

Centre County Airport Authority

Meeting Minutes, June 26th, 2025

Attending: C. Groshel; D. Johnson; G. Khoury; H. Mose; G. Hanscom; W. Steudler; Alan Uhler;

Absent: D. Gray

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; T. Benson, Legal Counsel for the Authority; David Gaines, Solicitor via Zoom; J. McMurtrie, Terminal Manager; R. Stewart, Interim Executive Director; Michael Pratt of Keller Engineering; Celesta Powell, Jackson Sharpless; John Elnitski

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

Introductions were made.

Mr. Elnitski spoke about his interest in using the Authority to make a purchase of snow plow equipment for his airport, through the COSTARS local government purchasing program. The Board agreed to have the solicitor look into this with Mr. Elnitski supplying a sample agreement that he was aware of.

Mr. Pratt of Keller Engineering was asked to give an overview of the bid results for the stormwater basin repair project. He stated that the low base bid was Glenn O. Hawbaker at \$939,862. The bids came in higher than anticipated. There was discussion regarding only repairing the sink holes and not installing a liner at this time. There was discussion on the liner material that was specified in the bid documents verses a rubber liner that some vendors thought would be better. The consensus was to have a permanent fix and to meet with the contractor and liner rep to discuss the liner material.

Motion for conditional approval of the bid of \$939,862 from Glenn O. Hawbaker, subject to review by the engineer, was made by Mr. Khoury. A meeting with the contractor will be held to discuss the liner material as well. Mr. Steudler seconded the motion. The motion was approved with Mr. Uhler abstaining.

Public Comments: None

1. Approval of the May 22nd, 2025 Meeting Minutes:

Motion for approval was made by Mr. Mose. Mr. Johnson seconded the motion. The motion was approved with Mr. Uhler abstaining.

2. Financial Statements for May:

- 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

Mr. Hanscom provided an overview of the financial statements. Two large payments were made – the PIB loan payment and the PSU revenue share payment. This puts the Authority in a \$486,000 deficit for the month. The year-to-date numbers were reviewed with Mr. Hanscom estimating that the Authority will finish the year with a \$110,000 deficit. The efforts to lower the CPE for the airlines is producing additional flight activity, especially by United. Parking revenues are growing as well.

Mr. Khoury made a motion to accept the Financial Reports. Mr. Steudler seconded the motion. The motion was approved with Mr. Uhler abstaining.

Consider Approval of the 25/26 Draft Budget

Mr. Hanscom provided an overview of the revenues and expenditures. The revenues will be lower as a result of lowering the costs to the airlines. There was discussion about bringing the parking management in-house and looking at a cashier-less format. There was discussion about having a meeting with Bryan to discuss changing the Airport Security Plan to allow for newer technology to lower the St. Moritz costs. There was discussion about marketing funds committed to air service development. Those numbers are not reflected in this budget. There was discussion on the café lease and the plan to do an RFP in September. There was discussion on the FNB Wealth Management Fee and the Letter of Credit Fee. Mr. Murtrie provided an overview of the capital budget. The budget projects a \$425,000 deficit for the 25/26 fiscal year.

Mr. Khoury made a motion to accept the 25/26 Budget as presented. Mr. Mose seconded the motion. The motion was approved with Mr. Uhler abstaining.

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

Mr. Meyer provided an overview of this report. He stated that enplanement numbers are in line with previous months with growth. United is nearly doubling what American is doing. Mr. Meyer gave an overview of the Republic Parking revenues for May and

part of June. The numbers indicate gross revenues of approximately \$117,000 for the month. There was discussion about raising parking rates and the recent event where the Economy Lot was completely full.

The marketing reports were reviewed.

4. Committee Reports:

AOD Committee – C. Groshel:

Mr. Groshel provided an overview of a meeting that involved representatives from the CBICC and the HVAB. The meeting was to explain air service development efforts directed toward Breeze Airlines and to garner support from those community partners. The meeting was successful in that they gained an understanding of the process and committed funds for air service incentives. Mr. Groshel summarized the incentive package that has been put together which included fee waivers, marketing funds and Minimum Revenue Guarantee funds. The two-year incentive package from the Authority consists of \$25,000 toward the MRG, \$375,000 in marketing funds, and \$32,660 in rent waivers.

Mr. Hanscom made a motion to authorize staff to offer the above-described incentive package to Breeze Airlines. Mr. Johnson seconded the motion. The motion was unanimously approved.

Boarding Bridges Committee – G. Khoury:

The Passenger Boarding Bridges project is out for bids. Bids are due July 15th. The Notice of Funding Availability has not been issued yet. The funds are to come from the Bipartisan Infrastructure Law (BIL) program for airports. At a pre-bid meeting, the manufacturers stated that there is a 14 to 16 month lead time on manufacturing a boarding bridge. This means that the bridges would not be in place until calendar year 2027. Mr. Khoury said the process seems backwards in that the FAA will not give money until a contract is in place and the amount needed is known. He will continue to keep the Board updated.

West Penn Power (WPP) Interest in a land parcel:

Solicitor Benson suggested that this topic be moved to an Executive Session.

Advertising Policy for the Authority

Mr. Stewart provided an overview of a draft policy. The Authority currently does not have an Advertising Policy. The draft policy was derived from another airport. He feels it is good practice to have a policy in place. Mr. Stewart, as the Interim Executive Director, would handle any appeals to the Policy. Solicitor Benson said he felt the policy is a good place to start.

Mr. Steudler made a motion to adopt the Advertising Policy as presented. Mr. Mose seconded the motion. The motion was unanimously approved.

RFP for Air Service Development

Mr. Stewart provided an overview as to why the Authority is interested in receiving Air Service Development consulting services. He stated that it is imperative that we have a strategic plan for air service development, marketing, validating that we are doing everything possible to have the most air service possible.

The draft RFP presented is based on a sample that was received from another airport. Discussion took place regarding the RFP and its timelines. The Board expressed disappointment in getting the RFP sent to them only hours before the meeting. It was decided that Mr. Stewart would continue to work on the RFP and to take comments. No action was taken.

A break was taken in the meeting.

New Business:

Resolution No. 3-42-0096-082-2025

Solicitor Benson provided an overview of Resolution No. 3-42-0096-082-2025.

Mr. Johnson made a motion to approve the Resolution. Mr. Hanscom seconded the motion. The motion was unanimously approved.

Resolution No. 0810-02025

Solicitor Benson provided an overview of Resolution No. 0810-02025.

Mr. Johnson made a motion to approve the Resolution. Mr. Uhler seconded the motion. The motion was unanimously approved.

Approval of new solicitor David Gaines of Miller Kistler and Campbell

Solicitor Benson introduced David Gaines who was attending via Zoom. Mr. Gaines was recommended by Mr. Benson. Mr. Benson is stepping back from the Airport Authority work. Mr. Gaines gave some background on himself and said he would provide good communications with issues before the Board.

Mr. Khoury made a motion to approve David Gaines of Miller, Kistler and Campbell as the Authority Solicitor. Mr. Johnson seconded the motion. The motion was unanimously approved.

Mr. Johnson made a motion to adjourn. Mr. Hanscom seconded the motion. The motion was unanimously approved.

Adjournment: The meeting adjourned at 10:15 p.m.

The Authority Board went into Executive Session following the meeting to discuss real estate matters.