Centre County Airport Authority
Meeting Minutes
May 22, 2025
7:00pm

Members:

Chris Groshel - Chair	George Khoury	David Gray (ABSENT)
Doug Johnson - Vice Chair	Gerry Hanscom	William (Bill) Steudler
Hugh Mose – Secretary (ABSENT)	Bellefonte Seat unfilled/Open	Rebekah Grmela (Via zoom)

Roll Call (Absent Members): Hugh Mose, David Gray

Additional Attendees: J. Meyer C.M. - Executive Director, Jason McMurtrie - Terminal Manager, Bryan Rogers – PSU Operations, Tracey Benson – Solicitor, Ralph Stewart, Executive Director Designee, Titus Seid, CCAA IT.

Guests: NONE

The meeting was called to order at 7:03 PM by C. Groshel.

Public Comments
NONE

1. **Approval of the April 24, 2025 Meeting Minutes**
   Motion for approval was made by G. Khoury. D. Johnson seconded the motion. The motion was unanimously approved.

2. Financial Statements for April, 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

- G. Hanscom provided an overview of the financial statements.
- Discussions:

- Finances and expenses are good.

W. Steudler moved to accept the Financial Report. D. Johnson seconded the motion. The motion was unanimously approved.

3. Executive Director's Report – J. Meyer

a. Enplanements (report provided)

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.
- The 3-week ad was successful and drew more people to the website.
- A billboard ad will also be up for at least the next month.

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

- Good news – the design firm is in the final design phase.
  - There are some zoning issues to work through.
- The committee is hoping to have a bid package ready for the June meeting.
- West Penn Power is still not sure they will have enough power to power the project. Generators could be an option for power supply. The committee plans to move forward with the project in the hope that the power supply issue will be worked out.

d. Human Resources (HR)

- No report

6. Continuing Business:

a. Board Retreat Planning, Timing ---- Ralph Stewart ----

- Ralph suggested waiting to plan a retreat until all open board positions are filled.
- There was a discussion regarding potential candidates to fill the open positions.

b. Retention Pond Repairs – Ready to go out to Bid on June 3rd

- Should be back before the June meeting for the board to award the bid.
- There was a discussion regarding details about the project.
    - There are 6 steps total to complete this project, and the first 4 have been completed.

c. West Penn Power (WPP) - still looking for land for a new substation

- The Authority has a 3.5 acre tract of land available. The Authority offered the land for lease but WPP prefers to buy, not lease. WPP offered $300,000 for the property. The Authority needs to decide if they want to sell the property or continue with the plan to lease.
- There was a discussion regarding sell vs lease, and appraisal/fair market value of the property. It was suggested that the Authority check with the FAA to be sure the property can be sold.
- There was extensive discussion regarding leasing options, pros and cons and considerations.

*G. Khoury moved to allow Airport staff to hire an appraiser to assess the fair market value and the lease value. G. Hanscom seconded the motion. **The motion was unanimously approved.***

7. New Business:

a. Volaire Aviation Consulting, SCASDP grant. (Small Community Air Service Development Program) ----- Jason McMurtrie --------

- Jason presented a report regarding hiring this consulting firm to secure more grant funds and to help bring more service to the airport.
- This consulting firm can help to gather data, identify issues and network to help the airport grow.
- There was an extensive discussion regarding this opportunity and potential impacts for the airport.
- It was suggested that the consulting firm come to present to the AOD committee to offer more insight and information to the community.
- It was agreed that the Authority should pursue the grant.

W. Steudler moved to allow Airport staff to approach Breeze Airways with the current incentives, to retain Volaire to proceed *with the SCASD grant application, and to generate an RFQ (Request for Quotes) for other services. G. Khoury seconded the motion. **The motion was unanimously approved.***

b. ACI (Airports Council International)

- A global organization representing the interests of airports worldwide, promoting excellence in the aviation industry.
- Should we join for $3,000 annually?
- It was decided that the authority will not join at this time.

c. Set Rate for EV Stations

- Our supply rate including distribution charge is $0.11525 per kWh. Staff recommends $0.20 per kWh as the charge.

*G Khoury moved to charge $0.20/kWh. D Johnson seconded the motion. **The motion was unanimously approved.***

d. Draft Budget ---- Gerry Hanscom ----

- Gerry presented a report with details regarding the Draft Budget for the 2025-2026 operating year.

e. Advertising Policies for the Terminal

- The purpose of adopting a policy is to ensure there are no controversial ads are displayed at the airport terminal.
- There was no official action taken on this item.

Executive Session to discuss Real Estate, Personnel and Legal Matters
D. Johnson moved and G. Khoury seconded to move into Executive Session. Motion carried.

Members did not return to Open Session after the Executive Session.

Adjournment:

The Next Scheduled Meeting – Thursday, June 26th, 2025
Backup Meeting Date, June 12th, 2025 if needed

Respectfully submitted,
Hugh A. Mose, Secretary