

Susquehanna Area Regional Airport Authority
Meeting Minutes
October 30, 2024

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, October 30, 2024. The following Board members were in attendance:

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|------------------|-----------------|---------------------|
| James Anderson | James Helsel | *Louis Paoletti |
| Bennett Chotiner | Erik Hume | Carolyn Van Newkirk |
| Brian Enterline | William Leonard | Nelva Wright |
| James Gross | | |

*Mr. Paoletti arrived after Roll Call was taken.

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

Guests: Mr. Stan Saylor and Mr. Blake Lynch, One+ Strategies

Public Comments: None.

Appointment of Nominating Committee/Chairman Leonard:

Mr. Leonard appointed the following Board members to the Nominating Committee for the 2025 Board Officers:

- James Helsel, Chair
- James Anderson
- Don Geistwhite

The Nominating Committee will report at the December 4, 2024, Board meeting.

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 September 25, 2024, Board Meeting

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

Executive Committee:

a) **Grant Resolution/Funding Commitment Letter:** Mr. Edwards reported that this is a Resolution authorizing application to the Pennsylvania Department of Transportation Multimodal Transportation Fund Program (“MTF”) for the Gettysburg Regional Airport Expansion and Multimodal Connectivity Project. SARAA is requesting a Multimodal Transportation Fund grant in the amount of \$2,286,041 from the Pennsylvania Department of Transportation. The Applicant designates Timothy Edwards, Executive Director and William Leonard, Chairman, as the officials to execute all documents and agreements.

Motion: A motion was made by Mr. Enterline that the Board designate the Executive Director, Timothy Edwards, and the Board Chairman, William Leonard, as the officials to execute all documents and agreements between SARAA and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the Multimodal Transportation Fund grant. The motion was seconded by Mr. Hume and unanimously approved by those present. Mr. Paioletti was not present when this vote was taken.

Airport Operations:

a) **ADA Ramp Improvements (Construction), HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a contract with Lobar Associates in the amount of \$365,922.55 to design and reconstruct sixteen existing ADA curb ramps at HIA. In April 2024, SARAA received a \$262,407 Multimodal Transportation Fund grant from the Commonwealth of Pennsylvania Financing Authority for sidewalk improvements at HIA. SARAA selected sixteen locations proximate to the terminal and along Loop Road that receive the most use and that can be constructed with the available funding. This work will be paid for through the CFA Grant at 70% funding with a 30% match requirement from SARAA.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a contract with Lobar Associates of Dillsburg, Pennsylvania in the amount of \$365,922.55 to design and reconstruct sixteen existing ADA curb ramps at HIA. The motion was seconded by Ms. Wright and approved by those present. Mr. Paioletti was not present when this vote was taken.

b) **Passenger Exit Lane Breach Control Corridor, HIA:** Mr. Edwards reported that this is to approve the award of a contract with Dormakaba USA in the amount of \$223,450 for the purchase of one double exit lane breach control corridor for HIA. The TSA requires the passenger exit lane at every commercial service airport in the US to be monitored by either a human being or mechanical device. Since the opening of the terminal building in 2004, the exit lane at HIA has been monitored by TSA personnel

when the checkpoint is open, and SARAA staff after the checkpoint is closed. The TSA considers monitoring the exit lane as a responsibility of the airport sponsor because it takes critical trained personnel away from their primary duty of screening passengers at the checkpoint. If TSA reassigns personnel and stops manning the exit lane, the cost to SARAA to post a person at the exit lane for 17-18 hours per day will be approximately \$160,000. The Dormakaba Exit Lane Breach Control Corridor is available through The Interlocal Purchasing System (TIPS). TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts. SARAA counsel has reviewed the TIPS cooperative membership for compliance with SARAA purchasing policy. Funding to purchase the Dormakaba Exit Lane Breach Control Corridor will come from SARAA's Capital Improvement Account.

