

Susquehanna Area Regional Airport Authority
Airport Operations Committee
September 23, 2022
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, September 23, 2022, with the following members of the Committee present.

Brian Enterline Erik Hume

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), James Helsel (SARAA Board), William Leonard (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 Svrbely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

Delta Development Guests: Eric Clancy, Rebecca Burk, Maggie McGahen

Public Comments: None.

Minutes: The minutes of the August 26, 2022, Airport Operations Committee were deemed approved.

Delta Development:

Delta Development reported on the following:

Airport Drive 3rd Street Realignment, Phase 4:

Secured public funding: \$4,804,042

- PennDOT BOA \$1,053,042
- U.S. Economic Development Administration: \$3,751,000
The EDA requires Permitting (complete); Plans & Specifications (Preliminary EDA approval); and Project Site, ROW and Easements (underway)

Public Funding:

Dauphin County Local Share:

- First Responders Equipment Upgrades (FY 2021-2022). SARAA purchased 3 SCBA cylinders and 5 sets of turnout gear with grant funds.
- Threat Assessment Containment Unit (FY 2022-2023) Grant Request \$75,000. Award to be announced March 2, 2023.

PA DCED Statewide Local Share:

- Signage and Wayfinding Upgrades: Grant Request \$493,357; Award to be announced in November 2022

PA DEP Growing Greener:

- Polyfluoroalkyl Finding Assessment: Grant Request: \$152,655; Award to be announced in December 2022.

PennVEST PFAS Remediation:

- HIA Water Treatment Plant and Well Upgrades: Secured Public funding \$6,700,809 (100% funded). Settlement is scheduled for November 17, 2022.

Marketing & Enplanement Report:

Mr. Miller reported that August traffic was up 2% vs 2021 and above budget by 1%. YTD traffic was up 32% vs 2021 and 3% over budget – at 83% of 2019 record. August 2022 cargo tonnage was down 13% vs 2021. YTD cargo was down 8% vs last year. The COVID cargo boom is over. August CXY Operations were down 24% vs last August and remain down 22% YTD. 2022 is pacing for around 24,500 operations. The 31,408 operations in 2021 were the most since 33,578 in 2012. The previous 10-year average was 25,309. At MDT, August operations were down 6% due to fewer flights on larger planes. YTD 2022 operations are down 1% vs last year.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

Demolish Building 26 & 96: Final inspection was held on August 30, 2022. Completing administrative project close out.

Cargo Apron Expansion, Phase 4: Permeation grouting continues for dual 60” pipes. Continue box culvert CIP concrete, flood gate and backfill dike. Taxiway A partial closure in place for open cut pipe installations.

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

Construct SRE Storage Building, FCRA: Doors and heaters have been installed. Electrical supply chain issues still impact completion.

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

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

Upgrade Water Plant, Phase 1, HIA: Bid were opened on August 18, 2022. Received professional service quotes for two system integrators. Project award is pending Board approval and PennVEST settlement.

Reconfigure Third Street, HIA: Project letting pending EDA Site Certificate revisions.

BHS Control System Upgrade (Design), HIA: Prebid meeting held on September 9, 2022. Bid opening will be held on September 28, 2022.

Rehab Taxiways Phase 1 (Design), CXY: Secured \$1.3 million FAA/State funding for Base Bid & Additive 1. Award is pending Board approval.

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

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

Construct South Aircraft Parking Apron/Award Construction – GRA Phase V:

Mr. Edwards reported that this is to authorize the Executive Director to award and execute a construction contract to Shiloh Paving & Excavating, Inc. for the Base Bid in the amount of \$1,349,022 to continue phased construction of the South Aircraft Parking Apron at Gettysburg Regional Airport. Two firms submitted bids consisting of a Base Bid and one Additive. Bids were publicly opened on August 10, 2022 via PennBID. SARAA's review determined both bidders to be responsible, responsive, and as having acceptable cost ranges based on the Engineer's bid estimate. FAA funding representing 90% of the construction costs has been secured through a \$1,214,120 AIP Grant. The remaining 10% will be funded through a 5% state match grant and 5% SARAA funds.

