

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

July 24th, 2025 – 7 PM
Terminal Conference Room and via Zoom

Meeting Minutes

1. In attendance “X”

Authority Board Members		Appointed/Staff	
Mr. Gray, Centre County	X	Mr. Benson, Solicitor	X
Mr. Groshel, State College Borough, Chair	X	Mr. Gaines , Solicitor	X
Mr. Hanscom, Benner Township, Treasurer	X	Mr. Rodgers, Director, SCE/PSU	X
Mr. Johnson, Bellefonte Borough, Vice-Chair	X	Mr. Seid, IT-Marketing, SCE/CCAA	X
Mr. Khoury, Centre County	X	Mr. McMurtrie, Terminal Manager, SCE/CCAA	X
Mr. Mose, State College Borough, Secretary	X	Mr. Stewart, Interim Executive Director, SCE/CCAA	X
Mr. Steudler, Patton Township	X		
Mr. Uhler, Bellefonte Borough			
Guests			
Jackson Sharpless, Huntingdon	X		
Samantha Sims, Bellefonte Borough	X		

The meeting was called to order at 7:01 PM by Mr. Groshel.

2. Guests/Special Recognition

2.1 Guests were recognized and welcomed by Mr. Groshel. An expression of thanks was given to outgoing Authority Solicitor Tracey Benson for his years of service to the CCAA.

3. Public Comment - None

4. Approval of June 27th 2025 Authority Meeting Minutes

4.1 The draft meeting minutes will be presented at the August 28th Meeting. No action was taken.

5. Treasurer’s Report – June 2025 Financials

- 5.1 (Action) Statement of Revenues and Expenses
- 5.2 (Action) Schedule of Budget Annual vs. Actual YTD
- 5.3 (Action) Statements of Assets, Liabilities & Equity
- 5.4 (Action) Statement of Cash Flows YTD

The financial statements listed above were presented by Mr. Hanscom and reviewed by the Board. There are several changes being made to the statements, primarily in the category names. Statement 5.1 is the monthly statement for June. 5.2 is the Year-to-date numbers with June being the last month of the fiscal year. It was projected that we would end with a deficit of approximately \$110,000. We ended the fiscal year with a \$106,000 deficit. For 5.3, we will be seeing cash being used for the stormwater basin repair project and two PIB loan payments coming up. Our cash improvement is due to an increase in parking revenues. This has helped with the Authority’s strategic decision to lower the security costs paid by the

airlines. In particular, United Airlines is growing and has mostly made up for the loss of Delta. There was a question about the Net Asset Transfer which is related to the Passenger Facility Charge (PFC) monies. [Motion for approval was made by Mr. Steudler. Mr. Mose seconded the motion. The motion was unanimously approved.](#)

6. State College Regional Airport/PSU Director Report

6.1 SCE PSU Director Report July 2025

Mr. Rodgers provided an overview of the report. Aircraft operations performance for June 2025 varied compared to June 2024. Similarly, aviation fuel volumes varied as well. Hanger occupancy has been flat. The FY 24/25 financial summary shows a net margin of \$205,000 with no inclusion of Covid Funds. There was an update on the TWY A final phase work, and three grant applications that have been submitted. No action was taken.

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

7.1 Enplanement Report, June

7.2 Parking Management Report, June

7.3 Weekly Reports/Project updates

Mr. Stewart provided an overview of the reports. For enplanements, American and United combined for June 2025 had an increase of nearly 27% over June 2024. For June, the combined load factor for American and United was 86.2%. The parking revenue reports were modified to allow for comparing same period revenue levels of 2024. Revenue for the Main Lot increased by 32% and revenue for the Economy Lot increased by 23% over June of 2024. A sample weekly report was included to express that project details will appear in that report format. No action was taken.

7.4 IT/Social Media Report

Mr. Seid provided an overview of the Social Media report. He has been facilitating the change in the Executive Director position. Mr. Seid is also working on estimates for blueprint scanning and looking into phone system options. No action was taken.

7.5 Marketing Report, Marlin Group

Mr. Stewart provided an overview of the marketing report supplied by the Marlin Group. No action was taken.

8. Airport Governance/Organization Task Force (AGOTF)

No report was given.

