

Centre County Airport Authority

Meeting Minutes, April 25th, 2024

Attending: C. Groshel; D. Johnson; G. Khoury; D. Gray; H. Mose; W. Steudler; R. Stewart; L. Lingle

Absent: None

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; T. Benson, Legal Counsel for the Authority; J. McMurtrie, Terminal Manager

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

Public Comments:

Mark Molckovsky commented that he would like to help the Airport Authority continue to provide exceptional service to the area by helping to bring more low-cost airlines (Spirit, Frontier, Allegiant) to the area. He commented that the social media site is a great resource and is well run.

1. Approval of the February 22, 2024 Meeting Minutes:

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

2. 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

J Meyer provided an overview of the financial statements. It was noted that the Authority has already surpassed some budget numbers for the fiscal year. Net income for the year thus far is \$620,000. It was also noted that money has been used for the Digital Campaign. The contract for the Digital Campaign expires May 1, 2024 and there are no plans to renew the contract.

H. Mose made a motion to accept the Report. L. Lingle seconded the motion. The motion was unanimously approved.

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

J Meyer reported that the load factors remain high. Almost all outgoing planes are nearly full. There are not enough flights available. There are approximately 7 flights per day, approximately 100 seats per week. It was noted that in 2019, the airport was running approximately 17 flights per day and they were full. It was mentioned that for Allegiant, the flights were not profitable which is why the service was cut, not because of unfilled seats.

There was a discussion regarding how to re-establish service (more airline carriers) at the airport.

There was a brief discussion regarding public parking.

4. Committee Reports:

a. Boarding Bridges – G. Khoury:

The design phase continues for the 2 boarding bridges and the new enclosed walkway. An environmental document was submitted to the FAA that states that the bridges will have no environmental impact. The FAA is requiring some additional work prior to issuing a Finding of No Significant Impact (FONSI)

b. HR – H. Mose:

Discussion regarding "The 4 Legs of the Stool".

1. Employee Handbook – Completed.
2. Healthcare Program – Completed.
3. Retirement Program – Completed.
4. Wage and Salary Survey
 - a. The wage and salary survey needs to be redone. The HR Committee obtained proposals from two firms – Welch Performance Consulting and Thrive HR Consulting. It was decided to go with Thrive.
 - b. The consulting firm is going to help the Authority with clarification of job descriptions; the Wage and Salary Survey will be placed on hold for now.
5. A possible "future leg" might be to craft a Succession Plan for the CEO position.
6. The HR Committee is working on this year's CEO performance review process.

D. Gray made a motion to go into Executive Session. The motion was seconded by D. Johnson. The motion was unanimously approved.

D. Johnson made a motion to end the Executive Session and to return to the regular meeting. The motion was seconded by G. Khoury. The motion was unanimously approved.

5. Continuing Business:

- a. **Sinkhole update.** A meeting will be held with DEP, the engineer, Dept of Wildlife and Benner Township next week.

6. New Business:

- a. **Recognizing Bob Finley for his 27+ years of service to the CCAA.**

There was a discussion regarding the options for a permanent memorial to Bob. It was noted that his obituary was very brief, according to Bob's wishes regarding anonymity.

- b. **Discussion regarding the open treasurer position, and reorganization of the Authority.**

The Authority is planning to outsource the preparation of meeting minutes to a transcriptionist service. It was suggested that Ralph Steward could be appointed the Treasurer, Bill would assume the position of Secretary, and Larry Lingle would be the Assistant Secretary.

D. Gray motioned to appoint Ralph Stewart as Treasurer, Bill Steudler as Secretary. The motion was seconded by H. Mose. The motion was unanimously approved.

- c. **Appointment to fill Bob's position.**

It was suggested that David Lomison may be able to fill the position. There was a discussion regarding diversity on the board. It was noted this could be an opportunity to add some value to the board, a person with experience in outreach, social media, etc. It was asked where the board is lacking in skill set and members mentioned accounting/finance background and marketing. It was noted that the appointment is a County Commissioner appointed position.

Around the Room: None

Adjournment: The meeting adjourned at 9:15 p.m.