

Susquehanna Area Regional Airport Authority
Airport Operations Committee
July 26, 2024
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:20 a.m. on Friday, July 26, 2024, with the following members of the Committee present:

Brian Enterline, Chair
Keith Bashore

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Bill Leonard (SARAA Board), Nelva Wright (SARAA Board), James Helsel (SARAA Board), Erik Hume (SARAA Board), Carolyn Van Newkirk (SARAA Board), James Gross (SARAA Board), Brian Seltzer (SARAA Board), Lou Paoletti (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Michael Moskal (Deputy Director, Finance & Administration), Scott Miller (Deputy Director, Advertising & Business Development), Kevin Bryner (Deputy Director, IT), Jamie Sides (Deputy Director, Maintenance), Mick Burkett (Deputy Director, Human Resources), and Camille Springer (Executive Assistant).

Guests:

Delta Development: Eric Clancy, Rebecca Burk, Maggie McGahen

Public Comments: None.

Minutes: The minutes of the June 21, 2024, Airport Operations Committee were deemed approved with no changes.

Delta Development:

Capital Priorities:

PA DCED Statewide Local Share Account Program: Rehabilitation of HIA Hydro Pillar; Grant Request \$807,300; Award Announcement anticipated for November 2024.

PennDOT Multimodal Transportation Fund (MTF): Signage and Wayfinding Upgrades at HIA; Grant Request: \$810,096; Award Announcement anticipated for Fall 2024

DCED Industrial Site Reuse Program: Crawford Station Generating Station Adaptive Reuse Project; Grant Request \$160,000; Application submitted July 8th.

OSFC Municipal Fire Department Center Capital Grant Program: HRET and Water Rescue Training; Grant Request: \$75,935. This has been awarded.

U.S. Dept. of Defense: HIA Hydropillar Restoration and PAANG Waterline Improvement; Grant Request: \$1,340,360; Award Announcement anticipated for September 2024.

Commonwealth Financing Authority Multimodal Transportation Fund Program: HIA Multimodal Transportation Facility; Grant Request: \$1,799,640; Award Announcement anticipated for Spring 2025.

Other Initiatives:

2024 Appointing Authorities Presentations: The presentations have been given to all the Appointing Authorities except for the City of Harrisburg (at the discretion of City Council).
Site Tour: Representative Thomas Kutz was given a site tour of HIA on July 23, 2024.
Pennsylvania FY 2024-2025 Funding Opportunities: Pennsylvania Strategic Investments to Enhance sites Program; available funding - \$500 million.

Marketing & Enplanement Report:

Mr. Miller reported that June was the busiest month of 2024. Total Operations were up 10.9% vs last June. YTD 2024 operations are down 1.8% vs YTD 2023. June's 2,875 operations were the third highest monthly total over the past two years, up 6.6% vs June 2023. YTD 2024 operations are down 1.8% vs YTD 2023. June 2024 Air Cargo Tonnage decreased 14% vs June 2023. YTD 2024 cargo is down 3.3% vs YTD 2023. UPS is down 5% in June, and up 16% YTD. FedEx is down 4% in June, and flat vs 2023. June 2024 enplanements totaled 65,061, up 10.8% vs June 2023. YTD 2024 enplanements were up 12.1% vs YTD 2023, and up 7.3% vs budget. June 2024 was the busiest month since November 2019. June 2024 was 3.6% below June 2019. 2Q 2024 was the fourth busiest second quarter in airport history, 6.4% behind 2109's record. MDT Departing Seat Capacity is planned to be up 14.9% vs last year, up 13.3% vs budget.

May 2025 Air Show Update:

- Ingres, Egress and Parking plan are being finalized.
- Initial site and aerobatic protection plan have been developed
- Staff responsibilities are being coordinated
- All plans to be finalized in October for Blue Angels site visit in November

News and Upcoming Events:

- July 19th - CrowdStrike outage cancelled about 10 flights between 7/19 – 7/22
- June 23rd – Hosted PA State Representative Thomas Kutz (Cumberland County) for tour
- July 26th – Al, Jamie & CXY staff hosting Cub Scout Summer Camp event.
- August 6th – Staff participating in the Swatara, Lower Swatara, Highspire and Fairview Township National Night out events
- PSU expected to charter from HIA on 10/10 for game at USC on 10/12

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 6: Bids were opened on 7/9/24. Golden Triangle was the low bidder. AECOM to provide CA; Urban Engineers to provide CM/CI. Pending Borad approval, project & professional services will be awarded once final grant offer is received.

Reconfigure Third Street: Final inspection held 7/23/2024 ahead of schedule and under budget.

WTP and PFOS Remediation Upgrade: Project is substantially complete, and plant continues to produce non-detect water.

Replace Passenger Boarding Bridges: Awaiting final grant offer to award & execute agreement and issue NTP.

Rehab Water Tower #4 WTP: Tank to be rinsed, disinfected, filled and restored into service.
Baggage Handling System Control System Upgrade: Contract completion date is 7/13/2025.
The project is currently on schedule

CXY:

Remove Obstructions – Off Airport Tree Removal Phase V: Pending Board approval, Urban Engineers will provide CA/CM for this project. Pending Board approval, project will be awarded to Tristate once final Grant offer is received.

