

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**July 31, 2024**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, July 31, 2024. The following Board members were in attendance:

Brian Enterline	Erik Hume	Brian Seltzer
James Gross	William Leonard	Carolyn Van Newkirk
James Helsel	Lou Paoletti	*Nelva Wright

\*Ms. Wright 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), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Scott Miller (Deputy Director, Marketing & Business Development), Mick Burkett (Deputy Director, Human Resources), and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Consent Calendar:**

The Consent Calendar was deferred until after the Airport Operations matters were discussed and voted on.

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

1. Minutes of the May 29, 2024, Board Meeting
2. Minutes of the June 26, 2024, Board Meeting
3. SARAA Records Disposal

**Motion:** A motion was made by Mr. Helsel that the Board approve the Consent Calendar items. The motion was seconded by Mr. Hume and unanimously approved.

**Executive Committee:**

a) **Grant Resolution:** Mr. Edwards reported that this is a Resolution authorizing application to the Commonwealth Financing Authority Multimodal Transportation Fund Program through the Pennsylvania Department of Community and Economic Development for HIA Multimodal Transportation Facility. SARAA is requesting a Multimodal Transportation

Fund Grant for \$1,799,604.00 from the Commonwealth Financing Authority to be used for the HIA Multimodal Transportation facility.

**Motion:** A motion was made Mr. Hume 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 Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. The motion was seconded by Mr. Gross and unanimously approved. Ms. Wright was not present when this vote was taken.

**Airport Operations:**

a) **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 through FAA Grants at 90% funding with a 5% state and 5% local match.

**Motion:** A motion was made by Mr. Hume that the Board 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 obstruction west of the approach end of Runway 8 at CXY. The motion was seconded by Mr. Enterline and unanimously approved. Ms. Wright was not present when this vote was taken.

b) **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 west of the approach end of Runway 8 at CXY. Urban was previously selected to provide these services through an RFQ/TP process that followed procedures described in FAA Advisory Circular and SARAA's procurement policy, and 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% with a 5% state and 5% local match.

**Motion:** A motion was made by Mr. Helsel that the Board 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. The motion was seconded by Mr. Enterline and unanimously approved.

c) 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 PennBid. 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.

**Motion:** A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a construction contract with JVI Group, Inc. of York Springs, PA in the amount of \$861,845 to reconstruct an existing aircraft parking apron at Franklin County Regional Airport. The motion was seconded by Mr. Hume and unanimously approved.

d) Award Construction, Cargo Apron Expansion, HIA: Mr. Edwards reported that this is to authorize the Executive Director to executive a construction contract with Golden Triangle Construction in the amount of \$13,888,667 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 of 17” Concrete Pavement for the expanded cargo apron. A total of two bids were received and both were deemed to be responsible and responsive. 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.

**Motion:** A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute a construction contract with Golden Triangle Construction of Imperial, Pennsylvania in the amount of \$13,888,667 to construct the final phase of the Cargo Apron Expansion project at HIA. The motion was seconded by Mr. Enterline and unanimously approved.

e) Award CA Services, Cargo Apron Expansion, HIA: Mr. Edwards reported 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 an RFQ/TP process that followed procedures described in 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.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a professional services contract with AECOM of Hunt Valley,

Maryland 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. The motion was seconded by Mr. Helsel and approved. Mr. Enterline, Mr. Gross, Mr. Helsel, Mr. Leonard, Mr. Paoletti, Mr. Seltzer, Ms. Van Newkirk and Ms. Wright voted for the motion. Mr. Hume recused himself from this vote.

f) Award CM/CI Services, Cargo Apron Expansion, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineers of Mechanicsburg, Pennsylvania 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 an RFQ/TP process that followed procedures described in 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.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a professional services contract with Urban Engineers of Mechanicsburg, Pennsylvania 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. The motion was seconded by Mr. Helsel and unanimously approved.

g) CXY O&M Projects: Mr. Edwards reported that this is to authorize the Executive Director to award contracts to Capital Coating in the amount of \$170,220 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.