Motion: A motion was made by Mr. Enterline that the Board approve the award of a contract with Dormakaba USA in the amount of \$223,450 for the purchase of one double exit lane breach control corridor for HIA, and authorize the Executive Director to execute all documents related to the purchase. The motion was seconded by Mr. Anderson and approved by those present. Mr. Paoletti was not present when this vote was taken.

c) Old Foxtrot Utility Trench Repair, HIA: Mr. Edwards reported that this is for the Board to award a contract to Lobar Associates in an amount of \$34,683 to complete concrete repairs to a utility trench from the old Foxtrot taxiway center line lighting. Lobar Associates has provided pricing through the Keystone Purchasing Network/Gordian. Funding for this contract will come from the 2024 SARAA Operating & Maintenance budget.

Motion: A motion was made by Mr. Anderson that the Board award a contract to Lobar Associates in an amount of \$34,683 to complete concrete repairs to a utility trench from the old Foxtrot taxiway center line lighting, and to authorize the Executive Director to sign the contract and all related documents. The motion was seconded by Ms. Wright and unanimously approved.

d) Consulting Services Proposal, One+ Strategies: Mr. Edwards introduced Mr. Stan Saylor and Mr. Blake Lynch of One+ Strategies. Mr. Saylor and Mr. Lynch gave a brief presentation on One+ Strategies. They have two consulting agreements before the Board for approval. One is for a Consulting Agreement for assistance in identifying, securing and implementing grants through the Commonwealth of Pennsylvania, and the other is for a consulting agreement for Pennsylvania Government Relations Services. Discussion ensued.

Consulting Agreement for Assistance in Identifying, Securing and Implementing Grants through the Commonwealth of Pennsylvania: Mr. Edwards reported that One+ Strategies will identify PA grant opportunities and recommend a strategy to maximize the chances of receiving an award. SARAA agrees to a fee equal to 5% of the amount of each grant awarded by the Commonwealth for the benefit of SARAA. The agreement shall continue from the date of execution until either party terminates the agreement in writing. Mr.

Edwards said that staff recognizes that this work is already provided successfully by Delta Development and does not recommend approval.

Motion: A motion was made by Ms. Wright that the Board approve a Consulting Agreement with One+ Strategies for assistance in identifying, securing and implementing grants through the Commonwealth of Pennsylvania for a fee equal to 5% of the amount of each grant awarded by the Commonwealth for the benefit of SARAA. The motion was seconded by Mr. Enterline.

Friendly Amendment to Motion: Mr. Hume offered a friendly amendment to the motion to include that any approval would be contingent upon the agreement specifying any compensation made by SARAA will be for projects brought by One+ Strategies and approved by SARAA. Both Ms. Wright and Mr. Enterline accepted the friendly amendment. The motion passed with eight members voting for the motion and two members voting against the motion. Mr. Chotiner, Mr. Enterline, Mr. Gross, Mr. Hume, Mr. Leonard, Mr. Paoletti, Ms. Van Newkirk and Ms. Wright voted for the motion. Mr. Anderson and Mr. Helsel voted against the motion.

Consulting Agreement for Pennsylvania Government Relations Services: Mr. Edwards reported that One+ Strategies will provide government relations services in and before the Commonwealth of Pennsylvania with respect to relationship building, message creation, pursuit of legislation and grants for select projects for all four SARAA owned airports. The initial term is for a minimum of 12 months beginning January 1, 2025. SARAA agrees to pay a retainer fee of \$3,000 per month plus costs. Mr. Edwards said that staff recommends proceeding with this Agreement.

Motion: A motion was made by Mr. Enterline that the Board approve a Consulting Agreement with One+ Strategies to provide government relations services in and before the Commonwealth of Pennsylvania with respect to relationship building, message creation, pursuit of legislation and grants for select projects for all four SARAA owned airports for a retainer fee of \$3,000 per month plus costs. The motion was seconded by Mr. Anderson and unanimously approved.

