Susquehanna Area Regional Airport Authority
Meeting Minutes
October 26, 2016

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Libhart, Chairman, at 8:00 a.m., Wednesday, October 26, 2016, at the Harrisburg International Airport.

Roll call was taken with the following members, constituting a quorum, present:

James Anderson	James Gross	Ryan Maxwell
Sandi Loy Bell	James Helsel	Keith Rodgers
Bennett Chotiner	William Leonard	Timothy Tate
Don Geistwhite	Stephen Libhart	Carolyn Van Newkirk

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), Michael Winfield (Rhoads & Sinon), Tom Nehilla (Rhoads & Sinon), David Spaulding (Deputy Director, Engineering & Planning), Tom Peiffer (Deputy Director, Finance & Administration), Scott Miller (Deputy Director, Advertising & PR), Kevin Bryner (Deputy Director of IT), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety), and Camille Springer (Executive Assistant)

Public Comments: None.

Consent Calendar:

Mr. Libhart said there are two items for the Consent Calendar, non-controversial items usually costing less than $10,000:

1. Minutes of the September 28, 2016 Board meeting
2. Rehabilitate Airport Drive (Supplemental), HIA

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

Airport Operations:

a) Supply Van Purchase: Ms. Van Newkirk reported that this is to approve the purchase of one cargo van for use by HIA. The cost of a replacement van has been quoted at $26,832.31. The purchase is available through the COSTAR's state contract and will be funded through the Renewal and Replacement Fund.

Motion: A motion was made by Mr. Geistwhite that the Board approve the purchase of one (1) full-sized cargo van for use by the Harrisburg International Airport Supply

Department at a cost of $26,832.31. The motion was seconded by Mr. Leonard and unanimously approved.

b) Articulating Boom Lift: Ms. Van Newkirk reported this is to purchase a new articulating boom lift in the amount of $64,996.95 from Best Line Equipment for the purpose of reaching the passenger boarding bridge lift column tops and drive shafts. Funding comes from the SARAA Operating Budget, using state contract pricing.

Motion: A motion was made by Mr. Leonard that the Board approve the purchase of a new articulating boom lift in the amount of $64,996.95 from Best Line Equipment for the purpose of reaching the passenger boarding bridge lift column tops and drive shafts. The motion was seconded by Mr. Geistwhite and unanimously approved.

c) Fiber Optic Testing Tool: Ms. Van Newkirk reported that this is to approve the purchase of a Fluke Networks OptiFiber Pro Quad OTDR fiber optic testing kit for $16,973.99 fromNewEgg.com. The testing kit will be used by the IT department for fiber optic testing, troubleshooting and inspection purposes. Mr. Edwards said that three quotes were received and NewEgg.com was found to have the lowest price. Funding for this purchase will be provided by the SARAA operating budget.

Motion: A motion was made by Ms. Maxwell that the Board approve the purchase of a Fluke Networks OptiFiber Pro Quad OTDR fiber optic testing kit for $16,973.99 from NewEgg.com. The motion was seconded by Mr. Rodgers and unanimously approved. Mr. Geistwhite was not present when this vote was taken.

d) High Speed Diverters for Baggage Handling System: Mr. Libhart reported that this item has been removed from the agenda because the diverters will not be available by year's end.

e) Parking Garage Maintenance Contract (Phase 2): Ms. Van Newkirk reported that this is to award a contract to the lowest responsible bidder for maintenance of the parking garage at HIA, subject to review and approval by Desman and, if necessary, SARAA counsel. Mr. Edwards reported that bids for this project were opened on October 19th and were still being evaluated when Committee meetings were held. Staff is now ready to award to the apparent low bidder, Jones Masonry Restoration in the amount of $90,900.00. Funding for this project is included in the SARAA operating budget.

Motion: A motion was made by Mr. Geistwhite that the Board approve the award of a contract to the lowest responsible bidder for maintenance of the parking garage at HIA, subject to review and approval by Desman and, if necessary, SARAA counsel, and authorize the Executive Director, or in his absence, the Deputy Executive Director, to sign the agreement and related documents. The motion was seconded by Mr. Leonard and unanimously approved.

f) HIA Baggage Claim Carpet Replacement: Ms. Van Newkirk reported that this is to approve the award of a contract with Commercial Flooring Professional, Inc. in the amount of $49,192.05 for the replacement of 10,692 sq. ft. of carpet in the bag claim area. Mr. Edwards reported that the carpet in the baggage claim area is twelve years old and is badly stained and worn beyond repair. The purchase is available through the COSTAR's state contract and will be funded through the Renewal and Replacement Fund.

Motion: A motion was made by Mr. Geistwhite that the Board approve the award of a contract with Commercial Flooring Professionals, Inc. in the amount of $49,192.05 for the replacement of 10,692 sq. ft. of carpet in the bag claim area. The motion was seconded by Mr. Anderson and unanimously approved.

g) Boiler Maintenance Contract: Ms. Van Newkirk reported that this is to award a contract to the lowest responsible bidder for a boiler maintenance service contract. Mr. Edwards reported that bids for this project were opened on October 19th. The lowest responsible bidder will be determined after a review of all bids by staff and, if necessary, SARAA counsel. The apparent low bidder is Johnson Control Inc. in the amount of $21,407.00. The proposed contract term is three years, with three (3) one-year renewals possible. Funds for this agreement are included annually in SARAA's Operating Budget.

