

Centre County Airport Authority

Meeting Minutes, January 11th, 2024

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

Absent: B. Finley

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

The meeting was convened at 7:00 PM by J. Meyer for the purposes of conducting the annual reorganization for 2024.

Motion to retain the current slate of officers from 2023 was made by C. Groshel. D. Gray seconded the motion. The motion was unanimously approved.

C. Groshel welcomed William (Bill) Steudler to the Authority Board.

R. Finley made a motion to go into executive session to discuss legal matters. D. Johnson seconded the motion. The motion was unanimously approved.

D. Johnson made a motion to leave the executive session and to return to the regular meeting. The motion was seconded by G. Khoury. The motion was unanimously approved.

W. Steudler provided some background information on himself and why he was interested in joining the Airport Authority.

Public Comments: None.

1. Approval of the December 14th, 2023 Meeting Minutes:

Motion for approval was made by D. Gray. G. Khoury seconded the motion. The motion was unanimously approved.

2. Financial Statements for November:

- 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. Finley provided an overview of the financial statements. No unusual factors. Net cash assets are \$8.3M. There was a question regarding how Capital items are defined and listed. J. Meyer will work with the accounting service to clarify Capital expenses.

H. Mose made a motion to accept the Report. D. Gray seconded the motion. The motion was unanimously approved.

3. Executive Director's Report – J. Meyer:

Total enplanements for calendar year 2023 were 135,600. This is comparable to the 2007 to 2017 time period. Looking ahead, January and February are the slow months of the year for the airlines.

4. Committee Reports:

a. Airport Governance/Organization Task Force (AGOTF) – D. Gray: No Report

b. Boarding Bridges – G. Khoury:

G. Khoury stated that a climate-controlled walkway would need to be built to connect passengers to the four boarding bridges. Bryan Rodgers is willing to check into potential FAA grant funding. The Total cost of the walkway and boarding bridges is estimated to be \$11M.

There were questions about the impact of the project to the terminal building – what modifications would need to be made. A feasibility proposal from Mead & Hunt will be sought.

A motion was made by R. Finley to ask Bryan Rodgers to check with the FAA regarding any grant funding for this project and to contact Mead & Hunt about getting a proposal for doing the terminal building feasibility study. The motion was seconded by D. Gray. The motion was unanimously approved.

c. HR – H. Mose:

H. Mose stated that the Committee is still evaluating firms to work with for the retirement plan. They are discussing program needs with Battaglia Associates. There was no objection to the committee continuing discussions.

5. Continuing Business:

a. Approval of the Café Concession Agreement

T. Benson provided an overview of the draft concession agreement with Penn Valley Café LLC. The terms and conditions are similar to past agreements. Year 1 – no rent; Year 2 - \$400/month rent. Equipment purchased by the Authority will be available through a rent-to-own arrangement.

A motion was made by D. Johnson to enter into the Concession Agreement and related equipment lease as presented. The motion was seconded by R. Finley. The motion was unanimously approved.

6. New Business:

a. Approve the Hiring of Special Counsel

The Authority approved the hiring of Kaplan Kirsch & Rockwell special counsel.

Adjournment: The meeting was adjourned at 8:45 p.m.