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

Construct South Aircraft Apron/Award CA Services – GRA Phase V:

Mr. Edwards reported that this is to this is to authorize the Executive Director to execute a Professional Services Contract with TransSystems in an amount not-to-exceed \$58,391 to provide Construction Administration Services (CAS) for continued phased construction of the South Aircraft Parking Apron at Gettysburg Regional Airport. SARAA's 2022 Airport Capital Improvement Program includes a project to continue the next phase (Phase V) of the South Aircraft Parking Apron's multiphase construction at Gettysburg Regional Airport. Phase V will focus on paving the new apron area previously prepared in the subsequent phase. TransSystems is recommended to provide the CAS because they are the engineer of record for the project. FAA funding has been secured as part of the \$1,475,759 AIP Construction Grant.

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

Construct South Aircraft Parking Apron/Award CM Services – GRA Phase V:

Mr. Edwards reported that this is to authorize the Executive Director to execute a Professional Services Contract with Airport Design Consultants, Inc. (ADCI) in an amount not-to-exceed \$157,700 to provide Construction Management Services (CMS) for continued phased construction of the South Aircraft Parking Apron at GRA. ADCI will be responsible for establishing and maintaining a project documentation system, monitoring and coordinating construction progress, providing a resident project engineer and other inspectors, performing acceptance testing, etc. ADCI is recommended to provide CMS for this project due to their outstanding past performance on Phase IV, familiarity with the project site, and knowledge of SARAA's processes. FAA AIP funding totaling \$141,930 (90%) has been secured for CMS.

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

Rehabilitate Taxiways/Award Construction – CXY Taxiways B & C:

Mr. Edwards reported that this is to authorize the Executive Director to award and execute a construction contract to Glenn O. Hawbaker, Inc. for the Base Bid plus Additive No. 1 in the amount of \$1,264,100 to rehabilitate Taxiways B and C at Capital City Executive Airport. Three firms submitted bids consisting of a Base Bid (Taxiway B) and five Additives which were opened and revealed publicly on August 10, 2022 via Penn BID. FAA Funding totaling \$1,137,690 (90%) has been secured through an AIP Grant and a BIL Grant.

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

Rehabilitate Taxiways/Award CA/CM – CXY Taxiways B & C:

Mr. Edwards said that this is to authorize the Executive Director to execute a Professional Services Contract with Airport Design Consultants, Inc. in an amount not-to-exceed \$137,550 to provide Construction Administration and Management Services for the rehabilitation of Taxiways B & C at Capital City Executive Airport. SARAA added this project to the Airport Capital Improvement Plan for fiscal years 2020 and 2021. However due to cost increases and available federal funding, only Taxiways B & C will be rehabilitated. ADCI is recommended to provide the construction Administration Services because they are the engineer of record for the project. FAA funding representing 90% of CA/CM costs has been secured through \$42,300 AIP in funds and \$81,495 in BIL funds.

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

Taxiway A Concrete Pavement Maintenance at HIA:

Mr. Edwards reported that this is to authorize the Executive Director to award a professional services contract to AECOM in an amount not-to-exceed \$49,979 to design Taxiway A concrete pavement maintenance plan at HIA. The purpose of this project is to design a comprehensive maintenance project for the 60-year-old section of Taxiway A in an attempt to extend the concrete pavement's useful life. The design for this project will be funded from SARAA's operating and maintenance budget.

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

Water Treatment Plant Upgrades (Construction):

Mr. Edwards reported that this is to authorize the Executive Director to award and execute multiple prime construction contracts and a professional services agreement for the Water Treatment Plant and Well Upgrade at HIA. This project will install a Granulated Activated Carbon System at the existing HIA water treatment plant to treat raw water for PFAS to provide safe drinking water at HIA. The project also includes pump and well maintenance upgrades.

