

Susquehanna Area Regional Airport Authority
Meeting Minutes
May 29, 2024

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, May 29, 2024. The following Board members were in attendance:

James Anderson	James Gross	Keith Rodgers
Keith Bashore	James Helsel	*Carolyn Van Newkirk
Bennett Chotiner	Erik Hume	Nelva Wright
Brian Enterline	William Leonard	

*Ms. Van Newkirk arrived after Roll Call was taken.

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Michael Moskal (Deputy Director, Finance & Business Administration), Jamie Sides (Deputy Director, Maintenance), Kevin Bryner (Deputy Director, IT), Scott Miller (Deputy Director, Advertising & PR), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Mick Burkett (Deputy Director, Human Resources), and Camille Springer (Executive Assistant).

Public Comments: None.

Consent Calendar:

Mr. Leonard said this is to approve one Consent Calendar item, a non-controversial item costing less than \$10,000.

1. Minutes of the April 24, 2024 Board Meeting

Motion: A motion was made by Mr. Helsel that the Board approve the Consent Calendar item. The motion was seconded by Mr. Hume and unanimously approved. Ms. Van Newkirk was not present when this vote was taken.

Executive Committee:

a) **Grant Resolution:** Mr. Edwards reported that this is a Resolution authorizing application to the Office of Local Defense Community Cooperation – Defense Community Infrastructure Program for the Harrisburg International Airport Hydropillar Restoration Project. SARAA is requesting a Defense Community Infrastructure Program (DCIP) grant in the amount of \$1,500,000 from the United States Department of Defense to be used for the HIA Hydropillar Restoration Project.

Motion: A motion was made Mr. Anderson that the Board designate the Executive Director, Timothy Edwards, and the SARAA Chairman, William Leonard, as the officials to execute all documents and agreements between SARAA and the United States Department of Defense to facilitate and assist in obtaining the requested grant. The motion was seconded by Mr. Rodgers and unanimously approved. Ms. Van Newkirk was not present when this vote was taken.

Airport Operations:

a) **Award South Apron Construction, Phase VI, Conewago Enterprises,**

GRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract, pending award of an FAA AIP Grant, with Conewago Enterprises in the amount of \$731,229 to construct Phase VI of the South Aircraft Parking Apron Project at GRA. Work during this phase will prepare the remaining portion of taxiway extending along the north side of the new apron for paving that will be completed under the next phase. A total of three bids were received. The low bidder was deemed to be responsible and responsive and proposed a cost that was below the Engineer's Opinion of Probable Cost by 21.9%. This project will be funded through an FAA AIP Grant at 90%, with a 5% State and 5% Local match.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a construction contract, pending award of an FAA AIP Grant, with Conewago Enterprises, Inc. of Hanover, Pennsylvania in the amount of \$731,229 to construct Phase VI of the South Aircraft Apron Project at GRA. The motion was seconded by Mr. Helsel and unanimously approved.

b) **Award CA Services, South Apron Construction, Phase VI, TranSystems,**

GRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional service agreement with TranSystems in an amount not-to-exceed \$68,570 to provide Construction Administration Services for Phase VI of the South Aircraft Parking Apron Construction Project at GRA. TranSystems is recommended to provide CA Services since they are the Engineer of Record for this project and successfully performed as CA on previous phases. This project will be funded through an FAA AIP Grant at 90%

Motion: A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a professional service agreement, pending award of an FAA AIP Grant, with TranSystems of Harrisburg, Pennsylvania in an amount not-to-exceed \$68,570 to provide Construction Administration Services for Phase VI of the South Aircraft Parking Apron Construction Project at GRA. The motion was seconded by Mr. Anderson and unanimously approved.

c) **Award CM/CI Services, South Apron Construction, Phase VI, ADCI,**

GRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a

professional service agreement with ADCI, Inc. in an amount not-to-exceed \$202,341 to provide Construction Management and Inspection Services for Phase VI of the South Aircraft Parking Apron at GRA. ADCI is recommended to provide CM/CI services for this project due to their outstanding past performance and knowledge of SARAA's processes. This project will be funded through an FAA AIP Grant at 90%.

