to be more in tune with what's going on with respect to grant funding, such as which agency has funds and when they are requesting applications. It is something we'll have to work on.

Committee Reports

7. Passenger Boarding Bridge (PBB) Committee

Mr. Khoury stated the boarding bridges are at the point where the design team has agreed to a final design. A revised scope of work has been submitted to the FAA.

Under the best of circumstances, the Authority is still likely to have to cover 2.5% of the final cost of boarding bridges.

The latest design reflects a cost estimate of \$4.1 million, which will mean that the Authority is going to need to contribute approximately \$200,000.

Mr. Khoury reminded the Board that early on in the project there was a question raised about whether West Penn Power has sufficient capacity to provide power. Although the issue was thought to be off the table since we are going from two bridges to one bridge, it's come back again because West Penn has apparently acquired a site to build a new substation. Mr. Stewart and Mr. Khoury will be drafting and sending a letter to West Penn Power requesting information to confirm what their capacity is and whether or not there is a shortfall.

Mr. Khoury stated that assuming the FAA approves our revised scope of work in a reasonable time frame, he would hope that we could actually begin some form of construction prior to winter weather setting in.

Mr. Johnson mentioned that he thinks it's a mistake not to prepare for two boarding bridges in terms of power. So, when the letter is composed, he would recommend it state that it's likely in the future we'll need double this amount for additional boarding bridges.

There was further discussion on capacity load, capacity constraint in the interim, as well as consideration of which airlines would utilize the boarding bridge.

8. Master Plan Update

Mr. Uhler and Mr. Steudler stated that they did not have a lot to report. Mr. Groshel brought up a letter from Mead & Hunt, which indicated that the Master Plan project had been placed on hold. Mr. Gaines stated that in his discussions with Mr. Snyder at Penn State that everything is on track. Mr. Uhler stated he will contact Mr. Payne for an update and request a coordination meeting with all parties involved.

9 Facilities Committee Report

Mr. Johnson stated he would begin with the stormwater management basin liner, and thanked Mr. McMurtrie for sending out a nice report. There was a meeting convened at the stormwater water basin. The issue is that most of the grass has grown around the perimeter, but in the center the water is not draining, even though the valves and pipes are open, and therefore it's not allowing the grass to grow.

It was suggested that our contractor should reseed the bottom but first they would need to go in with some sort of track hoe with soft treads that won't compact the soil that's at the bottom of the basin.

Mr. McMurtrie suggested they consider putting sod down instead of getting in there and disturbing the soil.

It was noted that the contractor did bring a long-arm track-hoe that they're going to be using to put the soil out into that area. If that does not work, then they will go to sod, because as soon as the sod's down, there will be coverage. Mr. Johnson was asked if that would be an added expense to this project, and his answer was no.

The next item was consideration of the parking payment system proposals submitted by HUB Parking and PBX. Mr. Stewart passed around a synopsis comparing the two proposals for revamping our parking lot. There was discussion centered on the two proposals, and it was mentioned that both firms provided fine presentations.

After reviewing both, the Committee concluded the HUB Parking proposal would be its recommendation. One concern, however, was that they're not COSTARS approved at this time. The difference between the two proposals is approximately \$64,000 less.

It was mentioned that perhaps the Authority could wait for a month or so to allow HUB Parking to become a vendor on COSTAR's, and then proceed. The other option is to do a formal RFP.

Mr. Johnson made a motion to select HUB Parking contingent upon them getting COSTAR approval within 60 days. Mr. Uhler second the motion. The vote was unanimous in favor of the motion.

One last item is the Barns Lane properties. Penn State has a real estate office that handles their real estate and coordinates the Bas Lane properties with a realty management group.

Early on, when Penn State provided the financials on those properties, they stated they would continue to make minor repairs. In addition, if anything significant came up, they would let us know and get our input. That has happened. They notified us that they would like to meet to discuss two of the eight or nine houses with which they have concerns. The meeting is scheduled for Wednesday morning, and Mr. Uhler has invited Mr. Johnson and Mr. Groshel.

One property had a sunken living room, which was an addition built onto the house. The other property is the property that the Facilities Committee pointed out early on that has a deck that's falling off and siding that is in bad shape. They're primarily concerned about the safety of the deck.

There is another complication because our team has identified another property with issues. Further discussion ensued on other properties.

Mr. Groshel asked if that was all. Mr. Johnson stated yes. Mr. Groshel then stated they had an HR matter to deal with that's going to require an executive session.

The Board excused guests and went into Executive Session to discuss personnel matters.

HR Committee Report

At the conclusion of the Executive Session, Mr. Groshel re-opened the meeting and asked Mr. Mose to provide an HR update. Mr. Mose had three items to discuss separately:

1) First, Mr. Mose stated that there was a draft Job Description in the packet for a Part-Time Administrative Assistant.

Mr. Mose made a motion to approve the job description, so that the staff will be able to move forward with hiring a person for this position if that decision is made. Mr. Uhler seconded the motion. The motion carried by unanimous consent.

2) Mr. Mose discussed modifying the FY27 budget to reflect a compensation increase for the Assistant Executive Director of Landside Operations.

Mr. Mose made a motion to approve amending the FY27 budget to reflect an increase in personnel costs. Mr. Gray seconded the motion. The motion carried by unanimous consent.

3) A cell draft cell-phone policy was included in the packet. The Committee recommended approval of the policy subject to our Solicitor's review.

Mr. Mose made a motion to approve the cell phone policy as provided in the packet with whatever modifications Mr. Gaines determines are necessary. Mr. Hanscom seconded the motion. The motion carried by unanimous consent.

10 Current and Old Business

Mr. Groshel noted that Executive Sessions were held regarding Real Estate on June 29 and July 13, 20, and 26, 2026.

11 New Business

The first order of business was to approve Mr. Stewart as an authorized signer to be able to close an old account with Northwest Saving Bank, and also to develop a letter to that effect signed by the Chairman.

Mr. Uhler made a motion to approve Mr. Stewart as an authorized signatory so that he can close checking account number ending in 2546 and approving a letter to be drafted and signed by Chairman Groshel. Ms. Powell seconded the motion. The motion carried by unanimous consent.

Mr. Groshel mentioned that he is concerned about how the Authority is going to address short-term funding of projects, and stated that he would like staff to investigate where and what potential sources of funding are available so that we can be prepared. Mr. Gaines stated that short-term bank loans are likely not an option because unlike a Water or Sewer Authority, there isn't a defined revenue source, or otherwise, nowhere to place a lien. Further discussion ensued and possible funding sources such as the PA Infrastructure Bank (PIB) and the PA Industrial Development Authority are options that will be more closely examined.

The last order of business was for the Authority to approve a resolution as a co-sponsor on Grant no. 3-42-0096-089-2026 under the Airport Infrastructure Program. The purpose of the \$272,000 grant is for a Phase II design of runway rehabilitation.

Mr. Gray made a motion to approve Resolution Number 07232026-01. Mr. Khoury seconded the motion. The motion carried by unanimous consent.

12 Comments – around the room

Mr. Steudler commented he had sat in on a virtual ACI meeting that discussed facilities, in this specific example Nashville's Airport.

13 Adjournment (action)

Ms. Powell motioned to adjourn the meeting. Mr. Hanscom seconded the motion. The meeting was adjourned at 9:15 PM.

Respectfully submitted,
Hugh A. Mose, Secretary