Centre County Airport Authority
Meeting Minutes
April 24, 2025
7:00pm

Members:

Joseph (Chris) Groshel - Chair	George Khoury	David Gray (ABSENT)
Doug Johnson - Vice Chair	Gerry Hanscom	William (Bill) Steudler
Hugh Mose - Secretary		Rebekah Grmela (Via zoom)

Roll Call (Absent Members): David Gray

Additional Attendees: J. Meyer C.M. - Executive Director, Jason McMurtrie -Manager, Bryan Rogers – Operations / Airport Director, Tracy Benson – Solicitor, Ralph Stewart former board member, Titus Seid ccaa IT.

Guests: NONE

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

Public Comments
NONE

Election of Treasurer

- Ralph Stewart resigned from the Authority (CCAA); the position of Treasurer is open and up for nominations.

- Call for election of a new Treasurer from the Authority Board

  H. Mose nominated Gerry Hanscom. D. Johnson seconded the nomination. The nomination was unanimously approved.

1. **Approval of the March 27, 2025 Meeting Minutes**
   Motion for approval was made by D. Johnson. Bill Steudler seconded the motion. The motion was unanimously approved.

2. Financial Statements for March, 2025 (Report provided)

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. Stewart provided an overview of the financial statements.
- Discussions:
    - Finances and expenses are good.

G. Khoury motioned 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 provided)

- American has less service than last year, so their enplanements are down.
- The Airport is at a heavy load factor.
- United is up for the year because they are providing more service this year.

b. Republic Parking (report provided)

- The April, 2025 report was presented and discussed.

c. April Report from Skip Webster, The Marlin Group and Titus

- Advertising report was provided.
- Members expressed an interest in a report of cancelled flights each month. Example – 15 flights to Philly were scheduled, 5 were cancelled. It was noted that only the airlines have this information.

4. Air Operations (Bryan Rodgers)

- Report provided and presented

5. Committee Reports

a. Airport Governance/Organization Task Force (AGOTF)

- No Report

b. Airport Outreach & Development (AOD) - C. Groshel

- Report was presented and discussed.

c. Passenger Boarding Bridges (PBB) – G. Khoury

- Tonight's report included sketches of the proposed bridges.
- The electric company is still not sure how to provide the extra power but they are working on it.
- There was a question raised regarding carry-on bags that are too big for overhead bins and retrieval of the bags.

d. HR – H. Mose

- No report tonight

6. Continuing Business:

a. Board Retreat Planning, Timing

b. Retention Pond Repairs – Status Update

- There was a discussion regarding contract services for engineering services.

7. New Business:

a. PFCs: Authorizing Three projects to move to Use ($3,291,606)

- PFC's (Passenger Facility Charges – Shared with PSU) are directly related to the number of enplanements.
- The current application for PFC's is from July 1, 2019 – October 1, 2036
- Penn State has historically controlled all the PFC's and they still do
- The staff's suggestion to speed things up and get back on track is to flip the current percentages – so the Airport Authority starts to collect 78.5% and PSU would collect the 21.5% that the Authority is currently collecting, and the projects would move to use so they can be paid down.
- The Authority members decided to go with Bryan's 67/32 Split.

H. Mose motioned to accept Bryan's original 67.6% vs. 32.4% split, and the projects mentioned will be moved to the use category. D. Johnson seconded. The motion carried unanimously.

b. West Penn Power, still Looking for Land for the New Transfer Station

- The airport property does have several unused, undeveloped lots available that could be used for this project. West Penn Power is looking for a minimum of 5 acres.

- It was suggested that the Airport Authority should consider leasing property for this project rather than selling property for this project.

c. SCASDP grant. (Small Community Air Service Development Program)
- A report was presented and discussed.
- The grant application is due in July

d. Letter to County – Preferred Process for Filling Vacancies, Making Appointments
- There was an extensive discussion regarding better recruitment practices for board vacancies and appointments.

e. Form a Budget Committee that can Draft our Budget for May 22nd Meeting

f. Agenda Planning Meetings Being Started – 8:30am Mondays Before the Thursday Board Meeting, Executive Committee

8. Around the Room
- D Johnson mentioned about CATA service to the Airport

Adjournment:

George Khoury motioned and Bill Steudler seconded to adjourn. The meeting adjourned at 10:10pm.

The next meeting is scheduled for May 22, 2025.
Backup meeting date May 8, 2025 (if needed).