Executive Director's Report:

a) **Financials & Dashboard (through September 2024):** Total Revenues were \$22.9 million vs \$22.4 million budgeted, or \$444,000 over budget. Total Operating Expenses were \$20.1 million vs. \$21.1 million budgeted, or \$975,000 under budget. Net Operating Revenue is \$2.7million, or 106% over budget. The Variance to Budget was -\$2.7 million. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$183,362. The Debt Coverage Ratio is 1.61 on a 1.25 requirement. The Total Covid Grant Fund Balance is \$3.7 million. On the Sales and Revenue Summary, YTD enplanements were 11.7% above YTD 2023 enplanements. Food/Gift sales are up 9.6%. Hotel Sales are up 7.4%. Rental Car sales are up 7.0%. CFC Days are up 2.2%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 10.2% of total outstanding receipts. \$60,000 or 51% of this balance was received in October.

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

HIA:

Cargo Apron Expansion, Phase 5: Demobilizing from site; batch plant to be removed 10/31.

Cargo Apron Expansion, Phase 6: Contractor will begin to mobilize in January 2025 and begin Building 208 demolition.

Baggage Handling System Control: Contractor will not work during peak time and will resume January 2025 after holidays.

Replace Passenger Board Bridges: NTP to be issued April 2025 after PBB's are manufactured.

Rehabilitate Escalators: SARAA was selected for FY2024 BIL-ATP Grant funding the full request (\$2.5 million).

Public Restroom Renovations: SARAA was selected for FY2024 BIL-ATP Grant funding the full request (\$640,000).

Capital City Executive Airport:

Remove Obstructions: All tree clearing/trimming is complete.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI/VII: Project is substantially complete. Working on punch list items.

Franklin County Regional Airport:

Update Master Plan: Awaiting final report and ALP deliverables.

c) Enplanement Report: Mr. Edwards reported that September 2024 MDT operations were 3,671, down 7% vs September 2023. YTD MDT operations are down 3.8% vs YTD 2023. September CXY operations were 2,167, down 6.8% vs September 2023. YTD 2024 operations are even with YTD 2023. September 2024 Air Cargo Tonnage decreased 9.1% vs September 2023. YTD 2024 cargo is down 4.5% vs YTD 2023. September 2024 enplanements totaled 66,312, up 22.0% vs September 2023. YTD enplanements are up 11.7% vs YTD 2023, up 8.4% vs budget. CY 2024 is currently pacing for around 720,000 enplanements, up 7% vs budget. September was the busiest September ever, the second busiest month since October 2019, and the 15th busiest in airport history.

Air Route Development Update: Mr. Edwards and Mr. Miller recently attended the Allegiant Conference in Las Vegas. SFB, PIE, PGD, BNA, MYR, SRQ are all doing well. JAX and FLL are being watched. Most MDT markets continue to perform well. For those routes that are not, staff is working with each airline to determine why. American Airlines will start service to Miami on Saturday's only for seven weeks, from 2/15/2025 – 3/29/2025.

May 2025 Air Show Update: Various coordination meetings are being held. Air.Show staff are working on marketing and hotel partnerships; the parking plan is being finalized; an initial site and aerobatic protection plan has been developed; staff responsibilities are being coordinated. The Blue Angels winter visit is scheduled for November 26, 2024.

Strategic Plan:

Mr. Edwards reviewed the Strategic Plan five 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

The objective owners, Mr. Edwards, Mr. Collins, Mr. Burkett, Mr. Miller, Mr. Moskal and Mr. Pirozzi each gave a Team Member Goals Summary for 2024. Discussion ensued.

Executive Session:

Mr. Leonard did not convene an Executive Session.

Board Member Comments:

Mr. Enterline: Mr. Enterline said that staff did a great job with getting the grants for the escalators and restrooms.

Mr. Helsel: Mr. Helsel said there was a good discussion today.

Mr. Leonard: Mr. Leonard thanked staff for their efforts.

Next Board Meeting:

**Wednesday, December 4, 2024, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 10:03 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer