

Centre County Airport Authority

Meeting Minutes, October 27th, 2022

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

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

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

Public Comments: None

- 1) **Approval of the September 22nd, 2022 meeting minutes:** Motion for approval was made by D. Gray. D. Johnson seconded the motion. The motion was unanimously approved.

- 2) **Treasurer's Report/Financial Statements for September and YTD:**

G. Downsbrough reviewed the September 2022 financial reports starting on pg. 6 of the agenda.

 - A. **Schedule of Budget Annual vs. Actual YTD:** We are three-quarters through the year. Generally, the financials look good. Terminal advertising is doing good with revenue expected in the fourth quarter. There is a phasing issue with respect to advertising revenue. The rental car revenue is good. The café is a disappointment. On the expense side, some expenses are higher than budgeted – sewer charges for new maintenance building and security (Sheriff Office) due to planes coming in late. Some items were purchased in bulk for seasonal needs and price savings.

 - B. **Statements of Assets, Liabilities & Equity:** Cash/savings assets are \$7.3M. The largest liability is the Pennsylvania Infrastructure Bank (PIB) loan at \$5.76M related to the access road and storm drainage system upgrades.

 - C. **Statement of Cash Flows YTD:** Cash flow YTD is at - \$1,311,619.78. This report shows the PIB loan payments to date.

 - D. **Statement of Revenues and Expenses YTD:** Larger expenses include the bathroom remodel, the maintenance building and the ramp lights. There is a net ordinary income YTD of \$315,710.01.

E. Statement of Revenues and Expenses Sept: This report indicates a net operating income of \$44,781.87.

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. We are below budget on expenses. Parking revenue is below budget but should improve the last part of 2022. Overall revenues are good or above budget primarily due to a strong rental car market.

Acceptance of Financials for September: G. Downsborough made a motion to accept the Report. H. Mose seconded the motion. The motion was unanimously approved.

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

- Enplanement reports – numbers are down due to fewer flights caused by pilot shortages. We are still substantially lower now compared to our 2019 numbers. Load factors are excellent.
- Reef parking – Page 16 provides a spreadsheet/history indicating how revenues are split. The Authority needs to have approx. \$68,000 per month to break even. Some months are below the break-even threshold. September and the last quarter of the year are typically strong months.
- Rental car vendors – vendors are doing well. The reports indicate revenue to the Authority of \$188,810 which is above 2021 amounts. There is some non-airport related rental car business taking place. There was a discussion about having the airport connected to public transit to work more like a transportation center. Thoughts were to explore options.
- Miscellaneous updates – The staff seal-coated the remote parking lot by hand. The repainting of the parking space lines is taking place now. The TSA pre-check line will be open next week. CARE dollars from PSU are expected to be received soon. There was more discussion regarding options for transportation to/from the airport. Discussions with Fullington Bus regarding bus trip passengers parking at the airport. Discussions have been positive to date. The concession grant mentioned by B. Rodgers at previous meetings, may produce \$45,000 toward losses. There was some questions about unmarked C130s at the airport. There was discussions about our position regarding the passenger boarding ramps project/FAA process and PSU.

4) Air Operations Report: B. Rodgers did not attend and had no report.

5) Continuing Business:

- A. **URBN Flavorhaus Express:** The owner is still not responding. The matter was turned over to Solicitor Benson. T. Benson will come back with options.
- B. **EV Charging Stations for Main Parking Lot:** Discussions continued regarding what level of charger to put in, how many, and how to monitor the expense. J. McMurtrie checked with Delta Development regarding state grants. There are some grants available but there are conditions attached. The costs for a level one system will be put into the budget with more discussion and final approval to be considered.
- C. **Roadside Signage & Terminal Signage:** D. Gray recapped a meeting that was held with PSU representatives regarding a name change to the entire airport, not just the terminal. The PSU representatives at the meeting were receptive to a name change and will take it up the ladder. They will be in touch. The name being considered is "State College Regional Airport." Efforts are being made to get input from the Centre County Commissioners.
- D. **Solar Meeting at UAJA:** R. Stewart recapped an on-site meeting at the UAJA facility to learn about their solar energy project. Several board members and J. Meyer attended. The overall take-away was that the Authority may want to consider doing the project directly with an engineer and financing the cost itself. There are incentives available that make the project attractive. The engineer who spoke to us at the meeting and who did the UAJA project, will be invited to an upcoming Authority meeting.

6) New Business:

None

Executive Session: Legal and Personnel G. Downsborough made a motion to go into Executive Session. D. Johnson seconded the motion. The motion was unanimously approved.

Adjournment:

Following the Executive Session, G. Downsborough made a motion to adjourn. R. Finley seconded the motion. The motion was unanimously approved. The meeting ended at 9:21 p.m.