9. Airport Outreach & Development (AOD) Committee

Mr. McMurtrie provided an overview of recent events regarding air service to Florida, a private pledge campaign that got ahead of our community partners, and communications with Breeze Airlines. There was a discussion on the recent events and a draft letter being prepared by the CBICC. No action was taken.

10. Passenger Boarding Bridge (PBB) Committee

Mr. Khoury provided an update on this project. The bids came in with LS Fiore being the low bidder at \$6,528,000. LS Fiore must comply with some outstanding items related to their bid. If these items are not taken care of, it is presumed that the process is to move to the next lowest bidder at \$6.8M. The FAA has not yet opened up the grant application window. The bids are good for 120 days. No action was taken.

11. Human Resources (HR) Committee

Mr. Mose provided an update on behalf of the Committee. He mentioned that the payroll vendor is changing. Mr. Stewart stated that a changeover from Converge to Keystone Payroll is in the works. No action was taken.

12. Current and Old Business

12.1 Stormwater Basin Repair project, Michael Pratt/Keller Engineering

Mr. Stewart provided an overview of the stormwater basin repair project report provided by Michael Pratt of Keller Engineering. The low bidder is Glenn O. Hawbaker with a bid of

\$939,862. A meeting was held to discuss the liner material. A notice to proceed is expected to be issued soon. No action was taken.

12.2 List of Committees/Members of Each Committee (handed out)

The committee list was reviewed. Mr. Groshel stated that he intends to combine the Facilities Committee with the Passenger Boarding Bridge Committee. He provided an overview of who was on each committee. No action was taken.

12.3 Letter to John Elnitski re: Using the Authority's COSTARS Account

The letter to John Elnitski was reviewed. Essentially, David Gaines did not find any legal support for allowing a private entity to purchase through the COSTARS program via an Agreement with the Authority. The letter stated this and also stated that Mr. Elnitski could provide documentation that allows the purchase, we would review it. No action was taken.

13. New Business

13.1 (Action) Consider adding Catchment Area Leak Study to Volaire Aviation Consulting's

Scope of Work related to the Small Communities Air Service Development Grant.

Mr. Stewart summarized the chain of events that occurred and led to Volaire Aviation suggesting that the Authority have a Catchment Leak Study completed to present to the airlines for an upcoming airline networking conference and the Small Communities grant application. There was discussion by the board. Mr. Rodgers stated that it would make sense for the company doing the grant to also do the Catchment Leak Study. Mr. Stewart discussed the cost arrangements originally proposed by Volaire. The Catchment Leak Study was listed at \$18,500 at that time. He said that this would put the RFP for air service development consulting on hold since the Catchment Leak Study was an item that was to be included in those services. Mr. McMurtrie said the timing of this and where Volaire gets their data is important. They want SCE to be well positioned when meeting with an airline and they use different databases to get their information. Additionally, adding the Catchment Leak Study to the grant application should significantly improve the chances of getting the grant. [After discussion, Mr. Gray motioned to approve adding a Catchment Leak Study to Volaire Aviation Consulting's agreement for an additional cost of \\$18,500. Mr. Hanscom seconded the motion. The motion was unanimously approved.](#)

13.2 RFP for Real Estate Brokerage Services – list undeveloped CCAA land parcels for lease

The board discussed the timing of this topic. Additional research is to be conducted. No action was taken.

13.3 RFP for a website refresh and access efficiencies

The Board discussed this topic. Additional research is to be conducted. No action was taken.

13.4 Draft Public Comment Policy

The Board discussed this topic. Additional research is to be conducted. No action was taken.

14. Reports/Comments from Authority Members

All members thanked Solicitor Benson for his dedication to the Authority. Mr. Steudler recognized guest Samantha Sims. He invited her to the CCAA meeting to see what they are like. Mr. Mose encouraged staff to get engaged with legislative affairs work via one of the industry associations.

15. Executive Session (action if Executive Session deemed necessary)

The Board did go into Executive Session at the close of the regular meeting to discuss a real estate matter.

16. Adjournment (action)

[Mr. Johnson motioned to adjourn the meeting. Mr. Steudler seconded the motion. The meeting was adjourned at 8:33pm.](#)

17. Next SCE/CCAA Meeting

- August 28th

