

Susquehanna Area Regional Airport Authority
Airport Operations Committee
January 20, 2023
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, January 20, 2023, 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), Carolyn Van Newkirk (SARAA Board), Stephen Libhart (SARAA Board), Nelva Wright (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), Mick Burkett (Deputy Director, Human Resources) and Camille Springer (Executive Assistant).

Public Comments: None.

Minutes: The minutes of the November 18, 2022, Airport Operations Committee were deemed approved with two changes.

Marketing & Enplanement Report:

Mr. Miller reported that 2022 CXY Operations were down 19% vs 2021 and up 5% vs 2019. This was the 2nd busiest year since 2013. Most of the decline was caused by local GA operations which were down 31% vs 2021. 2022 MDT Operations were down 5% vs 2021 and down 2% vs 2019. Commercial and cargo airlines generated 54% of operations. 2022 Air Cargo Tonnage decreased 11% vs 2021's record--is still ranked as the 4th busiest year in history. 2022 enplanements totaled 630,256, up 23% vs 2021, up 5% vs budget and below 2019's record by 17%. All airlines at MDT posted growth in 2022 vs 2021. However, only Allegiant served more passengers in 2022 than in 2019. 2022 Departing Seats were up 11% vs 2021 but down 19% vs 2019. Departing load factor was 88%, a new annual record, up 8 points vs 2021 and up 2 points vs 2019. While down 17% vs 2019, 2022 enplanements were up 2% vs the 5-year average, and down 1% vs the 10-year average prior to 2019.

Marketing Update: A \$90,000 marketing campaign kicks off the week of 1/23.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

Cargo Apron Expansion, Phase 4: Contractor completed the micro tunneling for both 60" pipe runs. Contractor continues to complete micro tunneling tie-ins.

Reconfigure Third Street: NOITA issued to contractor (JVI Group) on January 9, 2023. NTP pending EDA authorization.

Obstruction Removal, Phase 4: Phase 4 currently under design with plans to bid in February 2023.

Rehab Taxiways B&C: Kickoff meeting is scheduled for January 23, 2024.

Construct South Apron, Phase 4/5, GRA: Phase 5 anticipated construction NTP April 2023.

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

Upgrade Water Plant, Phase 1, HIA: A preconstruction meeting was held November 15, 2022. NTP's were issued to Lobar, Heisey Mechanical, Garden Spot Electric on December 5, 2022.

BHS Control System Upgrade (Design), HIA: Submitted for FY2023 BIL ATP Grant. Bidder selection pending BIL ATP grant award status.

Construct Hangar/Pilot Lounge (Design) (FCRA): Final deliverable received September 29, 2022. Waiting to identify funding for final design and construction.

Replace Community Hangar Roof (Design), FCRA: 100% design anticipated for March 2023. Need to identify funding for construction.

Purchase Maintenance Vehicle:

Mr. Edwards reported this is to approve the acquisition of one Chevrolet Silverado crew-cab truck with tool service body. The combined cost for the vehicle is not to exceed \$79,000. This is replacing a truck originally used by the HIA Fire Department. The proposed vehicle will increase safety and efficiency for the maintenance users, provide long-term reliability to airport maintenance activities, and reduce transportation costs associated with those activities. The vehicle is available through State COSTARS. Funding is from the Capital Improvement account.

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

UPS Modular Facility Second Amendment to Ground Lease:

Mr. Edwards reported that this is to approve a Second Amendment to the Ground Lease between SARAA and United Parcel Service Co. and authorize the Executive Director to execute the second amendment. UPS has been leasing a 7-acre parcel of property for their modular facility. The third and final lease extension will terminate on August 31, 2023. UPS would like to extend the term until 4/30/2024. In the event that the site is not completely decommissioned by 4/30/2024, the existing term may continue on a month-to-month basis, for a period of up to two months. Rent for the UPS modular facility is \$16,790.46 per month. Mr. Hume will recuse himself from this vote at the Board meeting.

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

FAA Office Lease, Capital City Executive Airport:

Mr. Edwards reported that this is to authorize the Executive Director to finalize negotiations and execute a Lease Agreement between SARAA and the United States of America, Department of Transportation, Federal Aviation Administration (FAA) for the use of Building 201 at Capital City Executive Airport. The FAA currently leases Building 201 to house the local Flight Standards District Office and the Manufacturing Inspection District Office. Terms of the proposed agreement include:

- Term: October 1, 2022 through September 30, 2027
- Rent: \$234,231.36 for the first year, then increases of 3% per year for each subsequent year.
- Utilities: SARAA shall provide all utilities, except telecommunications.
- Maintenance: SARAA is responsible for all buildings and grounds maintenance.
- Janitorial: SARAA is responsible for janitorial services.

Income and expenses associated with this lease are included in the SARAA Operating Budget.

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

Aero Corporation Short Term Ground Lease: Mr. Edwards reported that this is to approve a Ground Lease Agreement between SARAA and Aero Corporation and authorize the Executive Director to execute the ground lease. Aero Corporation, which operates Budget Car Sales and Cramer off airport parking is interested in leasing the vacant parking lot, located at the North 29 parcel, for the next 6 to 12 months. They are scheduled to make changes at their main facility. Either party may terminate the lease with 30 days written notice. The monthly rent will be \$934.50.

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

IT Master Plan:

Mr. Edwards reported that this is to award a contract to Averro Advisors to update SARAA's IT master plan for \$64,999.00 and to authorize the Executive Director to sign all contract and related documents after final negotiations and review of counsel. An RFP was advertised in October 2022. Submissions were received from six firms and ranked by a small group of SARAA staff. Two firms were shortlisted and interviewed by the team. After interviews were conducted Averro Advisors was chosen as the preferred consultant. Funding for this project will come from the 2023 capital budget.

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

Capital Lease Purchase/3000-gallon ARFF Vehicle:

Mr. Edwards reported that this is to approve the capital lease purchase of a 3000-gallon Oshkosh Aircraft Rescue Firefighting vehicle in the amount of \$1,340,013 and authorize the Executive Director to execute all documents related to the capital lease purchase. The proposed 3000-

gallon Oshkosh vehicle would provide the airport with a new, reliable emergency response truck, capable of providing the additional resources needed during an emergency response to one of the larger aircraft that frequent the airport. The Airport Finance Department has researched capital lease-purchase options that are available, and recommends we proceed with an option to lease the Oshkosh vehicle for 6 years @ 3.54%, with a buy-out/purchase price of \$40,200.39. Final rates would be determined at the commencement of payments to the manufacturer, currently projected for Q1 2024. Money for the \$21,511 monthly lease payments would come out of the airport's annual Operations and Maintenance budget. The truck is available through COSTARS and was included in the 2023 budget.

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

GA Airports:

New Hangars: Mr. Stevens reported that there are 2 new hangars at the General Aviation airports as follows:

- **Capital City Executive Airport:** Justin McClure has some punch list items to complete for his new hangar. He received a temporary certificate of occupancy.
- **Gettysburg Regional Airport:** Dan Blough's new hangar has been completed and he received his certificate of occupancy in December.

Adjournment: Mr. Enterline adjourned the meeting at 8:46 a.m.

Next Meeting: Friday, February 17, 2023, 8:00 a.m., HIA

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer