

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**December 4, 2024**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, December 4, 2024. The following Board members were in attendance:

Keith Bashore	James Helsel	Keith Rodgers
Bennett Chotiner	Erik Hume	Timothy Tate
Brian Enterline	William Leonard	Carolyn Van Newkirk
James Gross	Louis Paoletti	Nelva Wright

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 Svirebely (Deputy Director, Operations, Security & Public Safety), Mick Burkett (Deputy Director, Human Resources), and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Special Presentation to Timothy Tate:** On behalf of the Board, Mr. Leonard presented Mr. Tate with a plaque for his service on the Board. Mr. Tate served on the SARAA Board representing York County, for 27 years, from 1997 to 2024. He served as Chairman for three years, 2008, 2009 and 2010. Aviation has been a key element of his life since childhood. He learned to fly at age 11, earned his pilot's license at age 18 and has been flying ever since. With his engineering, construction and aviation expertise, Mr. Tate was able to provide valuable insight to SARAA at the Board level during the terminal construction.

**Retirement Presentation to Scott Snoke:** Mr. Pirozzi thanked Mr. Snoke for his 17.5 years of service with SARAA as the Utilities Program Manager. He wished him well in his retirement.

**Report of the Nominating Committee:**

Mr. Leonard turned the meeting over to Mr. Helsel, Chair of the Nominating Committee.

Mr. Helsel reported for the Nominating Committee, consisting of Mr. Anderson, Mr. Geistwhite and himself. On behalf of the Nominating Committee, Mr. Helsel submitted the following Officer Nominations to the Board to serve during 2025:

- Chair: William Leonard
- Vice-Chair: Erik Hume
- Secretary: James Gross

- Treasurer: Nelva Wright

Mr. Leonard asked for any additional nominations from the Board members for any of the Officer positions for 2025. No additional nominations were made. Mr. Leonard closed the nominations. Mr. Leonard then asked for a motion to approve the 2025 Board Officers.

**Motion:** A motion was made by Mr. Helsel that the Board approve the election of the persons submitted by the Nominating Committee as offices of SARA for the calendar year 2025. The motion was seconded by Mr. Rodgers and unanimously approved.

**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 October 30, 2024, Board Meeting

**Motion:** A motion was made by Mr. Hume that the Board approve the Consent Calendar item. The motion was seconded by Mr. Rodgers and unanimously approved by those present.

**Executive Committee:**

a) **2025 Budget:** Mr. Edward presented the 2025 SARA Budget Highlights, the 2025 Capital Development Plan for all four airports, and the 2025 Revenue and Expense Overview.

The Budget Highlights include the following:

- All debt service paid, and coverage ratios met.
- 752,908 enplanements; 87% Load Factor; 1.8% increase in Landed Weight from FY24 budget (including lost DHL landings budgeted in FY24).
- Airline Rates & Charges set by current AOA, including common use offset with ARPA funding. The first extension option has been executed.
- O&M expenses decreased by approximately \$838K (includes \$2.7M in non-recurring O&M expenses related to drawing of COVID grants).
- One new position was added through interdepartmental reallocation from the engineering department.
- ARPA applied funds = \$3.7M with a carry forward of \$0.
- The water/sewer rate increases were budgeted at 1/3 of total rate increases proposed, plus 2.5% fee.

2024 Revenue and Expense Overview (representing a balanced budget with a \$16,697 net surplus):

- Revenues: \$41,168,964

- Expenses: \$41,152,267

**Motion:** A motion was made by Mr. Gross to approve the 2025 budget as presented. The motion was seconded by Mr. Rodgers and unanimously approved.

b) **Resolution Authorizing Grant Application (Airport Signage and Wayfinding Upgrades).** Mr. Edwards reported that this is a Resolution authorizing application to the Pennsylvania Department of Community and Economic Statewide Local Share Account Program for HIA Airport Signage and Wayfinding Upgrades Project. SARAA is requesting a Statewide Local Share Account grant in the amount of \$970,013.10 from the Pennsylvania Department of Community and Economic Development to be used for construction, surveying, installation of post and structure-mounted signage. 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 Timothy Edwards, Executive Director and William Leonard, Chairman, as officials to execute all documents and agreements between SARAA and the Pennsylvania Department of Community and Economic Development to facilitate and assist in obtaining the requested grant in the amount of \$970,013.10. The motion was seconded by Mr. Bashore and unanimously approved.

c) **Resolution Authorizing Grant Application (Crawford Station Adaptive Reuse Program).** Mr. Edwards reported that this is a Resolution authorizing application to the Pennsylvania Department of Community and Economic Pennsylvania Strategic Investments to Enhance Sites Program for HIA Crawford Station Adaptive Reuse Project. SARAA is requesting a Pennsylvania Strategic Investments to Enhance Sites Program grant in the amount of \$247,796 from the Pennsylvania Department of Community and Economic Development to be used for the Crawford Station Adaptive Reuse Project at HIA. The Applicant designates Timothy Edwards, Executive Director and William Leonard, Chair, as the officials to execute all documents and agreements between SARAA and the Pennsylvania Department of Community and Economic Development to facilitate and assist in obtaining the requested grant.

**Motion:** A motion was made by Ms. Wright 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 Community and Economic Development to facilitate and assist in obtaining the requested grant in the amount of \$247,796. The motion was seconded by Mr. Helsel and unanimously approved.

### **Airport Operations:**

a) **Replace Escalators (Construction), HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract, pending award of FY2025 BIL-AIP 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 within the terminal building and MMTF. A total of two bids were

received. The low bidder was deemed to be 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.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a construction contract, pending award of FY2025 BIL-ATP Grant, with Otis Elevator in the amount of \$2,487,000 to replace eight escalators at HIA. The motion was seconded by Mr. Hume and unanimously approved.

b) **Renovate Public Restrooms (Construction), HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract, pending 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 restrooms touch-less technology. This project was competitively bid as a multiple-prime construction project. A total of 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.

**Motion:** A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute a construction contract, pending award of FY2025 BIL-ATP Grant, with Popowski Brothers, Inc. in the amount of \$564,344 to renovate six public restrooms at HIA. The motion was seconded by Mr. Rodgers and unanimously approved.

c) **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 \$222,729.40) 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 was decided to be completed in-house using SARAA resources. SARAA leveraged its Keyston Purchasing Network (KPN) membership and The Gordian Group cooperative purchasing agreement. This work will be paid for from SARAA's Capital Improvement Account.

**Motion:** A motion was made by Mr. Gross that the Board 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 Unites and Ground Power Units (GPU) at HIA. The motion was seconded by Mr. Hume and unanimously approved.

d) Replace Passenger Boarding Bridges (Design/Bid & Awards), HIA: Mr. Edwards said that this is to authorize the Executive Director to execute a professional services agreement with ADCI, Inc. for the not-to-exceed amount of \$59,744 to provide design and bid phase services to replace six Passenger Boarding Bridges 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.

**Motion:** A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a professional services agreement with ADCI, Inc. for the not-to-exceed amount of \$59,744 to provide design and bid phase services to replace six Passenger Boarding Bridges at HIA. The motion was seconded by Mr. Rodgers and unanimously approved by all except Mr. Hume, who recused himself from the vote.

e) 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. SARAA leveraged its Keystone Purchasing Network (KPN) membership and the Gordian Group, Inc. (Gordian's) cooperative purchasing agreement with Lobar Associates to complete the mechanical work required to update the HVAC system. This work will be paid for from SARAA's Operating and Maintenance Account.

**Motion:** A motion was made by Mr. Helsel that the Board authorize the Executive Director to execute a construction contract with Lobar Associates totaling \$53,399.79 to update the Water Treatment Plant HVAC system at HIA. The motion was seconded by Mr. Tate and unanimously approved.

f) 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 from SARAA. PAANG's monthly rent is \$13,442.75.

**Motion:** A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a lease amendment between SARAA and the Pennsylvania Air National Guard at HIA. The motion was seconded by Mr. Bashore and unanimously approved.

g) 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; and 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.

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

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

a) Financials & Dashboard (through October 2024): Total Revenues were \$25.7 million vs \$24.9 million budgeted, or 2.9% over budget. Total Operating Expenses were \$23.3 million vs. \$23.3 million budgeted, or 0.4% under budget. Net Operating Revenue is \$2.3 million. The Variance to Budget was -\$219,879. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$3,004,747. The Debt Coverage Ratio is 1.39 on a 1.25 requirement. The Total Covid Grant Fund Balance is \$3.7 million. On the Sales and Revenue Summary, YTD enplanements were 11.3% above YTD 2023 enplanements. Food/Gift sales are up 9.6%. Hotel Sales are up 9.0%. Car rental sales are up 7.5%. CFC Days are up 2.5%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 23.1% of total outstanding receipts. \$240,000 of this balance was received in November.

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

HIA:

Cargo Apron Expansion, Phase 5: Final inspection was held on 11/12/2024. Contractor is demobilized from project.

Cargo Apron Expansion, Phase 6: Contractor will begin Building 208 demolition on 12/16/2024.

Baggage Handling System Control: Contract completion date is 7/13/2025. The project is trending ahead of schedule.

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

Rehabilitate Escalators: Otis was the low bidder for \$2,478,000. SARAA was selected for FY2024 BIL-ATP Grant funding the full request (\$2.5 million).

Public Restroom Renovations: Total of low bid for all trades \$564,344.00. SARAA was selected for FY2024 BIL-ATP Grant funding the full request (\$640,000).

Rehabilitate Taxiway A, Design: 8 firms responded to RFQ/TP. Will present to Board at the January 2025 meeting.

Capital City Executive Airport:

Remove Obstructions: This project is shut down for winters and will resume in the spring for seeking/mulching.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI/VII: All work is complete. Final inspection is scheduled for 12/5/2024.

Franklin County Regional Airport:

Update Master Plan: Final report and ALP submitted to FAA for acceptance.

c) Enplanement Report: Mr. Edwards reported that October 2024 MDT 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 2024 CXY operations were up 3% compared to YTD 2023. October 2024 Air Cargo Tonnage increased 6.8% vs October 2023. October was the busiest month since 12/22. YTD 2024 Air Cargo Tonnage is down 3.3% vs YTD 2023. October 2024 enplanements totaled 66,319, up 8.8% vs October 2023. YTD enplanements were up 11.3% vs YTD 2023, up 9.6% vs budget. This is the second busiest October on record. AA is driving growth, up 28% YTD. AA is the MDT market leader with 46% of traffic. 2024 will be Allegiant's busiest year at MDT. American will be the busiest since 2002 – when it was known as US Airways. CY 2024 is currently pacing for around 720,000 enplanements, up 7% vs budget; 4<sup>th</sup> best all time. MDT served more than 27,000 passengers during Thanksgiving week, up 2.6% vs 2023. This is the second busiest in at least 15 years. Monday, December 2<sup>nd</sup> was the busiest day.

May 2025 Air Show Update: There are still some logistical questions and related issues to resolve but Air.Show is pleased with the progress to date. Tickets go on sale in January. The Blue Angels winter visit occurred on November 26, 2024 and was a success.

### **Executive Session:**

Mr. Leonard convened an Executive Session to discuss a litigation issue at 9:10 a.m. He reconvened the public meeting at 9:22 a.m. No action was taken resulting from the Executive session.

### **Board Member Comments:**

Mr. Enterline: Mr. Enterline praised the video and said it sums up the entire year. He thanked Mr. Tate for his service on the Board.

Mr. Bashore: Mr. Bashore thanked Mr. Tate for his leadership on the Board.

Mr. Helsel: Mr. Helsel thanked Mr. Tate for his service on the Board. He also thanked staff for their efforts.

Mr. Tate: Mr. Tate thanked everyone for their kind comments.

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

Ms. Van Newkirk: Ms. Van Newkirk said that the staff did a fantastic job with the video.

Ms. Wright: Ms. Wright thanked Mr. Tate for his leadership.

Dr. Chotiner: Dr. Chotiner thanked staff for the excellent presentation to the Board.

Mr. Paioletti: Mr. Paioletti thanked everyone for having him on the Board.

Mr. Rodgers: Mr. Rodger thanked Mr. Tate and gave him the credit for getting him on the Board.

Mr. Gross: Mr. Gross thanked Mr. Tate for his service on the Board.

**Next Board Meeting:**

**Wednesday, January 29th, 2025, 8:00 a.m.  
Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Leonard adjourned the meeting at 9:40 a.m.

Respectfully submitted:

James Gross,  
SARAA Secretary

Prepared by Camille Springer



WRITTEN MEMORANDUM OF VOTING CONFLICT OF INTEREST

TO: Camille Springer

FROM: Erik Hume

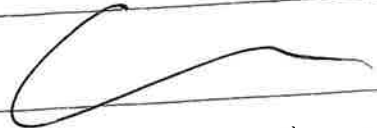
MEETING DATE: 12/4/24

AGENDA ITEM(S): ACIDI 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