This project was designed as a multi-prime project with four prime contracts. Five companies submitted bids for the base bid and options. The General/Civil, Mechanical and Electrical bids were opened on August 18, 2022 via PennBID. All bidders were determined to be responsive. The bid results, totaling \$4.4 million, are as follows:

- Lobar (Civil) \$1,767,000
- Heisey Mechanical, Ltd. (Mechanical) \$1,285,758
- Garden Spot Electric, Inc. (Electrical) \$706,000
- Aptus Control Systems, Inc. (Systems Integrator) \$638,835

This project is 100% funded through PENNVEST's \$6,700,809 principal forgiveness loan.

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

Water Treatment Plant Upgrades (CM):

Mr. Edwards said that is to authorize the Executive Director to execute a Professional Services Contract with Glace Associates in an amount not-to-exceed \$488,780 to provide Construction Management Services (CMS) for Water Treatment Plant and Well Upgrades at HIA. Glace Associates is the designer of record for HIA's Water Treatment Plant and Well Upgrade project and are very familiar with the nature of work and SARAA policies. Costs for CMS are included as part of PENNVEST's \$6,700,809 principal forgiveness loan.

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

T-Mobile 2nd Amendment to Site License Agreement:

Mr. Edwards reported that this is for the Board to approve a Second Amendment to the Site License Agreement between SARAA and T-Mobile Northeast LLC. T-Mobile maintains a cell tower located at water tank #4 and would like to extend the terms of the current Agreement. The 4th and final renewal term will expire on 8/30/2025. The proposed Second Amendment would automatically extend the Site License Agreement for five additional and successive five-year terms. The rental fees will escalate by 10% on the first day of each extension term. The SARAA revenue for the first extension (9/1/2025-8/30/2030) is \$23,184/year; \$1,932/month. SARAA revenue for the fifth extension (9/1/2045-8/30/2050) is \$33,943.69/year; \$2,828.64/month.

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

JVI Group Short-Term Ground Lease:

Mr. Edwards reported that this is to approve the Short-Term Ground Lease between SARAA and JVI Group. JVI Group would like to lease 18,900 square feet of the unoccupied parking lot parcel along Lewisberry Road at Capital City Executive Airport. The lot will be used as a staging area while they perform drainage work and repave Lewisberry Road. The road work is

expected to take one year to complete. The monthly rent for Lewisberry Road lot will be \$787.50.

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

Department of Transportation Lease Agreement:

Mr. Edwards reported that this is to approve a Lease Agreement between SARAA and the Department of General Services, as agent for the Department of Transportation. The Department of Transportation leases 18,081 square feet of apron space from SARAA, at hangar 314 at the Capital City Executive Airport. The Department of Transportation is entering into a separate lease extension with Skyport for the airport hangar 314, also known as the Governor's hangar, and would like the apron lease term to run continuously with the hangar lease term. Both amendments will be effective November 1, 2022, and extend for 10 years, expiring October 31, 2032, with two 5-year renewal options. The apron rental rate is \$.40/square foot with a 2% increase every 5 years.

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

Let's Go Air Operating Agreement, CXY:

Mr. Edwards reported that this is to authorize the Executive Director to execute an operating agreement with AMS Aircraft Sales, Inc. to provide aircraft charter, leasing, sales and aircraft management services. Michael Hartle, owner of AMS Aircraft sales, has been a long-term tenant at Capital City Executive Airport. He has submitted a business plan for the services listed above. SARAA is proposing the following terms:

- Term: One year.
- Permitted Activities: Aircraft leasing, sales, management and charter
- Rent: 3.5% of gross revenues for any commercial activity, with a per transaction cap of \$200 for aircraft/crew charges for charter and the selling prices for aircraft sales.
- Insurance & Licenses: The business will be required to carry \$1 million aircraft liability, \$2 million Aviation General Liability, workers comp, hangarkeepers liability.

The agreement has been reviewed by SARAA counsel.

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

GA Airports:

Pollution Liability Insurance: Mr. Stevens recommended foregoing liability insurance for those not storing fuel in the building. A revised lease agreement will be presented to the Board at the

next Board meeting. Mr. Helsel suggested including in the lease that if fuel were stored in the building they would be in default of the lease.

Adjournment: Mr. Enterline adjourned the meeting at 9:16 a.m.

Next Meeting: Friday, October 21, 2022, 8:00 a.m., HIA

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer