

**Susquehanna Area Regional Airport Authority**  
**Airport Operations Committee**  
**October 21, 2022**  
**Minutes**

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, October 21, 2022, with the following members of the Committee present:

Brian Enterline      Bennett Chotiner      Erik Hume

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), James Helsel (SARAA Board), Carolyn Van Newkirk (SARAA Board), Michael Moskal (Deputy Director, Finance & Administration), Scott Miller (Deputy Director, Marketing, PR & Advertising), Kevin Bryner (Deputy Director, Information Technology), Lou Pirozzi (Deputy Director, Engineering & Planning), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Retirement Presentation:**

A retirement presentation was made and a plaque presented to Crystal Tennis in honor of her 19 years of service and dedication to SARAA.

**Minutes:** The minutes of the September 23, 2022, Airport Operations Committee were deemed approved with two changes.

**Marketing & Enplanement Report:**

Mr. Miller reported that September CXY Operations were down 2% vs last September and remain down 20% YTD. At MDT, September operations were down 11% due to fewer commercial flights on larger planes, less cargo and military (down 27%). YTD 2022 operations are down 3% vs last year. September 2022 cargo tonnage is down 19% vs the September 2021 record. YTD cargo is down 10% vs last year. September traffic was 6% above budget and up 13% vs 2021. YTD traffic was up 29% vs 2021 and 3% over budget. Traffic is at 83% of 2019. American Airlines continues to be the dominant airline at MDT while Delta has regained 2<sup>nd</sup> place. Allegiant is the only airlines ahead of 2019. YTD 2022 is 1% ahead of the 5-year average prior to 2019; and just 2% below the 10-year average prior to 2019.

**Marketing News:** The AAA shredding event was a success. The TSA pre-check enrolled nearly 300 new customers during the week of 10/3/2022. Allegiant's celebrated their 10-year anniversary of low fare service from MDT on 10/31/2022. MCO service resumes on 11/7. DEN service ends on 11/3.

**Project Update:**

Mr. Pirozzi reported on the following:

Status of Major Projects:

Cargo Apron Expansion, Phase 4: Permeation grouting continues for dual 60" pipes. Continue backfill dike & replace concrete mats. Taxiway A was restored and opened.

Obstruction Removal, Phase 3, CXY: Administrative close out and growth monitoring.

Construct SRE Storage Building, FCRA: The supplies just arrived.

Construct South Apron, Phase 4/5, GRA: Phase 4 contractor is completing permanent E&S controls and growth monitoring. Phase 5 secured \$1.55 million FAA/State funding for Base Bid. Phase 5 award pending contractor agreement execution.

Escalator Replacement, HIA: 90% review for drawings, specifications and bid forms ongoing.

Upgrade Water Plant, Phase 1, HIA: Project award pending contractor agreement executions. PennVEST Settlement is scheduled for November 17, 2022.

Reconfigure Third Street, HIA: Project let for bid via PennBID on October 11, 2022. The bid opening is scheduled for November 14, 2022.

BHS Control System Upgrade (Design), HIA: Currently evaluating bids with additional investigations. Will submit design and construction costs for FY2023, BIL ATP Grant.

Rehab Taxiways Phase 1 (Design), CXY: Secured \$1.3 million FAA/State funding for Base Bid & Additive 1. NOITA pending BIL grant award.

Construct Hangar/Pilot Lounge (Design) (FCRA): SARAA returned comments; finalizing deliverable.

Replace Community Hangar Roof (Design), FCRA: SARAA returned comment; finalizing deliverable.

**Board Project Update for October, 2022:**

Parking Revenue Control System: The Parking Revenue Control System completion dates have been extended to the end of November due to supply chain delays.

Paging System Replacement: The project is substantially complete (August 2022). The contractor is working on punch list items which should be complete by the end of 2022.

UPS Replacement: Work was supposed to be completed in October, but we received an update earlier this week that parts are delayed until mid-December.

Generator Replacement Study: A kick-off meeting will be held the week of 10/24 with a follow up site visit. This project will span into the first quarter of 2023.

Marquee Sign Replacements at FCRA and GRA: Signs were ordered and are being manufactured.

B5 Jet Bridge Purchase and Replacement: The installation of the refurbished Thyssen Passenger Boarding Bridge is anticipated to be completed by the end of November 2022.

Purchase of Electric Maintenance vehicles: The electric zero-turn mower is working out very well. The EV trucks are scheduled to be shipped from California on December 11<sup>th</sup>.

**Access Control System:**

Mr. Edwards reported that this is for the approval of the consultant selection for the Airport Access Control System Replacement project. SARAA submitted an RFP for consultant services on August 26, 2022. The project involves the review and evaluation of the airport's existing access control system. RFP responses were evaluated and scored based on an understanding of the scope of the work, relevant staff and corporate experience with access control system

evaluations and installation. Nine proposals were received. Four of the proposals were moved to final selection. The recommendation is to award the contract to the Faith Group, based on their highest ranked score in the amount of \$97,280. Funding is programmed in SARAA's 2022 CIP budget for this project.

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

**CXY Remove Obstructions, Phase IV:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a Professional Services Contract with Urban Engineers in an amount not-to-exceed \$159,100 to provide design, packaging and bid phase services for the second construction phase project to remove obstructions on the approach end of Runway 8 at the Capital City Executive Airport. Urban services will include completing final design, developing the project manual for bidding, issuing bid documents, providing bidding assistance, issuing addendums, reviewing bids and providing a recommendation for award. Urban is recommended to provide the services because they are the engineer of record for this project. These costs are eligible for reimbursement through an FAA Airport Improvement Program grant. The FAA will provide 90% reimbursement. SARAA will provide a 5% local match.

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

**Construct South Apron, Phase VI (Bid & Award) GRA:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a Professional Services Contract with TranSystems in an amount not-to-exceed \$78,648 to provide project bid and award services for Phase VI of the South Aircraft Parking Apron at Gettysburg Regional Airport. This phase of the project to include completing final design, developing the project manual for bidding, issuing bid documents, providing bidding assistance, issuing addendums, reviewing bids and providing a recommendation for award. TranSystems is recommended to provide the bid and award phase services because they are the engineer of record for this project. The FAA will provide 90% reimbursement. SARAA will provide a 5% local match.

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

**Change Order #1 for Parking Revenue Control System:**

Mr. Edwards reported that this is to authorize the Executive Director to execute Change Order #1 for HUB Parking Technology USA, Inc. in a net amount of \$53,501.13 to change equipment in exit lanes to enhance automation, replace gates in the parking garage and add signage to the parking garage. The new contract amount will be \$902,501.13. Throughout the installation process, HUB, SARAA and Reef Parking have worked closely to further evaluate the needs of the system and the parking areas. The following improvements were suggested for the PRCS: 1) fully automate two exit lanes in the long-term lot and two exit lanes in the garage; 2) add six gates into the helices of the parking garage to protect against wrong-way traffic; 3) addition of space count signs on the "Up" helix. Final documentation for the Change Order will be

reviewed by the Engineer and SARAA Counsel. Funding for the change will come from the SARAA Capital Budge.

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

**Design Third Street Intersection, Amendment #7:** Mr. Edwards reported that this is to authorize the Executive Director to execute a supplemental professional service agreement with Urban Engineers to increase the contract amount by \$36,990 for a new total contract amount not-to-exceed \$612,563. This is required to complete the design and bid phase services for the reconstruction of the Third Street Intersection. In March 2022 the SARAA Board of Directors approved contract Amendment #6 attributed to wage increases, designing additional utility relocations, and changing the final configuration from a “T” intersection to a safer, more efficient circulatory roadway. The supplemental design costs requested under this Amendment #7 are attributed to additional electric and water relocations, utility company coordination, EDA Grant compliance measures, and subsurface investigation. The costs for the services will be paid from SARAA’s Capital Improvement Account.

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

**Solid Runway Deicing Contract:**

Mr. Edwards reported that this is to approve a 5-year contract with New Deal Deicing in the amount of \$86,120 to provide Solid Runway Deicing chemical at HIA, and to authorize the Executive Director to sign the contract. This contract was recently placed out to bid. Three bid packages were received. New Deal Deicing was the lowest bidder and has provided excellent customer service in the past. This contract allows for an annual price adjustment based on the cost of raw materials to be agreed to by both parties. This contract is entirely paid by airport operating funds.

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

**Liquid Runway Deicing Contract:**

Mr. Edwards reported that this is to approve a 5-year contract with Na-Churs Alpine Solutions in the amount of \$1,572,000 to provide Liquid Runway Deicing Chemical at HIA, and to authorize the Executive Director to sign the contract. This contract was recently placed out to bid. Two bid packages were received. The low bidder was Na-Churs Alpine Solutions Industrial and met all bidding requirements. This contract allows for an annual price adjustment based on the cost of raw materials to be agreed upon by both parties. This contract is entirely paid by airport operating funds.

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

**Piedmont Hangar Ground Lease:**

Mr. Edwards said that is to authorize the Executive Director to execute a lease agreement with Pennsylvania Commuter Airlines, Incorporated (Piedmont Airlines). The current ground lease for Pennsylvania Commuter Airlines expired on August 31, 2022, and a recently approved holdover agreement expires on October 31, 2022. SARAA has proposed a new agreement with Piedmont under the following terms:

- Term: 5 years with two 5-year options
- Starting Rate: \$2,715.37/month, or \$0.29 per square foot per year.
- Rate adjustments: \$0.012 per square foot per year increase for each of the first five years.
- Building Ownership: Building ownership will transfer to SARAA.
- Maintenance Requirements: Triple net lease; all improvements, maintenance, and taxes are the responsibility of the Lessee.

The final agreement will be reviewed by SARAA counsel.

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

**CXY Flight Training Operating Agreement:**

Mr. Edwards reported that this is to authorize the Executive Director to execute an operating agreement with Premier Flight Training to provide flight training and aircraft rental at Capital City Executive Airport. Darrell Dethlefs is interested in starting a flight school and aircraft rental service in place of Harrisburg Pilots, who will cease operation in October. SARAA proposed the following terms for the new operating agreement:

- Term: Year to year, automatically renewing
- Fee: 3.5% of gross revenues
- Insurance: \$2 million commercial general liability; \$1 million aircraft liability

The final agreement will be reviewed by SARAA legal counsel.

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

**GA Airports:**

**New Employee:** A new maintenance employee was hired to be based primarily at Franklin County Regional Airport. This employee will also serve Capital City Executive Airport and Gettysburg Regional Airport as needed.

**Adjournment:** Mr. Enterline adjourned the meeting at 9:51 a.m.

**Next Meeting:** Friday, November 18, 2022, 8:00 a.m., HIA

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer