

**Centre County Airport Authority  
Meeting Minutes, December 9th, 2021**

**The hybrid meeting was convened at 5:00 PM by C. Groshel.**

**Attending:** C. Groshel, D. Johnson, G. Downsbrough, B. Pincus, L. Lingle, R. Stewart, R. Filippelli, D. Gray

**Absent:** R. Finley

**Additional Attendees:** J. Meyer, Executive Director, CCAA; Bryan Rodgers Air Operations Manager; T. Benson, legal Counsel for the Authority; Jason McMurtrie, Terminal Manager, Mike Leakey, Hoffman Leakey Architects

C. Groshel thanked departing members Bruce Pincus and Ron Filippelli for their years of service on the board

**Public Comments:** None.

**Approval of the October 28th, 2021 meeting minutes:** *Motion for approval was made by D. Gray. D. Johnson seconded the motion. Motion Carried.*

**Treasurer's Report:** G. Downsbrough reviewed the October 2021 financial report noting the following:

- Some line items in the October Statement of Revenues and Expenditures have been moved from Operating to Capital. Crosswinds is not a Capital line item.
- YTD Statement of Revenues and Expenditures – positive with net income total at \$721,330.09
- Statement of Cash Flows YTD – includes PIB loan activity and indicating a cash positive for the period. Predictions are a positive cash position of \$150k at year end.
- Statement of Assets, Liabilities & Equity – Parking ticket revenues will be used for small donations. CARES funding contributed to positive position.
- Schedule of Budget vs. Actual – Approx. 118% of actual income vs. budgeted.
- Operating budget spreadsheet of Expenses – Expenses running above budgeted total by approx. 42% due to easement and revenue share payments
- Operating budget spreadsheet of Revenues – Revenues running 157% above budgeted. Parking, advertising, space rental – looking good.

*G. Downsbrough made a motion to accept the Report. R. Filippelli seconded the motion. Motion Carried.*

C. Groshel asked J. Meyer to provide an overview of the 2022 proposed operating budget. After review and discussion, *R. Filippelli made a motion for approval. G. Downsbrough seconded the motion. Motion carried.*

**Executive Director's Report:** J. Meyer provided an overview of the enplanements report with the following notes:

- Approx. 94,000 enplanements for the year with projected year end of 100,000. Load factors are low.
- Parking revenue is good with October the busiest month
- URBN Flavourhaus – opened on December 6<sup>th</sup>. Business is steadily growing.

**Air Operations Report:** Bryan Rodgers provided an overview of his written report noting the following:

- Financial Summary – actual revenues above expenses. Fuel sales up except jet fuel. Landings up. Cost sharing with Airlines for Deicing fluid removal. Deicing recovery profitable. No problems with supply chain although some materials purchased for the season
- Fuel spill prevention/scully system being installed
- Athletic teams using 737s
- Winter operations Plan overview was given, priority area list established, Accuweather alerts being used, runway sensors give conditions – snow & ice clearing helps to lower expensive chemical use

### **Continuing Business:**

- Expanded Departure Bathrooms bids - J. Meyer and M. Leakey provided an overview of the bids received noting that the lowest responsible bids were: PCBI Allen Mech. (HVAC) at \$71,455; Strouse Electric (electric) at \$15,930; and WSL Inc. (General Construction) at \$115,957.40 for a total of \$203,342.40.

*G. Downsbrough made a motion to accept the bids. D. Gray seconded the motion. Motion Carried.*

Resolution authorizing Airport Rescue Grant Program Participation – T. Benson provided an overview of the resolution noting that it involved \$2,740,241 of funds to be shared between Penn State and the Authority (that agreement is to be worked out). *B. Pincus made a motion to approve the resolution with appropriate signatures. D. Gray seconded the motion. Motion Carried.*

### **New Business:**

- Renting of wash bay to Avis and adding a gas tank approval – J. Meyer explained that Avis is interested in renting a wash bay in the new facility equipment building. In addition, they would need a gas tank which could be used by the Authority. After discussion, it was decided this topic should be reviewed by the facilities committee. The Committee will try to meet as soon as possible.
- Set airline rates, no increase for 2022, same rates since 2020 – D. Gray made a motion to approve. D. Johnson seconded the motion. Motion Carried.
- Five-year capital Improvements budget – J. Meyer noted the larger projects including the restroom project. *G. Downsbrough made a motion to approve the Capital Improvements Budget. D. Johnson seconded the motion. Motion Carried.*
- Set 2022 meeting calendar – J. Meyer stated that no comments were received. New meeting times were 5 and 7pm. *D. Gray made a motion to approve. D. Johnson seconded the motion. Motion carried.*
- Sinkholes – notice of sinkholes on the property. Consultants looking at a fix. Cost estimated to be \$25,000.

### **Around the room:**

- *D. Gray made a motion to commend Bruce Pincus and Ron Filippelli for their service to the Authority. G. Downsbrough seconded the motion. Motion Carried.*
- All thanked Bruce and Ron for their service
- Ron Filippelli voiced his appreciation to the Board
- Bruce Pincus voiced his appreciation to the Board

**Adjournment:** *D. Johnson made a motion to adjourn. G. Downsbrough seconded the motion. Motion Carried with the meeting adjourning at 6:53 PM.*