

Centre County Airport Authority

Meeting Minutes, February 22nd, 2024

Attending: C. Groshel; D. Johnson via Zoom; R. Finley; G. Khoury; D. Gray; H. Mose; W. Steudler; R. Stewart

Absent: L. Lingle

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; T. Benson, Legal Counsel for the Authority; Gina Catalano, Interested Citizen; Tom Walenchok and John Talor with Baker Tilly, via Zoom.

The Meeting was Convened at 7:00 PM by C. Groshel.

Public Comments:

Gina Catalano, 965 Fox Hill Road, explained that she is an Uber driver who lives on Fox Hill Road. Her residence is in a “no-service boundary” for Uber calls. The no-service boundary was created to solve a price-fixing scheme being undertaken by some Uber drivers who were picking up customers at the airport. Ms. Catalano is asking if the boundary could be moved so that her residence is not inside the boundary. J. Meyer will contact Uber regarding the boundary and work toward a solution.

1. Presentation from Authority Auditors for six-month audit

Tom Walenchok and John Taylor of Baker Tilly provided an overview of the six-month draft audit. They explained the responsibilities of Baker Tilly and management for the process. There was a finding related to PFC revenue not being held in an interest-bearing account. J. Meyer has reminded the Authority board that these funds are held by Penn State; not the Authority. Additionally, Penn DoT did not charge interest on a long-term debt for a period of time. The Auditors confirmed that interest should have been charged by Penn DoT in the amount of \$47,529. Overall, the draft audit will result in a clean opinion. No action was taken at this time.

2. Approval of the January 25th, 2024 Meeting Minutes:

Motion for approval was made by D. Gray. R. Finley seconded the motion. The motion was unanimously approved.

3. Financial Statements for January:

- a. Schedule of Budget Annual vs. Actual YTD
- b. Statements of Assets, Liabilities & Equity
- c. Statement of Revenues and Expenditures YTD

- d. Statement of Cash Flows YTD
- e. Excel Budget Format Rev & Exp

R. Finley provided an overview of the financial statements. No unusual factors. The parking revenue is down as a result of less activity at the airport this time of the year. Due to the terms of the contract with the parking operator, they get the gross receipts to a specified amount first at the beginning of a new fiscal year. February is the first month of the fiscal year for the parking vendor contract. As mentioned previously, there is a desire to improve the financial statements regarding operating and capital accounting.

G. Khoury made a motion to accept the Report. D. Gray seconded the motion. The motion was unanimously approved.

4. Executive Director's Report – J. Meyer:

J. Meyer suggested that we keep the enplanement report on a calendar year. The load factors remain high with fewer flights available.

J. Meyer provided an overview of the parking revenue for the period. The contract with Republic Parking will expire in 2026. There was discussion about looking at all of the options and possibly forming a committee for this purpose later in the year.

5. Committee Reports:

a. Boarding Bridges – G. Khoury:

There was a meeting with B. Rodgers related to project funding. It is doubtful that there will be funding adequate to construct four boarding bridges in the near term, so Mead & Hunt will design for two boarding bridges. B. Rodgers will move around available funding to cover the design costs. Tentatively, construction may happen in FY25, if federal discretionary funding can be obtained in the next round. It was suggested that the Authority start looking into a feasibility study for terminal renovations to accommodate the two additional boarding bridges – walkways, second floor, etc.

b. HR – H. Mose:

R. Finley made a motion to go into Executive Session. The motion was seconded by W. Steudler. The motion was unanimously approved.

D. Gray made a motion to end the Executive Session and to return to the regular meeting. The motion was seconded by R. Finley. The motion was unanimously approved.

H. Mose made a motion to approve the Plan Documents related to a 457B retirement plan as described. The HR Committee will finalize the details. G. Khoury seconded the motion. The motion was unanimously approved.

6. Continuing Business: None

7. New Business:

a. State College Regional / FAA Title VI Plan

J. Meyer directed the Board to the McFarland Johnson consultant proposal in the agenda materials. This consultant would help the Authority and PSU with all Title VI, Civil Rights Act, DBE forms for the FAA. The cost is a lump sum fee of \$20,695. The Authority and PSU are to split this cost.

R. Finley made a motion to accept the consultant proposal with the cost split as described. The motion was seconded by D. Gray. The motion was unanimously approved.

Around the Room: It was suggested that Authority members have and use their Authority email address.

Adjournment: The meeting was adjourned at 8:45 p.m.