

Centre County Airport Authority

Meeting Minutes

August 22, 2024

Attending: C. Groshel - Chair; D. Johnson; H. Mose; G. Khoury; R. Stewart, D. Gray (zoom)

Absent: W. Steudler; R. Grmela

Additional Attendees: J. Meyer C.M. - Executive Director, CCAA; J. McMurtrie - Terminal Manager; Tracey Benson – CCAA Attorney

Guests: Gerry Hascom – Prospective Board Member, Dionna Bennett – TSA Manager, (zoom guest)

The meeting was called to order at 7:02 PM by C. Groshel.

Public Comments

NONE

1. Approval of the June 27, 2024 Meeting Minutes

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

2. Financial Statements for June/July 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.

- There was a discussion regarding end of year details for fiscal year 2023-2024
- Overall, for the fiscal year there was a deficit of \$206,000
- The new fiscal year runs July 1 – June 30.

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

3. Executive Director's Report – J. Meyer

a. Enplanements

- Enplanements are up and numbers are as expected.
- There was a discussion regarding service to and from Newark

b. Republic Parking

- Public parking rates include the 10% tax that goes to Benner township.
- The Airport gets 80%, Republic Parking gets 20%
- As an example, this month, out of \$85,000 total, the airport gets \$65,000
- It was noted that the initial contract with Republic started in February and will end in January 31, 2026.

c. Airport Report – Bryan Rogers –

- In Bryan's absence, the report was presented by J. Meyer

4. Committee Reports

a. Boarding Bridges – G. Khoury

- The project is progressing as expected.
- The funding application was submitted on July 21.
- The grant request is asking for funding from the next fiscal year.
- The environmental assessment is due to be submitted on September 1. No environmental issues are expected.
- The design consultant submitted a draft of the scope of design work.
- The project is progressing and the committee is waiting for approvals.
- There was concern raised regarding the design firm not keeping the CCAA fully informed.

b. 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. Health care program – Completed
 3. Retirement plan – Completed
 4. Wage and Salary survey (job descriptions) – Still in progress
 - a. The committee had a meeting earlier in the week with Becky Dreese, HR consultant. The job descriptions are almost complete. Once the job descriptions are complete, the committee will be able to complete the wage and salary survey.
 - b. The project is over budget.

- CCAA Executive Director Draft Workplan
 - a. Draft included in tonight's packet
 - b. Condensed from 18 sections last year to 12 this year
 - c. Trying to come up with measurable goals
 - i. Most important goals: communication and air service development
 - ii. Other goals: agenda development, marketing, parking contract renewal, community outreach, public and media relations, PSU relations, budget process, professional development, etc.
 - d. It was agreed that the board will consider this plan and take action at the next meeting.

5. Continuing Business

a. NONE

6. New Business

- a. Change in parking rates requested
 - i. After discussion, it was decided to postpone further consideration of a parking rate change.
- b. Discussion on costs per turn for the airlines and how can we reduce their costs at SCE
 - i. United mentioned that costs at SCE are approximately 10% higher than other comparable airports.
 - ii. D. Gray suggested a meeting with PSU in order to present a united front to the airlines.
 - iii. It was agreed that the board needs more data in order to address this issue.
- c. Dunkin Donuts
 - i. The current owner of all the local DD's is interested in putting a franchise in the airport
 - ii. Would have to wait for the current contract to expire.
 - iii. It was noted that serving alcohol in the restaurant is a consideration. DD does not have alcohol as an option.
 - iv. It was also noted that the airport has had 4 different vendors in 5 years in the restaurant.
 - v. It was also noted that the current restaurant is doing very well right now.
 - vi. It was agreed that this possibility can be further discussed when the current vendor's contract is up.

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

The executive session started at 8:25 and ended at 9:10 pm (0:45).

7. Around the Room

- R. Stewart mentioned about public outreach to highlight projects happening at the airport. It was mentioned this would be a good topic for Rebekah.
- There was a discussion regarding the high costs of air service.
- It was suggested that one meeting a month be dedicated to a work session Jim will send an email the first Thursday of the month to organize a work session meeting.

Adjournment: *The meeting adjourned at 9:20pm*