

Centre County Airport Authority Meeting Minutes, April 27th, 2023

Attending: C. Groshel; D. Johnson; R. Finley; H. Mose; G. Khoury;
D. Gray; R. Stewart

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager; T. Benson, legal Counsel for the Authority; Jeff Krauss of the HR Office

The meeting was convened at 7:00 PM by C. Groshel.

Public Comments: None

1) Approval of the March 23rd, 2023 meeting minutes: Motion for approval was made by D. Johnson. D. Gray seconded the motion. The motion was unanimously approved.

2) Presentation by Jeff Krauss of The HR Office, Inc.

J. Krauss has been working for the Authority and closely with the HR Committee on several projects. One project is a review of the current wage and benefits package offered by the Authority and how it compares with like positions. J. Krauss provided information related to ranges of salaries with a full range of benefits. He conducted a wage and salary survey with minimal responses. J. Krauss used a company database to assemble wage ranges based on similar job duties or touch points. There were questions related to the database used, the similar touch points for experience, years of service figured in or not, salaries without fully loaded benefits, adding in 30 – 35% for benefits on top of salaries, and similar questions.

There was a discussion about the employee handbook. The HR committee is still looking for feedback on its policies.

3) Treasurer's Report/Financial Statements for February and YTD:

C. Groshel reviewed the March 2023 financial reports starting on pg. 5 of the agenda. The activity is for a three-month time frame.

- A. Statement of Budget Annual vs. Actual YTD:**
Total income is \$557,014.45. Approximately \$24,000 in revenue from PFCs from Crosswind. Net income was - \$58,492.41.
- B. Statements of Assets, Liabilities & Equity – Modified Cash, as of March 31st.** Cash/savings assets are at \$8.1M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.4M related to the access road and storm drainage system upgrades.
- C. Statement of Revenues and Expenses – Modified Cash YTD:** As stated above, net income is - \$58,492.41.
- D. Statement of Revenues and Expenses – Modified Cash – March**
Net income is - \$281,766.13
- E. Schedule of Cash Flows YTD:** A PIB loan payment in the amount of \$181,651.01 was made. Cash at end of period is \$8.1M.
- F. Excel Budget Format Rev and Exp:** These spreadsheets are produced by J. Meyer and show the actual versus budgeted Operating Revenue and Expenses for the month. Revenues are doing good. The Authority is under budget in some areas.

First National Bank will be scheduled for a presentation/overview at the May meeting.

Acceptance of Financials: R. Finley made a motion to accept the report. D. Johnson seconded the motion. The motion was unanimously approved.

- 4) Executive Director’s Report:** J. Meyer’s written report was provided with the agenda materials and begins on page 18. Comments were as follows:
 - a. Enplanement reports – Enplanement numbers are improving – 42% to 45% better than YTD 2022.
 - b. Reef parking – The economy lot numbers are growing due to the rate change. Revenues are ahead of budget for April.
- 5) Air Operations Report:** B. Rodgers submitted a written report. There was discussion on the definitions and categories of aircraft. There was

discussion about the After-Action Review related to the suspected bomb incident. There was discussion regarding the feasibility study for the boarding bridges and the split of the BIL grant funds.

6) Committee Reports:

A. Airport Name Change:

D. Gray stated that there was a meeting in early April. The logo is being refined. There is a solution for the Penn DoT signs that will need to be updated. Efforts are progressing.

B. Airport Governance/Organization Task Force (AGOTF):

A kick off meeting was held earlier in the month. Options for reorganizing or realigning are being explored. Other airport organizations are being reviewed. An aviation consultant may be considered.

C. Boarding bridges:

Information related to the feasibility study/engineering for the boarding bridges is to be received soon. There is to be a kick off meeting with Mead & Hunt in May. There were some questions about the local match grant resolution on the agenda.

D. HR Committee Update:

H. Mose and the committee are looking for comments on the employee handbook within the next couple weeks. There is some work to be done on the salary survey related to the type of employer the Authority wants to be. The committee recommended a contract extension for J. Krauss to finish the projects. There is work to be done in the area of healthcare and retirements plans. There was discussion on the extension of the contract with J. Krauss and if the scope of work under the original contract had been completed.

R. Finley made a motion to extend the existing contract. The motion was not seconded. Additional discussion was held regarding the extension.

H. Mose made a motion to retain J. Krauss at the stated hourly fee but not to exceed 50 hours. R. Finley seconded the motion and added that the hours are to be tracked on a weekly basis. The motion was unanimously approved.

7) Continuing Business:

A. Food & Beverage Cart in Departure Area

Security badging issues are still being worked out.

B. Stormwater Basin

Tests have been conducted and the results are expected.

8) New Business:

A. Resolution for Grant #3-42-0096-076-2023:

D. Johnson made a motion to approve the Resolution as stated. D. Gray seconded the motion. The motion was unanimously approved.

B. Presentation on the (2005) Terminal Area Master Plan:

This presentation was postponed due to the lateness of the meeting.

Around the room:

C. Groshel asked for salary survey feedback to be given to the HR committee. R. Finley suggested talking to someone with the Aviation Council of Pennsylvania regarding salaries. D. Johnson asked about Avelo air service. J. McMurtrie advised that the ACI salary survey for aviation positions was sent to everyone for their review. There was discussion about the potential services and incentive packages. The service to Charlotte was discussed and may return in 2024. There was some discussion on the solar array project moving forward.

Adjournment: The meeting was adjourned at 9:47 p.m.