

Centre County Airport Authority Meeting Minutes September 26, 2024

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

Absent: D. Gray

Additional Attendees: J. Meyer C.M. - Executive Director, CCAA; J. McMurtrie - Terminal Manager, Bryan Rogers - Director, SCRA,

Guests: Gerry Hanscom (Prospective Board Member), Greg Scott (CBICC), Fritz Smith (HVAB), Skip Webster (Marlin Group), David Wells (SNG Digital and Business Central) Mark Molekousky (community member)

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

Public Comments

NONE

6. Continuing Business: (Agenda schedule change to accommodate visitors)

- a. Air Service and Marketing Presentation by Greg Scott (CBICC)
 - "Centre County Economic Development Strategic Plan"
 - Mr. Scott is working towards having a common mission for the Centre County area businesses to continue growth in the community. This plan will be publicly revealed on October 9, 2024.
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 - Also attending tonight's meeting are Fritz Smith (HVAB), Skip Webster (Marlin Group), David Wells (SNG Digital and Business Central).
 - Marketing update:
Digital advertising / digital campaign (geofencing)
The campaign was very successful

1. Approval of the August 12, 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 August, 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 Revenues & Expenditures

R. Stewart provided an overview of the financial statements.

- Discussions: Repairs (HVAC), legal fees, July payroll, Cafe

H. Mose made a motion to accept the Financial Report. W. Steudler seconded the motion. The motion was unanimously approved.

3. Executive Director's Report – J. Meyer

a. Enplanements

- American has been adding flights
- Historically October is the highest yielding month of the year

b. Republic Parking

- 292 cars was the highest count in this report

b. CIP 2026-2030

- This CIP (Capital Improvement Plan) is what was submitted to the FAA.
- The projects listed are for the next 5 years.

4. Air Operations (Bryan Rodgers)

a. Update (Report provided)

5. Committee Reports

a. Boarding Bridges – G. Khoury

- The environmental clearance report document was submitted to the FAA in September and has been approved.
- Senator Fetterman has submitted a letter to the FAA in support of the bridge project.
- It was suggested the board sends a letter of appreciation to Senator Fetterman
- It was noted that boarding bridges will solve the ADA issues that currently exist

b. HR – H. Mose

1. Job descriptions and wage and salary survey
 - a. Included in tonight's packet are 4 job descriptions
 - i. It was noted that the descriptions are general
 - ii. The board will vote to approve the Job descriptions at the next meeting.
 - b. The wage and salary survey continues to be a work in progress.

6. Continuing Business

- a. (Discussed earlier in the meeting)

7. New Business

- Discussion regarding the 2024-2025 work plan for Jim.
 - 12 to 10 key elements/expectations
 - 3 of the top expectations are: community outreach, media relations, government relations

*H. Mose made a motion that the board adopt this work plan for the executive director for the fiscal year 20242025, with 2 revisions. The first revision is in item 2 – remove the reference to Breeze Airways. The second revision is to add an 11th item, which will be similar to last year's language on records retention policy development. D. Johnson seconded the motion. **The motion was unanimously approved.***

8. Around the Room

- CBICC Luncheon on October 9th, 2024.
- Discussion regarding service to MCO

Adjournment:

D. Johnson motioned to adjourn. Seconded by G. Khoury. The meeting adjourned at 9:14pm

The next meetings are scheduled for October 10th, 2024 (if needed) and October 24th, 2024.