GRA:

Construct South Apron: Awaiting final grant offer to issue NTP & coordinate preconstruction meeting

FCRA:

Update Master Plan: Contract completion date was 7/12/2024 but tracking slightly behind due to extended FAA review times.

Rehabilitate Apron, Phase II: Bids opened 7/1/2024; low bidder JVI Group. Pending Board approval, the project will be awarded once the final grant offer is received.

Award Construction/Off Airport Tree Removal, CXY:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with Tri-State Clearing and Tree Service in the amount of \$996,996 to remove off airport obstructions west of the approach end of Runway 8 at CXY. This is the last phase of a multi-year project to remove aircraft hazards and improve flight safety. Two bids were received and publicly revealed on July 1, 2024, via PennBid. Only Tri-State was considered to be responsive and responsible by the Engineer of Record. This project was identified as a priority in the 2024 CIP Budget and will be paid for through FAA Grants at 90% funding with a 5% local match.

There were no objections to forwarding this item to the full Board for approval.

Award CA/CM Services, Off Airport Tree Removal, CXY:

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineers in an amount not-to-exceed \$195,860 to provide construction administration (CA) and construction management (CM) services for the project to remove off airport obstructions at CXY. Urban was previously selected to provide these services through a RFQ/TP process that followed procedures described in FAA Advisory Circular and SARAA's procurement policy. Urban is the Engineer of Record for this multi-phase project. This project was identified as a priority in the 2024 budget and will be funded through FAA AIP and BIL-AIG Grants at 90%.

There were no objections to forwarding this item to the full Board for approval.

Award Construction, Rehabilitate Apron, Phase 1, FCRA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with JVI Group in the amount of \$861,845 to reconstruct an existing aircraft parking apron at Franklin County Regional Airport. This project will reconstruct approximately 5,600 SY of bituminous aircraft parking apron pavement, install new subsurface underdrains, in-pavement aircraft tie-down anchors, pavement markings, and E&S Stormwater management features. Three bids were received and publicly revealed on July 1, 2024, via Penn Bid. This project was identified as a priority in the 2024 CIP budget and will be paid through FAA grants at 90% funding with a 5% state and 5% local match.

There were no objections to forwarding this item to the full Board for approval.

Award Construction, Cargo Apron Expansion, HIA:

Mr. Edwards said that this is to authorize the Executive Director to execute a construction contract with Golden Triangle Construction in the amount of \$13,888.67 to construct the final phase of the Cargo Apron Expansion project at HIA. The last phase of this project includes completing drainage installations and constructing the remaining 29,450 SY of 17” concrete pavement for the expanded cargo apron. A total of 2 bids were received and both were deemed to be responsible and responsive. This project was identified a a priority in the 2024 CIP budget and will be paid through FAA grants at 90% funding with a 5% state and 5% local match.

There were no objections to forwarding this item to the full Board for approval.

Award CA Services, Cargo Apron Expansion, HIA:

Mr. Edwards said that this is to authorize the Executive Director to execute a professional services contract with AECOM for the not-to-exceed amount of \$237,583 to provide construction administration (CA) services for the final phase of the Cargo Apron Expansion project at HIA. AECOM was previously selected to provide these services through a RFQ/TP process that followed procedures described in the FAA Advisory Circular and SARAA’s procurement policy. This project was identified as a priority in the 2024 CIP budget and will be paid through FAA AP, Discretionary, and BIL-AIG grants at 90% funding.

There were no objections to forwarding this item to the full Board for approval.

Award CM/CI Services, Cargo Apron Expansion, HIA:

Mr. Edwards said that his is to authorize the Executive Director to execute a professional services contract with Urban Engineers for the not-to-exceed amount of \$1,064,000 to provide construction management and inspection (CM/CI) services for the last phase of the Cargo Apron Expansion project at HIA. Urban was previously selected to provide these services through a RFQ/TP process that followed procedures described in the FAA Advisory Circular and SARAA’s procurement policy. This project was identified as a priority in the 2024 CIP budget

and will be paid through FAA AIP, Discretionary, and BIL-AIG grants at 90% funding with a 5% state and 5% local match.

There were no objections to forwarding this item to the full Board for approval.

CXY O&M Projects:

Mr. Edwards reported that this is to award contracts to Capital Coating in the amount of \$170,220.00 to complete O&M projects at CXY and to authorize the Executive Director to sign the contract and all related documents. T-Hangar Buildings 502 and 504 need repairs. Building 502 has a leaking roof. Building 504 has the paint on the sides of the building peeling. These two projects would greatly enhance the safety and appearance of the south side of CXY. These projects will be completed by the end of September 2024. Funding for these contracts will come from the 2024 SARAA Operating and Maintenance Budget.

There were no objections to forwarding this item to the full Board for approval.