**Motion:** A motion was made by Enterline that the Board award contracts to Capital Coating in the amount of \$170,220 to complete O&M projects at CXY and to authorize the Executive Director to sign the contract and all related documents. The motion was seconded by Mr. Helsel and approved. Mr. Enterline, Mr. Gross, Mr. Helsel, Mr. Leonard, Mr. Paoletti, Mr. Seltzer, Ms. Van Newkirk and Ms. Wright voted for the motion. Mr. Hume recused himself from this vote.

h) MMTF Purchase Network Cabling and Installation: Mr. Edwards said that this is to authorize the Executive Director to purchase network cabling and installation from Choice Communications for an amount not to exceed \$67,400. 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 throughout the building so new cameras

can be connected to SARAA's camera network. The funding for this project will come from the 2024 Capital budget.

**Motion:** A motion was made by Mr. Hume that the Board authorize the Executive Director to purchase network cabling and installation from Choice Communications for an amount not-to-exceed \$67,400.00. The motion was seconded by Ms. Wright and unanimously approved.

i) **Shuttle Bus Vehicle, HIA:** Mr. Edwards reported that this is to approve the purchase of one 2024 shuttle bus to be used 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. This new bus is available via a Maryland (MDOT) Maryland Transit Authority (MTA) contract. This 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 were made available by absorbing the approved 2024 Taxiway G project (\$282,154 SARAA Capital budget) into an existing FSS grant project.

**Motion:** A motion was made by Mr. Helsel that the Board approve the purchase of one 2024 shuttle bus in an amount not-to-exceed \$154,000 to be used for transporting customers to and from the long-term parking lot. The motion was seconded by Mr. Hume and unanimously approved.

j) **Maintenance Vehicle, HIA:** Mr. Edwards reported that this is to approve the acquisition of one 2023 Chevrolet truck to be used by the Facilities Department. The total cost is \$139,588.44. The current vehicle is a 2000 Sierra and has become increasingly maintenance intensive, not cost effective to repair or able to pass PA State Safety Inspection. This project and funding were made available by absorbing the approved 2024 Taxiway G project (\$282,154 SARAA Capital budget) into an existing FAA grant project.

**Motion:** A motion was made by Mr. Gross that the Board approve the acquisition of one 2023 Chevrolet truck to be used by the Facilities Department. The total cost is \$139,588.44. The motion was seconded by Mr. Hume and unanimously approved.

k) **Hangar Lease Assignment, GRA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a lease assignment with Dave and Leah Badaczewski. Mark Hillard constructed a box hangar at GRA in 2021 for storage of their personal aircraft. The current lease term is 20 years, plus two five-year options, which Dave and Leah Badaczewski will assume. The lease assignment document will be prepared by SARAA's legal counsel.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a lease assignment with Dave and Leah Badaczewski. The motion was seconded by Mr. Helsel and unanimously approved.

l) **Operating Agreement – Mark & Kathryn Hillard, GRA:** Mr. Edwards reported that this is to authorize the Executive Director to execute an operating agreement with Mark and Kathryn Hillard for hangar space rental at GRA. Mark Hillard recently constructed a hangar,

divided into three separate units, on the new south apron at GRA. Mr. Hillard intends to rent the hangar space to individuals for aircraft storage. Per SARAA's adopted minimum standards, this rental practice is defined as a commercial activity that requires an operating agreement with the Authority. The term of the proposed operating agreement would be for 10 years and automatically renewing every 10 years to run concurrently. The operator shall pay SARAA a commission fee of 3.5% of the total gross revenues. Mr. Hillard's annual land rate is \$3,384.00 for the hangar, with an annual CPI increase. SARAA legal counsel will draft the operating Agreement.

**Motion:** A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute an operating agreement with Mark and Kathryn Hillard for hangar space rental at GRA. The motion was seconded by Mr. Enterline and unanimously approved.

m) **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 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.

**Motion:** A motion was made by Mr. Gross that the Board 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. The motion was seconded by Mr. Enterline and unanimously approved.

n) **Auntie Anne's Amendment to Lease:** Mr. Edwards reported that this is to authorize the Executive Director to execute the Amendment to Lease with Sri Sai Devi Restaurant, LLC 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 Annpurna 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.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute the Amendment to Lease with Sri Sai Devi Restaurant, LLC 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 motion was seconded by Mr. Helsel and unanimously approved.

