

Centre County Airport Authority

Board Meeting Minutes

March 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 ([Absent Members](#)): Rebekah Grmela, David Gray

Additional Attendees: J. Meyer C.M. - Executive Director, Jason McMurtrie – Terminal Manager, Bryan Rogers – Airport Director, Tracy Benson – Solicitor; and Titus Seid – IT and Maintenance.

Guests: NONE

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

Public Comments: NONE

1. Approval of the February 27, 2025 Meeting Minutes

[Motion for approval was made by H. Mose. D. Johnson seconded the motion. The motion was unanimously approved.](#)

2. Financial Statements for February, 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
- R. Stewart provided an overview of the financial statements.
 - Discussion: Finances 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)

- American has less service than last year, so their enplanements are down.
- The Airport is at an 86% load factor.
- United is up for the calendar year, while American is down.

b. Republic Parking (report provided)

- There was a loss of revenue due to loss of internet service during the storm in March.
- A wireless/cellular system was installed to avoid internet loss in the event of a storm or power outage.

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

- The Advertising report was provided.
- It was noted that the power of social media is really helping build/grow community for the airport.
- It was also noted that social media is an immediate outlet for news and updates, while updating the website can take a few days.

d. Storm Report (Storm event occurred Sunday March 16, 2025)

- There was a serious storm event in Centre County that closed roads and caused widespread power outages. The CCAA was not hugely affected by the storm, although road closures that lasted five days made it difficult to access the airport and advising motorists of the detour was challenging. Also, the internet was down three days, which impacted payments at the long-term parking lot. In addition, the CCAA staff was able to help surrounding neighbors (Fullington and Nittany Glen) after the storm. The airport did lose power, but the generator kicked on and the airport was able to sustain normal operations during the power outage that lasted one day.

4. Air Operations (Bryan Rodgers)

a. Report provided and presented

Bryan reported that the Penn State side of the airport sustained significant storm damage, to roofing, fencing, and lighting.

Executive Session

D. Johnson motioned and G. Khoury seconded to move into Executive Session. The motion was unanimously approved.

Members returned to Open Session after the Executive Session.

5. Committee Reports

a. Airport Governance/Organization Task Force (AGOTF)

- No Report

b. Airport Outreach & Development (AOD) - C. Groshel

- No Report

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

- Last meeting of the design team was Wednesday, March 19, 2025.
- Still waiting for an update from West Penn Power
- The design of the Breezeway is a continuing discussion.
 - Gates 4 and 5 will be the new passenger bridges. Gates 1, 2 and 3 are still going to be ground boarding gates. Gates 6 and 7 will also be ground boarding.

d. HR – H. Mose

- The committee has completed the four tasks initially assigned to it and will now be focused on future initiatives.

H. Mose motioned and B. Steudler seconded to appoint Ralph Stewart as Interim Executive Director of the Airport, effective July 1, 2025, subject to the terms and conditions as discussed. The motion was unanimously approved, with Ralph Stewart abstaining.

H. Mose motioned and D. Johnson seconded to accept James Meyer's retirement from the position of Executive Director, effective June 30, 2025. Mr. Meyer's last day of employment will actually be August 15, 2025 as he uses his carried-over leave time. The motion was unanimously approved.

Several members expressed their appreciation for Jim's years of service to the airport. It was suggested that the Authority hold an event to celebrate Jim's service and retirement. Members will organize an event and have details by the next meeting.

6. Continuing Business:

a. NONE

7. New Business:

a. NONE

8. Around the Room

- Several members thanked Mr. Meyers for his years of service.
- Mr. Stewart thanked the Board for bringing him on board as Interim Director. He is looking forward to working with everyone.
- Mr. Meyers thanked the Board for their support and help over the years.
- Mr. Mose mentioned that a friend of his posted a picture of the Airport and said he had a very nice experience – and he complimented the café.

Adjournment:

George Khoury motioned and Gerry Hanscom seconded to adjourn. The meeting adjourned at 9:00pm.

*The next meeting is scheduled for April 24, 2025.
Backup meeting date April 10, 2025 (if needed).*

Respectfully Submitted:

H. Mose, Secretary, CCAA