Motion: A motion was made by Mr. Rodgers that the Board authorize the Executive Director to execute a professional service agreement, pending award of an FAA AIP Grant, with ADCI, Inc. of Ellicott City, Maryland in an amount not-to-exceed \$202,341 to provide Construction Management and Inspection Services for Phase VI of the South Aircraft Parking Apron Construction Project at GRA. The motion was seconded by Mr. Helsel and approved. Mr. Anderson, Mr. Bashore, Mr. Chotiner, Mr. Enterline, Mr. Gross, Mr. Helsel, Mr. Leonard, Mr. Rodgers, Ms. Van Newkirk and Ms. Wright voted for the motion. Mr. Hume rescued himself from this vote.

d) Award CA/CM/CI Services, Community Hangar Apron, FCRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional service agreement with ADCI, Inc. in an amount not-to-exceed \$154,996 to provide Construction Administration, Construction Management and Construction Inspection Services for the Apron Rehabilitation Project at FCRA. This project will enhance safety at FCRA and extend the life of the airfield by reconstructing approximately 5,800 SY of aircraft parking apron pavement, installing new subsurface under-drains, in-pavement aircraft tie-down anchors, and airfield pavement markings. ADCI is recommended to provide these services for this project since they are the Engineer of Record, proficient with SARAA's processes and have an outstanding record of past performance. This project will be funded through an FAA AIP Grant at 90%.

Motion: A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute a professional service agreement, pending award of an FAA AIP Grant, with ADCI, Inc. of Ellicott City, Maryland, in an amount not-to-exceed \$154,996 to provide Construction Administration, Construction Management and Construction Inspection Services for the Apron Rehabilitation Project at FCRA. The motion was seconded by Mr. Anderson and approved. Mr. Anderson, Mr. Bashore, Mr. Chotiner, Mr. Enterline, Mr. Gross, Mr. Helsel, Mr. Leonard, Mr. Rodgers, Ms. Van Newkirk and Ms. Wright voted for the motion. Mr. Hume rescued himself from this vote.

e) Award Passenger Boarding Bridges Construction, Oshkosh AeroTech, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with Oshkosh AeroTech, LLC in the amount of \$7,492,871 to replace six passenger boarding bridges (PBB's) and update PC air and ground power units at HIA. The scope of work includes removing/disposing of six existing PBB's, repairing existing pedestals on selected gates and furnishing/installing new PBB's. This project will provide new, more efficient stand-alone undermounted PC Air units at all twelve PBB's, which will greatly reduce operating times, costs and energy consumption. A total of three bids were received. The low bidder was deemed to be responsible and

responsive and proposed a cost that was below Engineer's Opinion of Probable Cost by 16.38%. This project was selected by FAA for a FY 2024 BIL-ATP Grant and will be funded at 95% with a 5% match. Ms. Wright said that the Disadvantaged Business Enterprise goal for this project was 5.21%, and questioned staff on the good faith efforts undertaken by the low bidder to meet the goal. A discussion ensued. Ms. Wright requested that moving forward, staff obtain more detailed documentation regarding the good faith efforts undertaken by bidders to meet DBE participation goals.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a construction contract, pending award of FY2024 BIL-ATP Grant, with Oshkosh AeroTech, LLC in the amount of \$7,492,871 to replace six (6) passenger boarding bridges and update PC Air and ground power units at HIA. The motion was seconded by Mr. Enterline and approved with ten members voting for the motion and one member voting against the motion. Mr. Anderson, Mr. Bashore, Mr. Chotiner, Mr. Enterline, Mr. Gross, Mr. Helsel, Mr. Hume, Mr. Leonard, Mr. Rodgers and Ms. Van Newkirk voted for the motion. Ms. Wright voted against the motion.

f) **Award 4th Floor Joint Replacement, MMTF, Lobar Associates, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute an agreement with Lobar Associates Construction for the replacement of the top-level flat double "T" joints on the 4th level of the MMTF parking structure at HIA. The total value of the agreement will not exceed \$903,411.83. The work will only be approved subject to submission and verification of Keystone Purchasing Network/Gordian contract participation by Lobar Associates Construction. Work is to be staged to allow access to all levels while work is being completed. Lobar Associates Construction has worked with HIA on several projects within the MMTF including 4th floor joint replacement and concrete section repairs. Funding for this agreement was included in the SARAA 2024 Operating and Maintenance Budget.

Motion: A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute an agreement with Lobar Associates Construction for the replacement of the top-level flat double "T" joints on the 4th level of the MMTF parking structure at HIA. The total value of the agreement will not exceed \$903,411.83. The motion was seconded by Mr. Bashore and unanimously approved.

g) **Award CA/CM Services, 4th Floor MMTF Joint Repairs, Desman, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services agreement with Desman for an amount not-to-exceed \$75,670 for CA/CM services associated with Phase IV Repair and Monitoring of the MMTF at HIA. Desman is the engineer of Record for the project and has an excellent performance record with the airport. Funding for this agreement was included in the SARAA 2024 Operating and Maintenance budget.

Motion: A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute a professional services agreement with Desman, of Mclean, Virginia, in an amount not-

to-exceed \$75,670 for CA/CM services associated with Phase IV Repair and Monitoring of the MMTF at HIA. The motion was seconded by Mr. Gross and unanimously approved.

h) EAM & GIS System Software Subscription: Mr. Edwards said that this is to authorize the Executive Director to sign a four-year subscription agreement with Trimble for its Cityworks software in an amount not-to-exceed \$390,735. In December 2023 the SARAA Board gave approval for staff to move forward with the development and implementation of a GIS-based asset management (EAM) system with AECOM as a consultant. For consultant AECOM to begin configuring the software, SARAA must purchase a subscription with Trimble, the owner and sole source for purchasing Cityworks. A multi-year subscription is recommended to take advantage of the largest discounts offered. Funding for this project will come from the 2024-2027 O&M budget.

Motion: A motion was made by Mr. Enterline that the Board authorize the Executive Director to sign a four-year subscription agreement with Trimble for its Cityworks software in an amount not-to-exceed \$390,735. The motion was seconded by Mr. Anderson and unanimously approved.

i) Maintenance Vehicle, HIA: Mr. Edwards reported that this is to approve the acquisition of one 2024 Chevrolet Traverse SUV. The vehicle will be used as an on-highway transportation vehicle for use by all SARAA personnel for training, local or distant meetings or activities at SARAA-owned facilities or distant locations. The purchase will not exceed \$47,500. This project and funding were approved as part of the 2024 SARAA Capital budget. The vehicle is available through the State COSTARS Contract.

Motion: A motion was made by Mr. Gross that the Board approve the acquisition of one 2024 Chevrolet Traverse SUV. The motion was seconded by Mr. Rodgers and unanimously approved.

j) Facilities Easement Agreement, Adams Electric, GRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a Facilities Easement Agreement between SARAA and Adams Electric. Dave Speranza is projecting to start construction on his new hangar at GRA and has requested Adams Electric to install electric service, including poles, conduit, cables, transformer and meter to his hangar. The permanent, non-exclusive easement allows Adams Electric access to the easement area for the installation, construction, operation, maintenance, repair, or removal of the equipment. If the easement is no longer necessary, it will terminate. The easement agreement will be reviewed by SARAA's legal counsel.

Motion: A motion was made Ms. Wright that the Board authorize the Executive Director to execute a Facilities Easement Agreement between SARAA and Adams Electric. The motion was seconded by Mr. Anderson and unanimously approved.

k) Operating Agreement, LK Aircraft Line Maintenance, FCRA: Mr. Edwards reported that this is to authorize the Executive Director to execute an Operating Agreement with LK Aircraft Line Maintenance. Lauren Kimberly, who is an airframe and power plant mechanic, would like to establish an aircraft line maintenance station at FCRA. LK will provide line maintenance services and support for any scheduled checks and unscheduled maintenance for all

aircraft with gross weight of 12,500lbs or less. Lauren has submitted a business plan and is seeking a 6-month term for the operation that will automatically renew every 6 months. The maintenance station will be located inside the community hangar, in a spot that she already rents. Lauren will be authorized to conduct the line maintenance services at FCRA, GRA and CXY. SARAAs legal counsel will draft the Operating Agreement. The operator shall pay SARAAs a commission fee of 3.5% of the total gross revenues of all revenue producing activities.

Motion: A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute an Operating Agreement with LK Aircraft Line Maintenance. The motion was seconded by Ms. Wright and unanimously approved.