Motion: A motion was made by Mr. Gross that the Board approve the award of a contract to the lowest responsible bidder for a boiler maintenance service contract. The motion was seconded by Mr. Rodgers and unanimously approved.

h) Roof Replacement, Building 514: Ms. Van Newkirk reported that this is to authorize the Executive Director to execute an agreement with All-Type Roofing for the replacement of the roof on Building 514 at HIA. The total value of the agreement will not exceed $138,000. The work will only be approved subject to submission and verification of COSTARS contract participating by All-Type Roofing or appropriate affiliated company. Funding for this agreement will come from the SARAA Operating Budget. Discussion ensued. Mr. Tate requested that SARAA obtain two other COSTARS prices to compare and execute an agreement with the company who offers the lowest price.

Motion: A motion was made by Mr. Tate that the Board, authorize the Executive Director, or in his absence, the Deputy Executive Director, to execute an agreement with the lowest of three COSTARS bidders for the replacement of the roof on Building 514 at HIA. The motion was seconded by Ms. Geistwhite and unanimously approved.

Executive Director's Report:

a) Financials & Dashboard: Mr. Edwards reported that Total Operating Revenues are 11% better than budget for September, and 2.3% better than budget year-to-date. Total

Operating Expenses are 8.5% less than budget for September and 1.1% less year-to-date. Net Operating Revenue for September of $8.8 million less non-operating items resulted in a Total Income of $2,192,789 through September. Senior Bond Debt Service coverage is strong at 2.6%, and Overall Debt Service coverage exceeds the minimum at 1.42%. Overall, the Airport Authority is in a very strong financial positon through September, 2016. On the Sales and Revenue Summary, Total Food/Gift Gross Sales are 5.88% better year-to-date. Total Car Rental Sales are 1.9% better year-to-date. Total Variable Revenue is up 2.77% year-to-date.

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

Rehab Runway, HIA: The agreement with Londonderry Township was signed on September 28th. The Township also awarded a Timber Harvest Contract on October 18th. A pre-construction meeting is scheduled at HIA on November 14th.

GRA Runway Rehabilitation: A grant offer was received on August 15th. A Notice of Intent to Award was issued to New Enterprise Stone and Limestone Co. on September 13th. The Contract Agreement is pending. This project will be ready to proceed in the spring of 2017.

Oil Water Separator, CXY: The contract was awarded to EK Service. The oil water separator will be installed in the spring.

Airport Drive Project: SARAA received notice from PennDot with regard to Act 89 and the Multi Transportation Fund Program that SARAA was not awarded a grant this year for another portion of the Airport Drive Project. This is a $4 million dollar project, of which SARAA has received $750,000 from the Commonwealth Financing Authority. Another application has been submitted for the next round of grant awards.

c) Enplanement Report: Mr. Edwards reported that Total Passengers for September were up 11.8%, and .4% year-to-date. Enplaned passengers were up .7% year-to-date. Departing Load Factor, Seat Capacity and Commercial Landed Weight were all up year-to-date. Mr. Edwards anticipates 590,000 enplanements for the year.

Events:

Pittsburgh Service: Mr. Edwards reported that the new service to Pittsburgh on Southern Airways Express starts on October 31st. There will be three flights per day Monday through Friday, and one flight per day on Saturday and Sunday.

China Welcome Event: This event was held on October 4th at the Hershey Vineyards. A delegation from New York and Colorado presented a program to a group of travel representatives regarding the opportunities on the horizon as it relates to visits and travel from China to this region. It was a very successful event.

Executive Session:

Mr. Libhart convened at Executive Session at 8:37 a.m. to discuss matters involving real estate. He said he did not expect any action resulting from the Executive Session.

Mr. Libhart reconvened the public Board meeting at 8:55 a.m. There was no action taken.

Board Member Comments:

Mr. Anderson: Mr. Anderson commented that the enplanement report looks very good.

Mr. Rodgers: Mr. Rodgers said he was very impressed with the financial statements.

Ms. Van Newkirk: Ms. Van Newkirk said she is looking forward to the flight on Friday. She said that Pittsburgh International Airport was rated one of the Top 10 in the nation, and is looking forward to seeing what they do that has earned them this rating.

Ms. Maxwell: Ms. Maxwell said she is flying out of HIA on Saturday with her new baby.

Mr. Tate: Mr. Tate said that Mr. Robert Hoover died at the age of 94. He served in World War II and was a great American war hero. He is a great loss to the aviation community.

Next Board Meeting:

Wednesday, December 7th, 2016, 8:00 a.m.
Harrisburg International Airport

Adjournment:

There being no further business to discuss, Mr. Libhart adjourned the meeting at 9:01 a.m.

Respectfully submitted:

James H. Anderson, III
SARAA Secretary

Prepared by: Camille Springer