MMTF Purchase Network Cabling and Installation:

Mr. Edwards reported that this is to authorize the purchase of cabling and installation from Choice Communications for an amount not to exceed \$67,400.00. Choice Communications is a COSTARS member. The final goal of this effort is to replace CCTV cameras in the MMTF. To replace the cameras, however, network cabling must be installed through the building so new cameras can be connected to SARAA's camera network. Two quotes were received for this project. Funding for this project will come from the 2024 capital budget.

There were no objections to forwarding this item to the full Board for approval.

Shuttle Bus Vehicle, HIA:

Mr. Edwards reported that this is to approve the purchase of one 2024 shuttle bus for transporting customers to and from the long-term parking lot. The purchase shall not exceed \$154,000. The current bus is a 2015 Freightliner. The proposed replacement is available via a Maryland (MDOT) Maryland Transit Authority (MTA) contract. The current contract will expire on July 31, 2024, with a renewal expected on August 1, 2024, with increased pricing. Pennsylvania does not currently have a contract available to cover this vehicle. This project and funding was made available by absorbing the approved 2024 Taxiway G project (\$282,154 SARAA Capital budget) into an existing FAA grant project.

There were no objections to forwarding this item to the full Board for approval.

Maintenance Vehicle, HIA:

Mr. Edwards reported that this is to approve the acquisition of one new 2023 Chevrolet truck. The vehicle will be used by the Facilities Department in general to maintain the passenger boarding bridges. The total cost is \$139,588.44. The current vehicle is a 2000 GMC Sierra. This

vehicle has become increasingly maintenance intensive, not cost effective to repair or able to pass PA State Safety Inspection. This project and funding was made available by absorbing the approved 2024 Taxiway G project (\$282,154 SARAA Capital budget) into an existing FAA grant project.

There were no objections to forwarding this item to the full Board for approval.

Car Rental Concessionaire Agreement Option to Extend:

Mr. Edwards reported that this is to approve a five-year extension to the Rental Car Concession Agreement (extended term expires December 31, 2029) under the same terms and conditions as approved by the SARAA Board in 2019. On October 30, 2019, the SARAA Board approved the award of an On-Airport Rental Car Concession Agreement to the top six ranked rental car operators (based on MAG) for the term January 1, 2020, through December 31, 2024. The Agreement includes an Option to Extend for an additional term of five years. The Authority must be notified of the extension in writing, at least 180 days prior to the expiration of the initial term which was July 4, 2024. All six rental car brands notified SARAA of their intention to extend prior to the July 4 deadline. Enterprise Mobility (National, Enterprise and Alamo) have requested an amendment to Article V, Rents, Fees, and Charges that would remove language stating “that in no event shall the MAG for any Lease Year be less than the first year MAG.” This proposal if approved, will reduce the MAG amount for only the Alamo brand by approximately \$125,000 annually (based on 2023 sales). After internal discussions, staff does not agree that there is a need to adjust the MAG as requested simply for the benefit of a single brand operating at MDT.

There were no objections to forwarding this item to the full Board for approval.

Auntie Anne’s Amendment to Lease:

Mr. Edwards advised that this is to authorize the Executive Director to execute the Amendment to Lease to extend the time to complete a full remodel of the Auntie Anne’s concession to March 31, 2025 in exchange for a security deposit in the amount of \$25,000. The SARAA Board approved an Airport Food and Concession Lease Agreement with Annapurna Three, Inc. in August 2011. The Lease was assigned to Sri Sai Devi Restaurant, LLC in March 2018. Pursuant to the Lease Agreement, the tenant was to complete a full remodel of the leased premises at the end of 2021. To date, the tenant has failed to complete the remodel. As a result of the tenant’s failure to complete the required remodel, a Notice of Default was issued by SARAA counsel on July 9, 2024, giving the tenant 30 day notice of SARAA’s right to exercise all default options pursuant to the Lease. Upon receiving the Notice of Default, the tenant reached out to SARAA asking for additional time to complete the renovations. SARAA counsel recommended an Amendment to Lease giving the tenant until March 31, 2025, to fully remodel the premises. In exchange for the time extension, the tenant agreed to provide SARAA with a \$25,000 security deposit to be held to compel the tenant’s timely performance of the remodel.

There were no objections to forwarding this item to the full Board for approval.

GA Airports:

CXY Development Plan: Mr. Collins gave an update on the CXY development Plan including:

- Area reserved for future taxiway development to accommodate Group III Aircraft
- Area reserved for future hangar development
- Razing Hangar 503 and 504 to accommodate future apron and taxiway development
- Modify apron and taxi lanes to accommodate larger aircraft
- Proposed South Hangar Club development area
- Proposed asphalt pavement
- Proposed pervious restoration

Mr. Collins also shared pictures of the following:

- CXY Goodyear Blimp Visit – June 25th
- CXY Fence Removal
- GRA Hangar Door Replacement
- GRA Speranza Hangar Construction
- FCRA Building 400 Renovation (Before and After)

Adjournment: Mr. Enterline adjourned the meeting at 9:48 a.m.

Next Meeting: Friday, August 23, 2024, 8:00 a.m., Harrisburg International Airport

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer