

Susquehanna Area Regional Airport Authority
Executive Committee
August 23, 2024
Minutes

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Leonard on Friday, August 23, 2024, at 8:00 a.m. Members of the committee present were:

William Leonard	Erik Hume
Brian Enterline	Nelva Wright

Also attending were: Ryan Collins (Deputy Executive Director), Bennett Chotiner, (SARAA Board), Brian Seltzer (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Jamie Sides (Deputy Director, Maintenance), Scott Miller (Deputy Director, Marketing & Business Development), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Kevin Bryner (Deputy Director, IT) and Camille Springer (Executive Assistant).

Public Comments: None.

Minutes: The minutes of the July 26, 2024, Executive Committee were deemed approved.

Financials:

Mr. Collins reported that comparative statistics will be from the 2024 budget. Total YTD revenue of \$17.5 M was \$17,000 under budget. Airline Revenue is under budget by \$115,000 YTD. DHL landing fees and apron rents were included in budget values so variances will persist throughout the year. Parking Revenue is over budget by \$11,000 YTD. Rental Car Revenues are \$131,000 under budget YTD. Total YTD expenses of \$14.5 M are \$1.9 million under budget YTD. Personnel expenses are \$144,000 over budget YTD. Parking expenses are \$237,000 below budget YTD. Utilities are \$271,000 over budget YTD due to electricity costs being \$266,000 over budget. Net Operating Revenue of \$3 M YTD was \$1.8 M, or 157% over budget. Non-operating revenue & expenses total -\$1.3 M resulting in a net variance to budget of \$1.7 M due to grant receivables being received exceeding capital spending & this portion being reported on a cash basis. When \$2.2 M of prorated CARES/CRRSA & ARPA funds are applied, the net position is \$3.9 M. Debt Coverage Ratio of 2.00 on a 1.25 requirement includes CARES, CRRSA and ARPA draws. YTD enplanements are 10.2% above YTD 2023 enplanements. The June CPE is \$11.38; the YTD CPE is \$11.99. YTD Food & Gift Sales were 9.5% above YTD 2023. YTD Hotel Sales were 6.6% above YTD 2023. YTD Rental Car Sales were 4.7% above YTD 2023. YTD Rental Car CFCs were 1.6% above YTD 2023 CFC's. The total 60 plus day receivables are 8.4% of total outstanding receipts.

Health Insurance Renewal:

Mr. Collins reported that this is to renew with Capital Blue Cross as SARAA's health insurance carrier for the October 1, 2024 – September 30, 2025, policy period. The renewal includes a 4.1%, or \$60,434, increase in total premium compared to current rates. Capital Blue Cross initially proposed an 18% increase in premium which was successfully negotiated down to 4.1%.

There were no objections to forwarding this item to the full Board for approval. Mr. Hume said he would recuse himself from this vote.

Workers' Compensation Insurance Renewal:

Mr. Collins reported that this is to approve selecting UPMC Workpartners as SARAA's workers compensation provider for the October 1, 2024 – September 30, 2025, policy period at an annual cost of \$107,425. This is a 4.7% reduction compared to the current.

There were no objections to forwarding this item to the full Board for approval. Mr. Enterline said he would recuse himself from this vote.

Vision Insurance Renewal:

Mr. Collins said that this is to approve renewing SARAA's vision insurance coverage with Highmark Blue Shield/Davis Vision for the October 1, 2024 – September 30, 2025, policy period with a 0% increase in cost. The annual premium is estimated at \$15,040 and is paid by SARAA and employee contributions.

There were no objections to forwarding this item to the full Board for approval. Mr. Hume said he would recuse himself from this vote.

Dental Insurance Renewal:

Mr. Collins said that this is to renew with United Concordia as SARAA's dental insurance carrier for the October 1, 2024 – September 30, 2026, policy period. The renewal maintains the current rates for two years and includes a not-to-exceed rate cap of 7% for the third year. The annual premium is an estimated \$81,371.

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

Life & Disability Insurance Renewal:

Mr. Collins said that this is to increase benefit levels for SARAA's life insurance and short and long-term disability programs to align benefit levels with current salaries. Short-term disability benefit will increase the weekly maximum payment for \$500 to \$700. Long-term disability benefit will increase the monthly maximum payment from \$3,000 to \$4,000. Life insurance and accidental death and dismemberment coverage will increase from one-time annual salary up to

\$40,000, to a flat \$50,000 for all covered employees. These changes will increase the annual premium to \$68,582.88.

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

Strategic Plan:

Mr. Leonard said the first Strategic Plan Update/Coordination meeting will be held on Tuesday, September 17th, 2024, in the McIntosh Boardroom. He would like the Executive Committee participation in this meeting. The Strategic Planning partners, along with members of SARAA staff will also be in attendance.

Adjournment: Mr. Leonard adjourned the meeting at 8:14 a.m.

Next Meeting: Friday, September 20, 2024, 9:00 a.m., Franklin County Regional Airport

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer