

Susquehanna Area Regional Airport Authority
Meeting Minutes
December 7, 2022

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Helsel at 8:00 a.m., on Wednesday, December 7, 2022. The following Board members were in attendance:

Christopher Abruzzo	James Gross	Stephen Libhart
James Anderson	James Helsel	Keith Rodgers
Keith Bashore	Erik Hume	Carolyn Van Newkirk
Brian Enterline	William Leonard	Nelva Wright
Don Geistwhite		

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens, via teleconference (Deputy Executive Director), Michael Winfield (Post & Schell), Scott Miller (Deputy Director, Advertising & PR), Kevin Bryner (Deputy Director, IT), Michael Moskal (Deputy Director, Finance & Business Administration), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), and Camille Springer (Executive Assistant).

Guests attending via tele-conference:

Wilfred Nixon, Ken Weeden & Associates
Bob Whitmore, Strategic Planning Partners

Public Comments: None.

Report of the Nominating Committee:

Mr. Helsel turned the meeting over to Mr. Geistwhite. Mr. Geistwhite reported for the Nominating Committee, consisting of Ms. Wright, Mr. Libhart and himself. On behalf of the Nominating Committee, Mr. Geistwhite submitted the following Officer Nominations to the Board to serve during 2023:

Chair: James Helsel
Vice-Chair: William Leonard
Secretary: Erik Hume
Treasurer: Nelva Wright

Mr. Helsel asked for any additional nominations from the Board members for any of the Officer positions for 2023. No additional nominations were made. Mr. Helsel then asked for a motion to approve the 2023 Board Officers.

Motion: A motion was made by Mr. Anderson that the Board approve the election of the persons submitted by the Nominating Committee as officers of SARAA for the calendar year 2023. The motion was seconded by Mr. Bashore and unanimously approved.

Consent Calendar:

Mr. Helsel said this is to approve one Consent Calendar item, non-controversial items costing less than \$10,000.

1. Minutes of the October 26, 2022 Board Meeting

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

Executive Committee:

a) **2023 Budget:** Mr. Edwards reported that this is for the Board to approve the 2023 SARAA Budget including the Rates and Charges. The 2023 SARAA Budget Highlights include the following:

- All debt service paid; coverage ratios met
- 645,993 enplanements with an 85% load factor
- Airline schedule based on known schedule
- Airline rates and charges – rate setting methodology per AOA
- Parking—MMFT parking to go to \$20 on December 12.
- Rental Cars - continue full MAG payments
- O&M expenses increased by \$3,511,593
- Health Insurance Premiums – 20% increase
- 3 new full-time positions proposed: 1 Deputy Director of Maintenance; 1 Police Lieutenant (vacant in 2022); 1 Dispatcher
- CARES, CRRSA, ARPA – apply \$4.5 million, 2024 balance \$7.7 million

2023 Revenue & Expense Overview:

- Total Revenue: \$37,401,422
- Total Expense: \$37,324,321

Motion: A motion was made by Mr. Rodgers that the Board approve the 2023 SARAA Budget. The motion was seconded by Mr. Geistwhite and unanimously approved.

b) **Checkpoint Weapons Violations Ordinance:** Mr. Edwards reported that this is for the Board to adopt the Checkpoint Weapons and Firearms Violation Ordinance. To ensure the continued safety and health of passengers, SARAA legal counsel developed the Checkpoint Weapons and Firearms Violation Ordinance. The Ordinance, to take effect on January 1, 2023, allows the Airport Police to cite and fine a passenger who brings a firearm, weapon, or other dangerous weapon through the TSA security

checkpoint area. The citation would be a Summary Offense and subject to a \$350 fine. So far this year, TSA has stopped eight passengers with a weapon at the checkpoint. However, the Airport Police do not generally cite the passenger under Pennsylvania law because of the absence of an ordinance establishing a fine, unless there is a significant disruption. SARAA adoption of the Checkpoint Weapons and Firearms Ordinance was developed with, and supported by, the Airport Police Department to provide the Airport Police with the power to assess a fine against those who bring a prohibited weapon or firearm through the Checkpoint area. No budget funds are required to support this Ordinance.