### **Executive Director's Report:**

a) **Financials & Dashboard (through June 2024):** Total Revenues were \$14.9 million vs \$14.9 million budgeted, down 0.01%. Total Operating Expenses were \$12.2 million vs. \$14 million budgeted, down 13.1%. Net Operating Revenue is \$2.6 million. The Variance to Budget was \$854,143. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$2,788,919. The Debt Coverage Ratio is 1.59 on a 1.25 requirement. The Total Covid Grant Fund Balance is \$4.2 million. On the Sales and Revenue Summary, YTD enplanements were 12.2% above YTD 2023 enplanements. Food/Gift sales are up 9.7%. Hotel Sales are up 6.3%. Rental Car sales are up 4.1%. CFC Days are up 2.5%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 22.7% of total outstanding receipts. Of the \$278,000 balance, \$167,000 or 60% of this balance was received in July.

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

#### **HIA:**

**Cargo Apron Expansion, Phase 6:** Pending Board approval, the project & professional services will be awarded once final grant offer is received.

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

**Baggage Handling System Control:** The contract completion date is 7/13/2025 and is currently on schedule.

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

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

**Rehab Water Tower:** Tank is to be rinsed, disinfected, and filled and restored to service.

#### **Capital City Executive Airport:**

**Remove Obstructions-Off Airport Tree Removal Phase V:** Pending Board approval, project will be awarded to Tristate once final grant offer is received.

#### **Gettysburg Regional Airport:**

**Construct South Aircraft Parking Apron, Phase VI/VII:** Awaiting final grant offer to issue NTP and coordinate preconstruction meeting.

Franklin County Regional Airport:

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

Rehabilitate Apron, Phase II: Pending Board approval, the project will be awarded once final grant offer is received.

c) Enplanement Report: Mr. Edwards reported that June was the busiest month of 2024. Total MDT operations were up 10.9% vs last June. YTD MDT operations are down 1.8% vs YTD 2023. June's 2,875 CXY operations were the third highest monthly total over the past two years, up 6.6% vs June 2023. YTD 2024 CXY operations are down 1.8% vs YTD 2023. June 2024 Air Cargo Tonnage decreased 14% vs June 2023. YTD Air Cargo Tonnage is down 3.3% vs YTD 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 201. June 2024 was 3.6% below June 2019. Second quarter 2024 was the fourth busiest second quarter in airport history, 6.4% behind 2019's record. MDT Departing Seat Capacity is planned to be up 14.9% vs last year, up 13.3% vs budget.

May 2024 Air Show Update:

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

News/Upcoming Events:

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

d) Strategic Plan: Mr. Edwards reviewed the Strategic Plan through 2024.

The second quarter Strategic Plan results are as follows:

- 7% Critical
- 10% Off Target
- 16% Not Started
- 10% Deferred
- 57% on Target

Mr. Edwards gave a review of the five strategic goals as follows:

1. Expand Aviation Services and Regional Growth
2. Develop SARAA Staff while preparing Tomorrow's Leaders



3. Strengthen SARAA's Financial Stability While Funding the Future
4. Invest in Airport Infrastructure with a Focus on Future Needs
5. Demand Strategic-Focused Leadership.

**Executive Session:**

Mr. Leonard did not convene an Executive Session.

**Board Member Comments:**

Mr. Helsel: Mr. Helsel thanked the CXY staff for the tour of the airport.

Ms. Wright: Ms. Wright said she enjoyed the tour of CXY.

Mr. Enterline: Mr. Enterline said that today a contract for \$13 million was awarded to Golden Triangle, a minority owned business. He commented that this is a huge step forward.

Mr. Leonard: Mr. Leonard reminded everyone that the September 20, 2024, Committee meetings will be held at the Franklin County Regional Airport.

**Next Board Meeting:**

**Wednesday, August 28, 2024, 8:00 a.m.  
Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Leonard adjourned the meeting at 9:30 a.m.

Respectfully submitted:

James Gross,  
SARAA Secretary

Prepared by Camille Springer