

Centre County Airport Authority Meeting Minutes, May 25th, 2023

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

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager; T. Benson, Legal Counsel for the Authority

An Executive Session was held for the purpose of discussing legal matters.

The meeting was convened at 7:13 PM by D. Johnson.

Public Comments: None.

D. Johnson reviewed Act 65 which governs agenda action items.

1) Approval of the April 27th, 2023 Meeting Minutes:

Motion for approval was made by R. Finley. G. Khoury seconded the motion. The motion was unanimously approved.

2) Treasurer's Report/Financial Statements for April and YTD:

J. Meyer reviewed the April 2023 financial reports with emphasis on his prepared spreadsheets. The LEO Grant Reimbursement is down due to the Authority waiting on a payment from TSA. Some of the airlines are behind on their payments. On the expense side, the spreadsheet indicates approximately \$49,000 not spent YTD. At the meeting in June, the new fiscal year 23/24 budget will be presented and scheduled for approval.

Acceptance of Financials:

G. Khoury made a motion to accept the report. R. Finley seconded the motion. The motion was unanimously approved.

3) Executive Director's Report: J. Meyer's written report was provided with the agenda materials and begins on page 16. Comments were as follows:

- a. Enplanement reports – Enplanement numbers are better than YTD 2022. There is still uncertainty due to the industry-wide pilot shortages. The overall load factor is 64.1%.
- b. Reef Parking – Gross revenue numbers indicate a total of \$109,341 of income for April. May income for 5/1 to 5/23 is \$84,305.

4) Air Operations Report: B. Rodgers did not submit a report.

5) Committee Reports:

A. Airport Name Change:

D. Gray was away. No report.

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

D. Gray was away. No report.

C. Boarding Bridges:

G. Khoury did not report as he is waiting to hear back from Bryan Rodgers on the advancement of this project.

D. HR Committee Update:

i. Contract Extension of HR Consultant

H. Mose updated the board on his discussions with Jeff Krauss after he received the contract extension letter following the last board meeting. There were some points in the letter that needed clarification or renegotiation. The extension was approved by the Executive Committee between the last board meeting and this meeting.

ii. Employee Handbook

H. Mose stated that the Employee Handbook is ready for adoption.

H. Mose made a motion to adopt the Employee Handbook as submitted with the effective date of July 1st. R. Finley seconded the motion. G Khoury stated that the Handbook was very thorough but is a fluid document. There was discussion related to anniversary dates, dates for raises, and the fiscal budget year change. The motion was unanimously approved.

iii. Other Items:

H. Mose mentioned that the Committee will be working on items such as the sick leave accumulation, talking with a healthcare coverage broker and retirement programs.

6) Continuing Business:

A. Food & Beverage Cart in Departure Area:

Final sign off/approvals are being sought.

B. Stormwater Basin:

The Authority is working with Mike Pratt on plans.

8) New Business:

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

This presentation was postponed.

Around the Room:

H. Mose provided a story related to how Jim and Jason provide envelopes to TSA so that items like pocket knives can be sent to the owners after confiscation due to forgetting to leave the item at home. Jim and Jason were thanked for doing this. J. Meyer conveyed Avis's comments related to great customer service from this airport. D. Johnson thanked the HR Committee for their hard work and heavy lifting on all the HR matters.

Adjournment: [The meeting was adjourned at 8:10 p.m.](#)