

Centre County Airport Authority

Meeting Minutes

February 27, 2025

7:00pm

Members:

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

Roll Call

Attending: G. Khoury, G. Hanscom, W. Steudler, H. Mose, R. Stewart, D. Johnson (via Zoom)

Absent: C Groshel, D. Gray, R, Grmela

Additional Attendees: Jim Meyer C.M. – CCAA Executive Director, Jason McMurtrie – CCAA Terminal Manager, Bryan Rogers – Penn State Airport Director, Tracy Benson – CCAA Solicitor, Titus Seid, - CCAA IT & Maintenance

In the absence of the Chair, and with remote participation by the Vice Chair, the meeting was called to order at 7:00 PM by H. Mose, Secretary.

Public Comments

NONE

1. Approval of the January 23, 2025 Meeting Minutes

- a. **A minor clarification/correction was made to the draft minutes.**

Motion for approval of the revised minutes was made by W. Steudler, G. Hanscom seconded the motion. The motion was unanimously approved.

2. Financial Statements for January, 2025

- 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 Revenues & Expenditures
- R. Stewart provided an overview of the financial statements.
 - Discussion:
 - Overall revenues and expenses are good.

R. Stewart made a motion to accept the Financial Report. G. Khoury seconded the motion. The motion was unanimously approved.

3. Executive Director's Report – J. Meyer

a. Enplanements (report provided)

- Enplanement report was provided for January 2025
- American is down approximately 20%, United is up approximately 15.5%
- There was a discussion regarding enplanement numbers compared to previous years.

b. Republic Parking (report provided)

- January and February numbers are about the same.
- Approximately \$91,000 gross sales for February

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

- Advertising report
 - Ran an advertisement on TV (4-5 day run)
 - The question was raised whether the advertising efforts by the Marlin Group are effective.
- Report from Titus: (Facebook and Instagram)
 - Titus reported on social media updates:
 - Titus has been trying to engage more on social media to help advertise for the airport

4. Air Operations (Bryan Rodgers)

- a.** Aircraft Operations for January 2025 were up 3.1%
- b.** Fuel sales – up so far YTD compared to same time in 2024
- c.** Hangar Occupancy
 - Corporate hangar occupancy is up to 75%

- Revenue for January was \$580,000 (ahead of budget)
- d. Financial summary
 - Year to Date Actual is a positive of \$86,287
- e. Training
 - Emergency Medical Response Training (EMRT)
 - Starting in March and continuing into the next 4 months.
 - Centre LifeLink and Bellefonte Fire Department
 - 3 hours training every Monday evening

5. Committee Reports

a. Airport Governance/Organization Task Force (AGOTF)

- No Report

b. Airport Outreach & Development (AOD) - C. Groshel, H. Mose, J. McMurtrie, J. Meyer

- Overall goal - marketing
- Four components - government relations, community relations, air service development and advertising
- Involvement of the Happy Valley Adventure Bureau and the CBICC
- Skip Webster is working on advertising (social media, press releases, website, etc.)
- CPE (Cost per Enplanement) – discussion regarding CPE's

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

On February 5 there was a meeting with the design team. The team will meet every 2 weeks to keep the project on schedule. The plan is to have a design together to provide an application to the FAA by June.

- Issues:
 - Power the terminal needs more power
 - Need power not only for the two bridges in design but also for the two additional bridges predicted to be needed in the future
 - Need power also for an expanded terminal
 - Consulted with West Penn Power (WPP) but WPP is not sure they have the infrastructure to be able to provide the amount of additional power needed.

Three options for redesigning the walkway, now going to be called the "Breezeway"

- Option 1: Temporary construction
 - Pros: Least expensive option
 - Cons: No structural integrity
- Option 2: Modular unit
 - Pros: Components are reusable, more stable, made in USA

- Cons: More costly than Option 1
- Option 3: Full structure (foundations, an addition onto the terminal)
 - Pros: Most durable
 - Cons: Most expensive option
- It was determined by the team that Option 2 – the modular option, would be the most feasible alternative
- Next meeting: Wednesday March 5, 2025

d. HR – H. Mose

- HR Consultant Becky Dreese was able to accomplish the HR Compliance Review. The Authority is well in compliance – kudos to the staff.
- Wage and Salary Survey is still in progress
- The committee has the name of an attorney who specializes in labor and employment law who can help with additional tasks.

6. Continuing Business:

a. Audit acceptance for the July 2023 to June 2024 fiscal year, provided by Baker Tilly

R. Stewart made a motion to accept the 2023-2024 Audit. W. Steudler seconded the motion. The motion was unanimously approved.

b. Budget Update - A look at the budget with the new CPE cost worked into it for the last five months of our fiscal year.

- Cost to take over airport security contract - \$360,000
- Revenue with 50% discount on space rental:
 - -\$45,000 for United
 - -\$37,000 for American
- Estimated total impact - \$210,000 shortfall

R. Stewart motioned to accept the updated budget. W. Steudler seconded the motion. Motion to approve the updated budget carried.

7. New Business:

a. NONE

8. Executive Session

G. Khoury motioned and G. Hanscom seconded to move into Executive Session for Personnel Matters and Real Estate. Motion carried. Executive session started at 8:11pm.

Members returned to Open Session at 9:49pm.

9. Consideration of the HR Committee Recommendations discussed in Executive Session, to adopt the Wage and Salary Study Recommendations as provided by Thrive HR Management, revised January 27, 2025.

W. Steudler moved and it was properly seconded to adopt the Wage and Salary Recommendations as presented. Motion carried.

10. Around the Room

- Discussion regarding electricity issues for the Boarding Bridges

Adjournment:

The meeting adjourned at 10:00pm.

The next meeting is scheduled for March 27, 2025.

Backup meeting date March 13, 2025.

Respectfully submitted:

H. Mose, Secretary, CCAA