Executive Director's Report:

a) **Financials & Dashboard (through April):** Total Revenues were \$9.6 million vs \$9.9 million budgeted, down 3.2%. Total Operating Expenses were \$8.1 million vs. \$8.7 million budgeted, down 6.8%. Net Operating Revenue is \$1.5 million, or 23% over budget. The Variance to Budget was \$416,434. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$1,706,284. The Debt Coverage Ratio is 1.37 on a 1.25 requirement. The Total Covid Grant Fund Balance is \$4.2 million. On the Sales and Revenue Summary, YTD enplanements were 10.3% above YTD 2023 enplanements. Food/Gift sales are up 8.8%. Hotel Sales are up 5.4%. Rental Car sales are down 2.1%. CFC Days are up 2.3%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 5.8% of total outstanding receipts. Of the \$52,000 balance, \$43,000 was received this month.

b) **Project Update:** Mr. Edwards reported on the following:

HIA:

Cargo Apron Expansion: Construction for Phase 6 will bid on 6/2/2024, with a 2025 completion.

Water Plant PFOS Remediation Upgrade: Addressing mechanical & electrical Punch List items and finalizing controls.

Baggage Handling System Control: The contractor continues to install power connections, material procurement and submittals. The contract completion date is 7/13/2025.

Replace Passenger Board Bridges: Bids were opened on 4/25/2024. Board Paper for low bidder Oshkosh Aerotech.

Building 208 Demolition: Demolition is anticipated to be completed in winter 2024.

Rehab Water Tower: Work will be completed in June 2024.

Capital City Executive Airport:

Remove Obstructions-Off Airport Tree Removal Phase V: The prebid meeting was held on 5/2/2024. Bids will be opened 7/1/2024.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI/VII: Board paper this month to award construction to Conewago; Board paper this month to award CA Services to TranSystems; Board paper this month to award CM/CI Services to ADCI.

Franklin County Regional Airport:

Update Master Plan: The contract completion date is 7/12/2024.

Rehabilitate Apron, Phase I: A prebid meeting was held on 5/23/2024. Bids will be opened 7/1/2024.

c) Enplanement Report: Mr. Edwards reported that April 2024 MDT Operations were up 2.2% vs April 2023. YTD 2024 MDT Operations are down 0.6% vs YTD 2023. Passenger and cargo operations are down 9% YTD. April 2024 CXY Operations were up 3.7% vs April 2023. YTD 2024 Operations are up 1.1% vs YTD 2023. Local GA operations are up 4% YTD. April 2024 Air Cargo Tonnage decreased 1% vs April 2023. YTD 2024 Air Cargo Tonnage is down 1.3% vs YTD 2023. April 2024 enplanements were 60,280, up 20.6% vs April 2023. YTD 2024 enplanements were up 10.3% vs YTD 2024 and up 4.2% vs budget. April 2024 was the second busiest April in airport history trailing 2019 by 5% (64,133). The 2024 current projected enplanements are 712,099.

Schedule changes this summer:

- Allegiant adds 2x weekly new service to Jacksonville on June 14th.
- United begins 2x daily service to Dulles on June 27th. This replaces EWR.
- Delta now offers 2x per day to Detroit on most days of the week.
- American now offers 3x per day to Chicago; between 3x and 5x to Philadelphia.
- American to Charlotte increases from 580 seats to 784 on August 6th.

Jumpstart Conference: Mr. Edwards and Mr. Miller attended the Jumpstart Conference in May in Washington DC. The “Speed Dating” meetings included American, Delta, United, JetBlue, Southwest, Viva Aerobus, Landline Bus Company.

Real ID: The deadline to get a Real ID is May 7, 2025.

Executive Session:

Mr. Leonard did not convene an Executive Session.

Board Member Comments:

Erik Hume: Mr. Hume commented that the Blue Angels Documentary is a nice preview for the 2025 HIA airshow.

Mr. Anderson: Mr. Anderson is excited about all the new projects.

Mr. Leonard: Mr. Leonard reminded everyone that the July 26th Committee meetings will be held at the Capital City Executive Airport. The September 20th Committee meetings will be held at the Franklin County Regional Airport.

Mr. Enterline: Mr. Enterline thanked Mr. Edwards and the Fire Department for the cohesive training that was done collectively with the HIA Fire Department and the Harrisburg Fire Departments.

Mr. Bashore: Mr. Bashore said he appreciates the opportunity to attend the meeting with Fairview Township Supervisors in June. He also thanked the staff for everything that is going on at CXY.

Next Board Meeting:

**Wednesday, June 26, 2024, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 8:55 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer