

**STATE COLLEGE REGIONAL AIRPORT/CENTRE COUNTY AIRPORT AUTHORITY
AUTHORITY BOARD MEETING**

**October 23rd, 2025 – 7 PM
Terminal Conference Room and via Zoom**

Meeting Minutes DRAFT

1. In 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, 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		
Guests			
Jackson Sharpless, Huntingdon	X		

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

<p>2. Guests/Welcome</p> <p>➤ Mr. Groshel welcomed Mr. Sharpless.</p>
<p>3. Public Comment/Written Correspondence</p> <p>AAAE Federal Affairs Membership Letter. This item was moved to later in the meeting.</p>
<p>4. Approval of September 25th Authority Meeting Minutes</p> <p>Motion for approval of the September 25th meeting minutes was made by Mr. Mose. Mr. Gray seconded the motion. The motion was unanimously approved.</p>
<p>5. Treasurer’s Report – September 2025 Financials</p> <p>5.1 September, Actual 2025 vs 2025 Budget</p> <p>5.2 September, Actual 2025 vs 2024</p> <p>5.3 Assets & Liabilities Total</p> <p>5.4 Statement of Cash Flows YTD</p> <p>Mr. Hanscom stated that the month finished slightly above projections if taking into consideration some of the larger projects like the stormwater basin repair project. He said some regular invoices will fall into next month due to when they are received. The Crosswinds project annual lease payment was paid in full.</p> <p>Motion for approval was made by Mr. Khoury. Mr. Steudler seconded the motion. The motion was unanimously approved.</p>

6. State College Regional Airport/PSU Director Report – September

Mr. Rodgers did not attend the meeting due to a family matter. The Board discussed the fuel flowage fee. The level of the fee may be an issue if trying to attract low-cost carriers. On page 19 and 20, the Board was not sure what “ARG” meant. They also questioned having over \$2M listed in the “Other” category.

7. Marlin Marketing Report

The Board began a discussion on what should be reported verbally at the meetings when written reports are included in the agenda materials. Going forward, the Board members can ask questions on reports. If there are no questions, a verbal summary of the report will not be made. A question about a contract with the Marlin Group was brought up. Currently, there is no contract with the Marlin Group

8. IT/Marketing/Social Media Report

There were no questions on the IT/Marketing report included with the Agenda materials.

9. Air Service Development Report

Mr. McMurtrie stated that enplanement numbers are on track to reach approximately 150k or 2018 levels. He has been recalculating our Cost-per-enplanement (CPE) and with the higher number in passengers, it is around the \$6.30 mark. This is good but more work is needed. The Board asked for a bullet-point report going forward. Mr. Mose publicly recognized Jason, Byran and all who helped put the Air Service Summit together. He felt that the event was one of the best in recent times for bringing together the airport and community. Mr. McMurtrie added that it was a good event for relationship-building and that the consultant did a good job explaining air service development.

10. State College Regional Airport/CCAA Interim Executive Director Report

Mr. Stewart listed the reports that he included in the agenda materials. He also stated that many of his tasks are captured in his weekly reports. There were no questions.

11. Airport Governance/Organization Task Force

No report

12. Airport Outreach & Development (AOD) Committee

Mr. Mose provided a written report. A question was asked about the Café. The Café RFP process was moved to the Facilities Committee. It was reported that an appraisal has been ordered. Once the appraisal is received, the RFP will be finished and advertised. The current vendor may be offered a lease extension while the RFP process is carried out.

13. Passenger Boarding Bridge (PBB) Committee

Mr. Khoury provided an update on this project. The FAA has not yet issued the Notice of Funding Opportunity (NOFO). No grant application has been submitted. The bid requires the bidder to be obligated until November 12th. Mr. Khoury discussed four options. One option is not to award the project. A second option is to shelve the project until grant money is available. A third option is to look into borrowing money from Penn State (AIP funds - they have earmarked for the runway rehabilitation project) and then pay Penn State back as AIP dollars (about \$1.5M annually) come in. This would take 4+ years. Mr. Khoury does not support this option. Related to this option, the Authority could use its resources to fund the project and then be reimbursed by AIP funds as they come in. The fourth option is to shelve the project and hire an entity like Delta Development to look for other grant funds. There was much discussion related to the cost of re-bidding, looking for other sources of funding and shelving the project until funds are available. The majority of the comments were in favor of shelving the project for now. Mr. Khoury will discuss the project with Bryan and the reps from Mead and Hunt, to see about funding alternatives. No action was taken.

14. Facilities Committee Report

Mr. Johnson asked Mr. Stewart to give an overview related to the parking system. The current contract with Republic Parking is set to expire on January 31st 2026. The current system would need some upgrades in order to modernize payment options for users of the parking lot. The Committee has met with the current equipment vendor to look at hardware/software upgrades. Any hardware/software upgrades would not be done until a time when the weather is more conducive. The plan is to bring management of the parking in-house effective February 1st, 2026. No action was taken.

There was a question about West Penn Power's (WPP) interest in a parcel along Alexander Drive. Mr. Stewart stated that he had a call from a rep with WPP. They are exploring other options. They asked about a right-of-way agreement. Mr. Stewart requested maps with the details.

15. Human Resources (HR) Committee

Mr. Mose did not have a report. He requested an Executive Session for personnel matters after the meeting.

16. Current and Old Business

16.1 Stormwater Basin Repair project. Mr. Stewart stated that the project was nearing completion. The contractor was hydroseeding the topsoil.

16.2 Investment Level Member, CBICC. Mr. Stewart discussed the interest in becoming an Investment Level Member of CBICC. The CCAA and the Chamber have become strong partners in the air service development efforts. There were questions about other levels of membership and what the differences were.

Mr. Johnson motioned to approve changing the CCAA membership level to the Investment Level with the fee being \$5000. Mr. Hanscom seconded the motion. The motion passed with Mr. Khoury, Mr. Uhler and Mr. Groshel abstaining.

16.3 Board Retreat – Mr. Mose provided an overview of what he and Ms. Powell have put together for a board retreat. They would like the retreat to include a review of important board documents, board meeting processes, and goals for 2026. They are suggesting to use the November 13th board meeting date for part one of the retreat and the January 8th meeting for part two of the retreat. Part one of the retreat would focus on the documents and processes and not involve a facilitator. Part two would be more traditional and involve the use of a facilitator. Mr. Stewart was asked to look into getting a proposal. No action was taken.

17. New Business

17.1 Stormwater Basin Repair Surplus Piping and Precast Headwall. Mr. Stewart stated that there is some surplus materials left over from the stormwater basin repair project. There is interest from someone in purchasing them from the Authority. Mr. Stewart recommended to put them out for bid on Municibid or some similar platform. The Board asked staff to check with Bryan to see if he has any need of these materials. If not, then take care of putting these items out to bid. No action was taken.

17.2 AAAP Federal Affairs Membership. The board had mixed thoughts on the value that would be received for spending \$7,500 to be a Federal Affairs Member. They also discussed the timing and thought there might be a better time to consider this. Mr. Stewart will check into sharing the cost with Penn State. It was also suggested to revisit this during the next budget preparations.

18. Comments – around the room

➤ No comments were made.

19. **Adjournment** (action)

Mr. Mose motioned to adjourn the meeting. Mr. Uhler seconded the motion. The meeting was adjourned at 8:50 pm.

Executive Session

The Board went into an Executive Session to discuss personnel matters.

Respectfully submitted,
Hugh A. Mose, Secretary