

**STATE COLLEGE REGIONAL AIRPORT/CENTRE COUNTY AIRPORT AUTHORITY****AUTHORITY BOARD MEETING****September 25<sup>th</sup>, 2025 – 7 PM****Terminal Conference Room and via Zoom****Meeting Minutes DRAFT****1. In attendance “X”**

<b>Authority Board Members</b>		<b>Appointed/Staff</b>	
Mr. Gray, Centre County	X	Mr. Gaines, Solicitor	X
Mr. Groshel, State College Borough, Chair	X	Mr. Rodgers, Director, SCE/PSU	X
Mr. Hanscom, Benner Township, Treasurer	X	Mr. Seid, IT-Marketing, SCE/CCAA via Zoom	X
Mr. Johnson, Bellefonte Borough, Vice-Chair	X	Mr. McMurtrie, Terminal Manager, SCE/CCAA	X
Mr. Khoury, Centre County	X	Mr. Stewart, Interim Executive Director, SCE/CCAA	X
Mr. Mose, State College Borough, Secretary	X		
Ms. Celesta Powell, Centre County			
Mr. Steudler, Patton Township	X		
Mr. Uhler, Bellefonte Borough	X		
<b>Guests</b>			
Jackson Sharpless, Huntingdon	X		
Greg Scott, CBICC	X		
Fritz Smith, HVAB	X		
April Ressler, Teeter Group	X		
Steven Ressler, Teeter Group	X		

The meeting was called to order at 7:00 PM by Mr. Groshel.

**2. Guests/Special Presentations**

Guests were recognized and welcomed by Mr. Groshel. Everyone introduced themselves. In attendance were Jackson Sharpless, April Ressler, Steven Ressler, Greg Scott, and Fritz Smith

- Greg Scott, President/CEO of CBICC provided an overview of the Air Service Summit coming up on October 14<sup>th</sup>. He also provided an overview of the draft MOU between the CCAA, CBICC and HVAB. It is expected that PSU will become a party to the MOU. **A motion for approval of the draft MOU, with the understanding that PSU may become a party; that any edits are acceptable to Solicitor David Gaines, was made by Mr. Johnson. Ms. Powell seconded the motion. The motion was unanimously approved.**
- April Ressler, Teeter Group gave an introduction and provided an overview of the Authority's insurance coverages and recently renewed policies.

**3. Public Comment/Written Correspondence**

None

**4. Approval of August 28<sup>th</sup> and September 11<sup>th</sup> Authority Meeting Minutes**

Motion for approval of the August 28<sup>th</sup> meeting minutes was made by Mr. Mose. Mr. Gray seconded the motion. The motion was unanimously approved. Motion for approval of the September 11<sup>th</sup> meeting minutes was made by Mr. Steudler. Mr. Uhler seconded the motion. The motion was unanimously approved.

## **5. Treasurer's Report – August 2025 Financials**

- 5.1 August, Actual 2025 vs 2025 Budget
- 5.2 August, Actual 2025 vs 2024
- 5.3 Assets & Liabilities Total
- 5.4 Statement of Cash Flows YTD

The financial statements listed above were presented by Mr. Hanscom. Highlights of the reports included: revenues greater than expected from Republic Parking and National Car Rental; there were only two payrolls in the month as opposed to the three that happened last month; the sinkhole repair expenses are coming in, the air service leak study invoice is in; a PIB loan payment was made; the FNB Letter of Credit fee was paid; the PFC revenue is up due to the change in the percentage split; and the Authority has the St. Moritz security fees. If timing issues are taken out, the Authority is seeing a positive cash flow of approx. \$29,000 to date.

Motion for approval was made by Mr. Gray. Mr. Khouri seconded the motion. The motion was unanimously approved.

## **6 State College Regional Airport/PSU Director Report – August**

Mr. Rodgers provided an overview of the report. Highlights of the report included: Operations year to date are down for GA over last year, mostly up for commercial and military; fuel volumes are mostly up over last year; hanger occupancies are steady with 75% for corporate and 81.6% for Ts; and the financial summary indicates some negative cash flow month to date and positive cash flow year to date. There are efforts being made to secure funding for an Airborne Position Reference Tool, bid work on ARFF vehicles, and the planning for the Runway resurfacing project.

## **7 Marlin Group Report.**

Mr. Stewart provided an overview of the marketing report supplied by the Marlin Group. Mr. Webster with the Marlin Group primarily assisted with website changes.

## **8 IT/Marketing/Social Media Report**

Mr. Seid provided an overview of the report. He has been assisting Ralph with vendor meetings (IT, telephone, website) and office improvements.

## **9 Air Service Development Report**

Mr. McMurtrie provided an overview of the Catchment Leak Study conducted by Volaire Aviation Consulting. The study covers an area approximately 90 minutes out from SCE and indicates that there are 2400 passengers daily with only 400 using SCE. Strong route destinations for SCE are Chicago and Dulles. The strongest destinations for people using other airports are regions of Florida. Mr. McMurtrie said the Enplanement report indicated that SCE is up approx. 15,000 passengers over same time last year. Increases began when the Authority lowered its CPE.

## **10 State College Regional Airport/CCAA Interim Executive Director Report**

- 10.2 Parking Management Report, August
- 10.3 Rental Car Vendor Report, August

Mr. Stewart stated that the parking report indicated revenue growth over last year with \$14,000+ for the Economy Lot and \$10,000+ for the Main Lot. The rental car vendors have mixed results. The staff is looking into purchasing additional parking barriers so that the parking lots can be re-configured when needed.

<b>11 Airport Governance/Organization Task Force</b> No report
<b>12 Airport Outreach &amp; Development (AOD) Committee</b> Mr. Mose provided a written report on the Committee's efforts. He summarized the report by saying the Committee had recently met to discuss organizational issues, where they fit into Air Service Development, their focus and responsibilities, and how to stay connected to stakeholders. He mentioned that CBICC has asked the Authority about becoming an Investor level member. Mr. Mose also mentioned that the Committee will be helping the staff with marketing decisions and website improvements. There were some questions about the Investment level membership at CBICC.
<b>13 Passenger Boarding Bridge (PBB) Committee</b> Mr. Khoury provided an update on this project. The FAA has not yet issued the Notice of Funding Opportunity (NOFO).
<b>14 Facilities Committee Report</b> Mr. Johnson stated that the Committee will be working with staff on the Café space lease and the parking management transition
<b>15 Human Resources (HR) Committee</b> This item was moved to the end of the meeting after an Executive Session was held regarding Personnel Matters.  <b>Mr. Mose, following the Executive Session, made a motion to institute the wage adjustments as specified and to make them retroactive to July 1<sup>st</sup>. Mr. Gray seconded the motion. The motion was unanimously approved.</b>
<b>16 Current and Old Business</b> 15.1 Stormwater Basin Repair project, Michael Pratt/Keller Engineering Mr. Stewart provided an overview of Mr. Pratt's report. The contractor, Glenn O. Hawbaker, is spreading the topsoil over the installed liner. At this point in time, only one Payment Application has been received.
<b>17 New Business</b> 17.1 Memorandum of Understanding (MOU) with CBICC, HVAB. This item was taken up earlier in the meeting.
<b>18 Executive Session</b> <b>19</b> The Board went into an Executive Session to discuss personnel matters.
<b>20 Comments – around the room</b> ➤ The board retreat topic will be added to the October meeting agenda.
<b>21 Adjournment (action)</b> <b>Mr. Johnson motioned to adjourn the meeting. Mr. Khoury seconded the motion. The meeting was adjourned at 9:22 pm.</b>

Respectfully submitted,

Hugh Mose, Secretary