

# **Centre County Airport Authority Meeting Minutes January 23, 2025 7:00 pm**

**Attending:** C. Groshel – Chair, D. Johnson, H. Mose, G. Khoury, R. Stewart, G. Hanscom, R. Grmela, W. Steudler (by Zoom), D. Gray (by Zoom)

**Absent:** None

**Additional Attendees:** J. Meyer C.M. - Executive Director, CCAA, J. McMurtrie Terminal Manager, Byran Rodgers Director of State College Regional Airport. Tracey Benson Attorney for the Authority.

**Guests:** Tom Walenchok, Partner, Baker Tilly (by Zoom), Jamie Ritter, Senior Assurance Associate, Baker Tilly (by Zoom), Titus Seid, CCAA

**The meeting was called to order at 7:00 PM by J. Meyer**

## **Election of Officers for 2025**

**Slate of Officers who have served during 2024**

**Chairman-----Chris Groshel**

*Motion to nominate Chris Groshel as Chairman was made by H. Mose. R. Stewart seconded the motion.*

**Vice Chair--- Doug Johnson**

*Motion to nominate Doug Johnson as Vice Chair was made by R. Stewart. C. Groshel seconded the motion.*

**Secretary-----Bill Steudler**

*Motion to nominate Hugh Mose as Secretary was made by W. Steudler. D. Johnson seconded the motion.*

**Treasurer-----Ralph Stewart**

*Motion to nominate Ralph Stewart as Treasurer was made by D. Johnson. C. Groshel seconded the motion.*

*All nominated officers were elected into their respective positions by a unanimous vote.*

### **C. Groshel assumed the role of Chair**

#### **Public Comments**

NONE

\*AGENDA CHANGE:

#### **.New Business:**

##### **a. Audit Review**

- Tom Walenchok, Partner, Baker Tilly
- Jamie Ritter, Senior Assurance Associate, Baker Tilly
  - The auditors reported that the audit went well and the financials are all in good shape

#### **1. Approval of the December 12, 2024 Meeting Minutes**

*Motion for approval was made by D. Gray. H. Mose seconded the motion. **The motion was unanimously approved.***

#### **2. Financial Statements for December, 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.
  - Discussion:
    - Last half of the fiscal year. Finances and expenses are good.

*R. Stewart 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 (report provided)**

- Enplanement report provided for the entire 2024 Fiscal Year
- Down by 5,000 (Reflective of Delta leaving) – but in general, enplanements this past year were better than last year if Delta is factored out.

#### **b. Rental Cars (report provided)**

- \$600,000 more in sales in 2024 (average rental went up about \$7)
- Contracts: 2,400 more than previous year
- Rental days: 80,000
- Income increased by ~ \$116,000

#### **c. Republic Parking (report provided)**

- Report includes 11 of the 12 months for the past year (February – December).
- The Authority's share of the total revenue of \$971,000 (\$942,000 after credit card fees) is \$676,000. ~\$33,000 are needed in gross sales for the month of January to be able to make the \$700,000 that was budgeted.

### **4. Air Operations (Bryan Rodgers)**

- a.** Aircraft Operations for December 2024 were up 4.6%  
(Due to the 12/21 PSU Playoff Game)

- b.** To end the calendar year, 2024, overall traffic is up 3.1%

- c.** Fuel sales – Sales are up across the board

- d.** Hangar Occupancy:

- Previous month no changes
- Penn State will get a new long-term tenant in the corporate hangar (Occupancy will be at 75% with the new tenant)
- PA Game Commission will be in the hangars in Jan/Feb for elk surveying.

- e.** Financial summary:

- December Month-to-Date Actual is a positive of \$169,000
  - Variance to the positive of \$153,000 is due to December PSU Playoff Game
- Year to Date Actual is a positive of \$252,597

- f.** FedEx had reported they were discontinuing their flights, but this changed and FedEx will remain.

- g.** Discussion regarding increased air traffic and sales for the December PSU Playoff game. The revenue from this day was a record for the Authority.

### **5. Committee Reports**

**a. Airport Governance/Organization Task Force (AFOTF)**

- No Report

**b. Boarding Bridges – G. Khoury**

- No report

**c. HR – H. Mose**

- Report presented in Executive Session

**6. Continuing Business**

- a.** NONE

**7. New Business**

- a.** Audit Review – report was presented earlier in the meeting.

**b.** CPE: Cost Per Enplanement (To the Airlines)

- A presentation was made by Chair Groshel regarding CPEs
  - Chair Groshel proposed to decrease the airline terminal rental rates by 50% and waive the airport security fee. This proposal could decrease airline costs by \$559,000/year.
  - 10 years ago, the airport had about 16-18 flights a day, now it is down to 7-8 flights a day.
- Chair Groshel also references an email from United on the Fuel Flowage Fees
- Chair Groshel posed the question of whether the Authority should act to reduce the airlines' CPE at the State College Regional Airport. A lengthy discussion ensued.

*H. Mose made a motion to enact a rent reduction of 50% to the airlines and to waive the security fee, with a 3 year review period. D. Johnson seconded the motion. The motion was approved with one abstention. (R. Grmela)*

**8. 2025 Fiscal Year Budget Amendment**

- J. Meyer presented a list of proposed changes to the current budget that would result in a net change of \$263,000
- After consideration of the proposal, the sense of the Board was to authorize the staff to enact the CPE proposal and continue spending other line items at the same rate as in the current budget until a revised budget can be given further consideration.

*No formal action was taken on the budget at this time.*

**Executive Session for Personnel and Real Estate Matters**

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

**The Board returned from Executive Session at 10:34pm.**

*It was moved by G. Khoury and seconded by D. Johnson to reconvene in Open Session*

*W. Steudler made a motion to authorize the HR Committee to work with Thrive HR Management on the proposed work program, which will include everything except the update to the employee handbook. G. Khoury seconded the motion. **The motion was unanimously approved.***

**9. Around the Room**

- NONE

**Adjournment:**

*D. Johnson motioned to adjourn. Seconded by G. Khoury. The meeting adjourned at 10:37pm.*

*The next meeting is scheduled for February 27, 2025.  
Backup meeting date February 13, 2025.*

**Respectfully submitted:**

**H. Mose, Secretary CCAA**