

Susquehanna Area Regional Airport Authority
Airport Operations Committee
November 22, 2024
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:20 a.m. on Friday, November 22, 2024, at Harrisburg International Airport, with the following members of the Committee present:

Brian Enterline, Chair Keith Bashore Bennett Chotiner

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

Public Comments: None.

Minutes: The minutes of October 25, 2024, Airport Operations Committee were deemed approved with no changes.

Marketing & Enplanement Report:

Mr. Miller reported that October 2024 operations were 4,839, up 7% vs October 2023. YTD MDT operations are down 2.6% vs YTD 2023. October 2024 CXY operations were 3,354, up 29% vs October 2023. YTD CXY operations are up 3% compared to YTD 2023. October 2024 Air Cargo Tonnage increased 6.8% vs October 2023, the busiest month since 12/22. YTD Air Cargo Tonnage is down 3.3% vs YTD 2023. October 2024 enplanements totaled 66,319, up 8.8% vs October 2023. YTD 2024 enplanements are up 11.3% vs YTD 2023, up 9.6% vs budget. This is the second busiest October on record. American Airlines is driving the growth, up 28% YTD. American is the MDT market leader with 46% of traffic. 2024 will be Allegiant's busiest year at MDT. CY 2024 is currently pacing for around 720,000 enplanements, up 7% vs budget, 4th best all time. MDT expects 26,400 passengers over Thanksgiving week, up 1% vs 2023. This is the 2nd busiest Thanksgiving in 15 years.

May 2025 Air Show Update: The Blue Angels winter visit is scheduled for November 26, 2024.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 6: The preconstruction meeting is pending. Building 208 demolition is scheduled to begin January 2025.

Replace Passenger Boarding Bridges: Continue coordinating electrical updates by SARAA. Physical work is anticipated to begin in spring 2025 once PBB's are built.

Baggage Handling System Control System Upgrade: Continue work on PMM motor, ATR, controls & testing. Work is progressing ahead of schedule.

GRA:

Construct South Aircraft Parking Apron: Substantial completion inspection held on October 29, 2024. All work is complete and final inspection is pending.

FCRA:

Update Master Plan: Final draft submitted for FAA acceptance.

Rehabilitate Apron: Contractor installed drainage & removed existing apron. Placed and compacted subbase and began bituminous paving.

Replace Escalators (Construction), HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract, pending the award of FY2025 BIL-ATP Grant, with Otis Elevator in the amount of \$2,487,000 to replace eight escalators at HIA. The scope of work includes removing and replacing eight existing escalators located in the terminal building and MMTF. Two bids were received. The low bidder was deemed responsible and responsive and proposed a cost that was below the Engineer's Opinion of Probable Cost by 28.6%. This project was selected by FAA for a FY2025 BIL-ATP Grant and will be funded at 95% with a 5% match that will be paid from SARAA's Capital Improvement Account.

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

Renovate Public Restrooms (Construction), HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract, pending the award of FY2025 BIL-ATP Grant, with Popowski Brothers, Inc. in the amount of \$564,344 to renovate six public restrooms at HIA. This project will renovate two men's, two woman's and two companion care restrooms. All renovations will take place within the original footprints and include structural repairs, improved MEP systems and smart restroom touchless technology. This project was competitively bid as a multiple-prime construction project. Five bids were received. The low bidder for each discipline was deemed to be responsible and responsive. This project was selected by FAA for a FY2025 BIL-ATP Grant and will be funded at 95% with a 5% match that will be paid from SARAA's Capital Improvement Account.

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

Electrical Upgrades for Passenger Boarding Bridges (Construction), HIA

Mr. Edwards reported that this is to authorize the Executive Director to execute two contracts with Lobar Associates (Contract A for \$63,962.63 and Contract B for \$22,729.40) for a total of \$86,692.03 to assist SARAA in completing electrical upgrades required for the new Passenger Boarding Bridges (PBB), PC Air Units and Ground Power Units (GPU) at HIA. SARAA received a \$7.5 million FY2024-BIL-AIP grant to provide six new PBB's. The scope of work included in the grant did not include electrical modifications which were decided to be completed in-house using SARAA resources. SARAA leveraged its Keystone Purchasing Network (KPN) membership and The Gordian Group cooperative purchasing agreement. This work will be paid for from SARAA's Capital Improvement Account.

