Susquehanna Area Regional Airport Authority
Executive Committee
April 22, 2016
Minutes

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Libhart on Friday, April 22, 2016 at 10:00 a.m. in the David C. McIntosh Boardroom at HIA with the following members of the Committee present:

Stephen Libhart	Sandi Loy Bell
James Helsel	William Leonard
James Gross	

Also attending were Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), Rick Wittgren (BKD), Carolyn Van Newkirk (SARAA Board), Bennett Chotiner (SARAA Board), David Spaulding (Deputy Director, Engineering & Planning), Thomas Peiffer (Deputy Director, Finance & Administration,) Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), Kevin Bryner (Deputy Director, IT), and Camille Springer (Executive Assistant).

Minutes: The minutes of the March 24, 2016 Executive Committee were deemed approved.

Financials & Dashboard:

Mr. Peiffer reported year-to-date Total Operation Revenues are .3% less than budget, or $21,918. Year-to-date Total Operating Expenses are 1.1% ahead of budget, or $46,141. Utilities are 19.5% better than budget year-to-date or $104,000 better. Net Operating Revenues are 1% better than budget, or $24,223 better. There is a Total Income of $1,001,117, which is driven by the sale of easements, and also SARAA received more grant money than was spent on capital as of March 31st. The coverage numbers improved 15% since last month. On the Capital Projects Summary Report, there were no added or completed projects. On the Sales and Revenue Summary report, Total Food/Gift Sales are down 7.35% year-to-date. Total Rental Car Sales are down 4.56% year-to-date. On the Fuel Flowage report, MDT is up 18% in Revenues, and up 4% for Capital City Airport.

2015 Audit Report:

Mr. Wittgren reported that he 2015 audit process went well, and thanked the SARAA staff for their cooperation and efforts during the audit. The audit drafts were distributed to the Board members. Mr. Wittgren said that the management letter includes no internal control matters that are required to be reported, nor does it reference any audit adjustments that were required to be adjusted in the financial statements. He said that BKD provides four audit opinions. These include:

- An opinion on the basic financial statements in accordance with Generally Accepted Auditing Standards
- An opinion in accordance with Government Auditing Standards

- An opinion on the Single audit or the major federal program that was tested which is on the Airport Improvement Program
- An opinion on the Passenger Facility Charge Program.

Mr. Wittgren said that all four of those reports were clean, unqualified opinions. There were no internal control matters to report and no compliance matters to report. Discussion ensued.

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

Integrity Bank/Certificate of Deposit:

Mr. Edwards reported that this is to open a Certificate of Deposit with Integrity Bank for $225,000 for a 60-month term, earning 2.00%. To diversify our banking, staff would like to reinvest from a demand account earning .60% to an Integrity Bank certificate of deposit. Six bank or credit unions were canvassed. Integrity had a comparable if not better rate at this maturity than their competitors. This investment is part of the Coverage Account that is used to benefit our annual bond rate covenants calculations.

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

Designation of Agent for Snow Storm Jonas for FEMA & PEMA:

Mr. Edwards reported that during Winter Storm Jonas on January 22nd through January 24th and days thereafter, SARAA incurred approximately $265,000 in extra costs to clear the snow from the airport facilities. The Federal Emergency Management Agency (FEMA) is reimbursing 75% of the costs of the storm through a disaster declaration. All funding received will be offset against the extra operating costs SARAA incurred in January 2016. The recommendation is to allow the Deputy Director of Finance & Administration to be designated as SARAA's agent in dealing with FEMA & PEMA for reimbursement through grants of our extra costs incurred in connection with Winter Storm Jonas.

There were no objections to forwarding this item to the full Board as a Consent Calendar item.

Board Portal Recommendation:

Mr. Edwards reported that in January, 2016, a Board Portal demonstration was given to the Board members so they could determine if the features provided would benefit the Board. The majority of the members determined that they wanted to move forward with this. After research and price comparison of four vendors, staff is recommending the Director's Desk portal, with an annual fee of $11,400. Training will be provided for both the Board members and administrative staff. This project, while not in the budget, will be funded by the Director's Office budget. This is to authorize the Executive Director to sign a one-year agreement with Director's Desk in the amount of $11,400.00 for Board Portal services after all documents have been reviewed and approved by Rhoads and Sinon.

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

Adjournment: Mr. Libhart adjourned the meeting at 10:40 p.m.

Next Meeting: Friday, May 20, 2016, 8:00 a.m., David C. McIntosh Boardroom, HIA

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by: Camille Springer