

Centre County Airport Authority

Meeting Minutes

October 24, 2024

****The first 20 minutes of the meeting recording were completely unusable/unintelligible.**

Attending: C. Groshel, Chair; D. Johnson; H. Mose; G. Khoury; R. Stewart, R. Grmela, W. Steudler; Gerry Hanscom; D. Gray (via ZOOM)

Absent: None

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

Guests: Titus Seid, Employee of CCAA

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

Public Comments

NONE

1. Approval of the September 26, 2024 Meeting Minutes

*Motion for approval was made by W. Steudler. D. Johnson seconded the motion. **The motion was unanimously approved.***

2. Financial Statements for September, 2024

- a. Schedule of Budget Annual vs. Actual YTD
- b. Statements of Assets, Liabilities & Equity
- c. Statement of Revenues and Expenditures YTD
- d. Statement of Revenues and Expenditures, December
- e. Statement of Cash Flows YTD
- f. Excel Budget Format Rev & Exp

- R. Stewart provided an overview of the financial statements.
- Discussions: (report was unintelligible)

*D. Johnson made a motion to accept the Financial Report. H. Mose seconded the motion. **The motion was unanimously approved.***

3. Executive Director's Report – J. Meyer

a. Enplanements

- (Report was unintelligible)

b. Republic Parking

- (Report was unintelligible)

4. Air Operations (Bryan Rodgers - Absent)

a. Update (Report provided)

5. Committee Reports

a. Airport Outreach & Development – Chris Groshel

- On 11/9/24 the CBICC held a presentation at the Penn Stater.
- On 11/14/24 the Board will have the first meeting of the new Airport Outreach & Development committee. The committee will discuss public outreach, government relations, media services, marketing and air service development. The committee will meet twice a month.
- There was a discussion regarding PSU Head Football Coach James Franklin's public comments regarding the airport being too small to support longer flights across the country. Coach Franklin hopes the airport can be expanded to accommodate longer flights.

b. Boarding Bridges – G. Khoury

- The airport got an email from Bryan today that the FAA received 575 applications totaling 8+ billion dollars; they were able to fund only 125 projects and the State College Regional Airport was not chosen by the FAA and was not awarded any funds for the Boarding Bridges project. The FAA sent a letter to the SCRA encouraging the airport to apply again next year.

c. HR – H. Mose

- The HR Committee was formed approximately a year and a half ago and was given 4 tasks to complete.
 1. Employee Handbook – Completed
 2. Set up health care program – Completed

3. Retirement Fund – Completed
4. Wage and Salary survey (job descriptions) – Still in progress

Executive Session for Personnel and Real Estate Matters

6. Continuing Business

- a. Airport Job Descriptions – Board Approval

*W. Steudler made a motion to approve the Airport Job Descriptions. G. Khoury seconded the motion. **The motion was unanimously approved.***

- b. A new copy of the Employee Handbook will be sent out to Board members so everyone has the newly revised version.

7. New Business

- NONE

8. Around the Room

- Discussion regarding the airport buying properties in the Walnut Grove Development

- Discussion regarding posting “in case of emergency” contact information.

Adjournment:

D. Johnson motioned to adjourn. Seconded by D. Gray. The meeting adjourned at 9:40pm

The next meetings are scheduled for Thursday, November 21, 2024 and December 19th, 2024.