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

Replace Passenger Boarding Bridges (Design/Bid & Award), HIA

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services agreement with ADCI for the not-to-exceed amount of \$59,744 to provide design and bid phase services to replace six Passenger Boarding Bridges (PBB) at HIA. SARAA will submit a FY2026 BIL-ATP grant application to replace the remaining six PBB's that were not included in the scope of work for the current project. ADCI was selected to perform this work since they prepared bid documents for the current project that was previously selected for FY2025 BIL-ATP grant. This work will be funded from SARAA's Capital Improvement Account.

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

Water Treatment Plant HVAC Upgrades (Construction), HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with Lobar Associates totaling \$55,399.79 to update the Water Treatment Plant (WTP) HVAC system at HIA. The HVAC system does not function properly and needs to be updated. SARAA leveraged its Keystone Purchasing membership and The Gordian Group's cooperative purchasing agreement with Lobar Associates to complete the mechanical work. This work will be paid from SARAA's Operating and Maintenance Account.

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

PAANG Property Line Adjustment Lease Amendment:

Mr. Edwards reported that this is to authorize the Executive Director to execute a lease amendment between SARAA and the Pennsylvania Air National Guard at HIA. PAANG is seeking approval to adjust the boundary property line to accommodate the modifications required for the new front gate construction project. The proposed changes are under 0.02 acres. Currently the base leases 50.272 acres. PAANG monthly rent is \$13,442.75.

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

Department of Transportation Apron Lease Assignment & Skyport Aviation Amendment to Lease:

Mr. Edwards reported that this is to authorize the Executive Director to execute a Lease Assignment between SARAA and Skyport Aviation and a subsequent Lease Amendment between SARAA and Skyport Aviation. The Department of Transportation leases 18,081 square feet of apron space from SARAA, in front of hangar 314, at CXY. The Department of Transportation has a separate lease with Skyport Aviation to lease hangar 314. For unknown reasons, the apron area was not captured in the Skyport lease with SARAA. Given that the apron area is exclusive to the hangar, it should be added to Skyport's lease and managed concurrent to the terms of the hangar. To make this modification, SARAA is seeking approval on the following two action items:

1. Authorization to amend the Skyport lease agreement to capture the apron space.
2. Assign the current apron lease to Skyport.

The lease assignment to Skyport would relieve SARAA of maintenance obligations, which can exceed current revenues. In addition, this space would be subject to the terms of Skyport's operating agreement in which they would submit 3.5% of their gross revenues to SARAA.

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

GA Airports:

Mr. Collins reported on the following:

CXY: Hangar Roof Replacement

GRA: North Apron Marking Installation

FCRA:

- Apron Project
- Pilot Lounge Completion
- Hangar 400 RFP

Adjournment: Mr. Enterline adjourned the meeting at 9:08 a.m.

Next Meeting: Friday, January 24, 2025, 8:00 a.m., Harrisburg International Airport

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer

WRITTEN MEMORANDUM OF VOTING CONFLICT OF INTEREST

TO: Camille Springer

FROM: Erik Hume

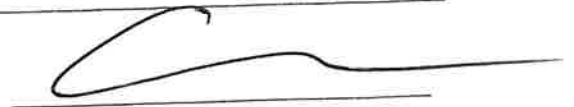
MEETING DATE: 11/22/24

AGENDA ITEM(S): ACD / contract

The undersigned is abstaining from voting on the above referenced agenda item(s) due to the following actual or potential conflict of interest:

Business relationship with subcontractor referenced in contract

Date: 11/22/24



Print Name: Erik Hume