Motion: A motion was made by Mr. Geistwhite that the Board adopt the Checkpoint Weapons and Firearms Violations Ordinance to take effect on January 1, 2023. The motion was seconded by Mr. Rodgers and unanimously approved.

c) **Approve Strategic Planning Strategy Map:** Mr. Edwards reported that this is for the Board to approve the Strategic Planning Strategy Map. The Strategy Map includes the following: revised vision, revised mission, updated values, strategic key results, 5 goals and 15 strategic objectives. The goals are as follows:

- Goal 1: Expand Aviation Services and Regional Growth
- Goal 2: Develop SARAA Staff while preparing tomorrow's leaders
- Goal 3: Strengthen SARAA's Financial Stability while Funding the Future
- Goal 4: Invest in Airport Infrastructure with a Focus on Future Needs
- Goal 5: Demand Strategic Focused Leadership

Motion: A motion was made by Mr. Geistwhite that the Board approve the Strategic Planning Strategy Map. The motion was seconded by Mr. Libhart and unanimously approved.

Airport Operations:

a) **Award Third Street Intersection:** Mr. Edwards reported that this is to authorize the Executive Director to execute a Construction Contract with JVI Group in the amount of \$4,249,380 to complete the Airport Drive, Olmsted Drive, and 3rd Street Intersection Improvement Project at HIA. Six firms submitted bids consisting of Base Bid Parts A and B via PennBID on November 16, 2022. The apparent low bidder, JVI Group, Inc. was determined to be responsible, responsive and as having an acceptable cost that was below the Engineer's bid estimate. SARAA received a U.S. EDA grant for up to \$3,751,000 and a matching share funded by a PennDOT BOA grant that has been approved in the amount of up to \$1,53,042.

Motion: A motion was made by Mr. Abruzzo that the Board authorize the Executive Director to execute a Construction Contract with JVI Group, Inc. of York Springs, Pennsylvania in the amount of \$4,249,380 to complete the Airport Drive, Olmsted Drive, and 3rd Street Intersection Improvement Project at Harrisburg

International Airport. The motion was seconded by Mr. Libhart and unanimously approved.

b) CA/CM Services for Third Street Intersection: 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 \$595,520 to provide Construction Administration and Management Services for the Airport Drive, Olmsted Drive and 3rd Street Intersection Improvement project at HIA. Urban is recommended to provide construction phase services since they are the designer of record for this final phase of the multiphase Airport Drive Improvement effort. Urban was originally selected through an RFQ/RFP process to provide construction phase services for the multi-phase Airport Drive project. These services are not currently programmed in any of the EDA and BOA grant budgets and will be paid from SARAA's CIP account.

Motion: A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a Professional Services Contract with Urban Engineers, Inc. of Mechanicsburg, Pennsylvania, in an amount not-to-exceed \$595,520 to provide Construction Administration and Management Services for the Airport Drive, Olmsted Drive, and 3rd Street Intersection Improvement Project at HIA. The motion was seconded by Mr. Anderson and unanimously approved.

c) ProdDIGIQ Service Agreement: Mr. Edwards reported that this is to authorize the Executive Director to execute a service and support agreement with ProDIGIQ for a lease management system for SARAA. The software will provide monitoring and notifications for all actionable lease requirements on a pre-established timeline and can be used for quick retrieval of lease information which allows for forecasting, planning and reporting to standardize property management. At this time all leases are warehoused and managed through Excel. The installation cost of the software will be \$33,650 and annual maintenance and support costs will be \$18,875 per year. The full 5-year term cost will total \$128,025. The proposal does include a price increase provision capped at 10% of the initial year, making any future increases limited to \$1,887.50. Funding will come from SARAA's operating and maintenance budget annually. This contract is entirely paid by airport operating funds.

Motion: A motion was made by Mr. Geistwhite that the Board authorize the Executive Director to execute a service and support agreement with ProDIGIQ for a lease management system for SARAA for a full 5-year term cost of \$128,025. The motion was seconded by Mr. Abruzzo and unanimously approved.

d) Renew Copier Contract: Mr. Edwards reported that this is to approve the award of a five-year contract with Fraser Advanced Information Systems in an amount of \$86,887.80 (\$17,377.56 annually) for the lease of five copiers and a maintenance agreement, and to authorize the Executive Director to sign the contract and related documents. SARAA is scheduled to complete a 39-month contract with Fraser Advanced Information Systems on July 31, 2023. A proposal was received based on COSTARS state contract pricing from Fraser Advanced Information Systems to exit this current

agreement without penalty and enter into a new lease agreement. By entering into a new agreement that includes a base number of black and white as well as color copies will save SARAA approximately \$3,725.91 annually. This will be effective January 1, 2023.

Motion: A motion was made by Mr. Geistwhite that the Board approve the award of a five-year contract with Fraser Advanced Information Systems in an amount of \$86,887.80 (\$17,377.56 annually) for the lease of five copiers and a maintenance agreement, and to authorize the Executive Director to sign the contract and related documents. The motion was seconded by Mr. Leonard and unanimously approved.

e) **Maintenance, Heavy Vehicle Lifts, HIA:** Mr. Edwards reported that this is to approve the acquisition of a Heavy Vehicle Portable Lift System. The purchase cost of the six lifting columns and lift accessories is \$67,615.50. SARAA's current 6-post heavy portable truck lifts are 22-years old and are obsolete with limited support. The proposed 6-post heavy portable lifts offer increased lifting capacity up to 18,800 pounds per column and are battery powered to make all areas of a facility available for use. This new lifting system would provide increased safety and reliability. The vehicle lifts are available through COSTARS. Funding is from the Capital Improvement Account.

Motion: A motion was made by Mr. Geistwhite that the Board approve the acquisition of a Heavy Vehicle Portable Lift System. The purchase cost of the six lifting columns and lift accessories is \$67,615.50. The motion was seconded by Mr. Enterline and unanimously approved.

f) **Runway Snow Blower Lease End, HIA:** Mr. Edwards reported that this is to approve a lease-end purchase from Jules & Associates Equipment Finance for the Wausau Equipment Snow Blower vehicle for continued use at HIA. This vehicle has been on an operating lease for 72-months with a Fair Market Value purchase option at term's end. The lowest FMV estimate received is \$190,000. This snow blower is the highest performance and capacity production model in the market. In comparison, a new vehicle of this size is estimated to cost in excess of \$800,000. The funding for the lease payoff would be from the Capital Improvement account.

Motion: A motion was made by Mr. Gross that the Board approve a lease-end purchase from Jules & Associates Equipment Finance for the Wausau Equipment Snow Blower vehicle for continued use at HIA, for a Fair Market Value of \$190,000. The motion was seconded by Mr. Rodgers and unanimously approved.

g) **Radio Console Upgrades:** Mr. Edwards reported that this is to approve the Airport Communication Center radio update project with service agreements, including approval for the SARAA Executive Director to sign all related documents. The airport's radio communication software platform and related console hardware will reach end-of-life at the end of 2022 and will no longer be supported. The scope of work for this project includes upgrading the radio communications software in the Airport Communication Center, hardware component replacement related to the software

upgrades and both software and hardware service agreements. K&C Communications/Motorola Solutions has quoted the work under the COSTAR's contract:
Software and Hardware updates, training, testing: \$168,633
Annual Service contract for hardware and software: \$20,006.25

Funding for the software, hardware initial training and testing will come from SARAA's 2023 CIP budget. Funding for the annual service contracts will be paid out of the O&M budget.

Motion: A motion was made by Ms. Wright that the Board approve the Airport Communication Center radio update project with service agreements, including approval for the SARAA Executive Director to sign all related documents. The cost for the software and hardware update will be \$168,633 and the annual service contract will be \$20,006.25. The motion was seconded by Mr. Libhart and unanimously approved.

h) **DBE Professional Services Contract:** Mr. Edwards reported that this is to award a professional services contract to Ken Weeden Associates, Inc. in the amount of \$36,240 to provide the services necessary to update SARAA's DBE Plan, ACDBE Plan and accomplishment reporting and authorize the Executive Director to execute the necessary documents. The FAA requires that all airport sponsors receiving federal aid under the Airport Improvement Program must submit a plan of DBE goals for contracts and concessions and provide regular reports detailing DBE accomplishments for projects completed during the previous fiscal year. KWA is a full-service DBE programs consulting firms nationally recognized for the expertise in USDOT DBE and ACDBE programs specifically with airports. Per the proposal KWA will perform the following services:

- Update the DBE Triennial Goal Methodology
- New Part 26 DBE Triennial Goal Methodology
- New Part 23 ACDBE Triennial Goal
- Uniform Report of DBE Commitments, Awards and Payments
- Uniform Report of ACDBE Participation
- General DBE/ACDBE Program Assistance

Motion: A motion was made by Mr. Bashore that the Board award a professional services contract to Ken Weeden Associates, Inc. in the amount of \$36,240 to provide the services necessary to update SARAA's DBE Plan, ACDBE Plan and accomplishment reporting and authorize the Executive Director to execute the necessary documents. The motion was seconded by Mr. Anderson and unanimously approved.

i) **Electrical Service Easement, GRA:** Mr. Edwards reported that this is to grant a utility easement to Adams Electric Cooperative, Inc. to provide and maintain electrical service to Dan Blouch's new hangar at Gettysburg Regional Airport and authorize the Executive Director to execute all appropriate documents. On January 26, 2022, SARAA authorized a ground lease for the construction of a new hangar. The hangar owner has requested electrical service to the hangar from an existing utility on airport property. The

utility supplier has requested the easement to provide and maintain service to the building. The easement documents were provided by Adams Electric Cooperative. SARAA Counsel has reviewed the documents.

Motion: A motion was made by Mr. Geistwhite that the Board grant a utility easement to Adams Electric Cooperative, Inc. to provide and maintain electrical service to Dan Blouch's new hangar at Gettysburg Regional Airport and authorize the Executive Director to execute all appropriate documents. The motion was seconded by Mr. Leonard and unanimously approved.

Executive Director's Report:

a) **Financials & Dashboard (through October):** Total YTD Airline Revenues were \$7.9 million vs \$8.0, or 1.5% below budget. Total YTD Non-Airline Revenues were \$14 million vs \$12.8 million budgeted, or 9.9% better than budgeted. Total YTD Operating Revenues were \$22 million. Total YTD Operating Expenses were \$15.5 million vs \$15.7 million budgeted, or 1.2% below budget. Net Operating Revenue is \$6.5 million YTD, or 25.8% over budget. Total Non-operating items were (\$10.1 million), resulting in a Variance to Budget of (\$3,634,491). Adding the Extraordinary Cash Inflows resulted in a Net Position of (\$326,568). The Debt Coverage Ratio is 1.41 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements are 26% above YTD 2021 enplanements. Food/Gift sales are 48% over YTD 2021 sales. Car Rental Sales were \$26 million, or 22% above YTD 2021 sales. Variable Revenue is \$14.4 million, up 17.5% YTD. The CPE was \$11.72. On the Accounts Receivable Trade Summary report, 84% of remittances outstanding at 60+ days is comprised by 4 vendors.

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

HIA:

HIA Cargo Apron Expansion, Phase 4: Micro tunneling for the dual 60" pipes started.

Contractors continue to excavate and install inlets and open cut pipe between T/W A & G.

Airport Drive Phase 3B, Third Street Intersection: Bids opened on 11/16/2022. There were six bidders. JVI Group was the low bidder.

Water Plant PFOS Remediation Upgrade: PennVEST settlement occurred on 11/17/2022. The NTP issued for 12/5/2022.

Baggage Handling System Control: FY 2023 BIL ATP Grant Application was submitted on 10/21/2022.

Replace Escalators: Met with VDA to review 90% design and bid approach.

Capital City Executive Airport:

Remove Obstructions: Tree replacement plantings postponed until Spring 2023.

Rehabilitate Taxiways B,C: Bids were opened on August 10, 2022. Secured \$1.3 million FAA/State funding for Base Bid & Additive 1.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase V: The NOA sent to Shiloh Paving & Excavating on 10/24/2022.

Franklin County Regional Airport:

Construct Snow Removal Equipment Building: The SRE Building is complete.

Update Master Plan: Collecting and developing existing conditions.

c) Enplanement Report: Mr. Edwards reported that October 2022 Air Cargo Tonnage was down 11% vs October 2021. YTD Air Cargo Tonnage was down 10% vs 2021. October 2022 enplanements were up 7% vs October 2021 and above budget by 7%. YTD enplanements were up 27% vs 2021 and up 4% vs. budget.

Executive Session: Mr. Helsel did not convene an Executive Session.

Board Member Comments:

Mr. Helsel: Mr. Helsel thanked the Board and SARAA staff for their efforts over the past year.

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

Mr. Van Newkirk: Ms. Van Newkirk said that Robert Howe, a longtime member of the Gettysburg Barnstormers and editor of The Observer, recently passed away. Mr. Howe was instrumental in getting the Spring Gove High School to start an aviation STEM class.

Mr. Leonard: Mr. Leonard thanked everyone for their efforts with the Strategic Plan. He also thanked the Board and Staff for a great year.

Ms. Enterline: Mr. Enterline also thanked everyone for their efforts with the Strategic Plan. He thanked staff for a great year.

Ms. Wright: Ms. Wright thanked everyone for moving things forward.

Next Board Meeting:

Wednesday, January 25, 2023, 8:00 a.m.

Harrisburg International Airport

Adjournment:

There being no further business to discuss, Mr. Helsel adjourned the meeting at 9:13 a.m.

Respectfully submitted:

Erik Hume,
SARAA Secretary

Prepared by Camille Springer