

**Susquehanna Area Regional Airport Authority**  
**Airport Operations Committee**  
**March 24, 2023**  
**Minutes**

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, March 24, 2023, with the following members of the Committee present:

Brian Enterline

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

**Public Comments:** None.

**Minutes:** The minutes of the February 17, 2023 Airport Operations Committee were deemed approved with no changes.

**Marketing & Enplanement Report:**

Mr. Miller reported that February 2023 MDT Operations were up 5% vs February 2022 and up 2% YTD. February CXY Operations were up 27% and up 16% YTD. February 2023 Air Cargo Tonnage decreased 15% vs February 2022. YTD Cargo Tonnage is down 13%. February 2023 Enplanements were 43,407, down 0.2% vs February 2022 and down 8% vs budget. After Florida, our region purchased the most airline tickets to California (10%), Texas (6%), Colorado (5%), and Illinois (5%). In 2022, travelers throughout MDT's eight county core market flew from 12 different airports. MDT was their first choice at 31%. Those same travelers flew on more than 15 different airlines. United was the third most popular choice. Where MDT has service, traffic follows. However, central Pennsylvanians traveling to the West Coast and the Rocky Mountains lack options from MDT.

**Routes Airline Conference:** Mr. Miller recently attended the Routes Airline Conference. The main takeaways from the conference were:

- Demand for seats remains strong.
- Airlines report MDT is performing well to very strong in all markets.
- Identified numerous expanded revenue and service opportunities.
- MDT traffic growth toward 2019 record is currently constrained by aircraft deliveries, pilot hiring, pilot training, airline network strategies, and for ULCC's, airport costs.

**Project Update:**

Mr. Pirozzi reported on the following:

**Status of Major Projects:**

**HIA:**

**Cargo Apron Expansion, Phase 4:** Continues to restore staging areas and stabilize work zone.

**Reconfigure Third Street:** Installed and tested the new waterline/fire hydrants. Continues to prepare for temporary paving for phased work.

**Upgrade Water Plant, Phase 1, HIA:** Installed new softener piping, valves, meters and chlorine analyzer. Continue building pad demo and fusing/installing basement piping.

**BHS Control System Upgrade (Design), HIA:** Selected for \$5.5M from FY2023 BIL ATP. Currently descopeing and preparing re-bid package.

**Replace Escalators:** 90% review for drawings, specifications and bid forms ongoing.

**CXY:**

**Rehabilitate Taxiways B&C:** The anticipated NTP late April 2023.

**GRA:**

**Construct South Aircraft Parking Apron, Phase V:** The anticipated NTP late April 2023.

**FCRA:**

**Update Master Plan:** Working Paper No. 1 was submitted to FAA. A Facility Requirements meeting with stakeholders is anticipated in late April.

**Replace Community Hangar Roof (Design), FCRA:** Reviewing 100% design received March 20, 2023. Waiting to identify funding for construction.

**Purchase Police Pursuit Vehicle:**

Mr. Edwards reported that this is to approve the acquisition of one police pursuit vehicle including complete upfitting of emergency lighting, audible warning, communication devices and identifying graphics. The cost is not to exceed \$69,500. The current vehicle is a 2013 Chevrolet Tahoe with more than 103,847 miles. The vehicle is available through State COSTARS Contract. Funding is from the Capital Improvement account. The replacement project was included as part of the approved 2023 SARAA O&M Budget, as part of a six-vehicle lease package. However individual leases by vehicle would lead to a higher cost of ownership comparable to purchasing the vehicle outright.

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

**Purchase Maintenance Vehicle:**

Mr. Edwards reported that this is to approve the acquisition of one maintenance vehicle to be used by the SARAA Facilities HVAC personnel at HIA. The cost is not to exceed \$35,000. The current vehicle is a 2000 GMC cargo van. Body rust is accelerating rapidly creating the need for substantial repairs. The vehicle is available through the State COSTARS Contract. Funding is from the Capital Improvement Account. This replacement project was included as part of the

approved 2023 SARAA O&M Budget as part of a six-vehicle lease package. However, individual leases by vehicle would lead to a higher cost of ownership comparable to purchasing the vehicle outright.

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

**HIA Remove Obstructions for Runway 13/31 Approach:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a Construction Contract with Metzler Forest Products in the amount of \$193,525.02 to complete the Obstruction Removal for Runway 13/31 approaches at HIA. Five contractors submitted bids which were opened and publicly revealed via PennBID on March 15, 2023. The apparent low bidder, Metzler Forest Product, LLC, was determined to be responsible, responsive, and as having an acceptable cost. This work is required to maintain current approach minimums for the ILS and keep clear the FAR Part 77 approach surfaces for both runways at HIA. Grounds/Maintenance included \$100,000 for this project in the approved 2023 budget. The total project cost will be fully funded from SARAA's Operating & Maintenance account.

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

**Comcast Cable Easement Agreement, CXY:**

Mr. Edwards reported that this is to approve a Facilities Easement Agreement between SARAA and Comcast Cable. Comcast plans to install underground communications services, including conduit, cables, amplifiers and other electronic equipment to the new Justin McClure hangar. The easement allows Comcast to utilize the easement area for access to the installation, construction, operation, maintenance, repair or removal of the equipment. If the easement is no longer necessary, it will terminate.

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. Aero Corporation, which operates Budget Car Sales and Cramer off airport parking, is interested in leasing the vacant parking lot located behind Sheetz for the next 9 to 12 months. They are scheduled to make changes at their main facility. The rental rate will be \$0.45 per square foot and either party may terminate the lease with 30 days written notice. The monthly rent will be \$2,373.67.

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

**EAA Airport Use Agreement, GRA (Barnstormers Fly-In Breakfast Events):**

Mr. Edwards said that this is to authorize the Executive Director to execute a license agreement with the Experimental Aircraft Association for two fly-in, drive-in breakfast events on

Saturday/Sunday, June 3-4, 2023, and Saturday/Sunday, September 23-24, 2023 at GRA. Counsel reviewed the agreement when it was originally developed.

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

**GRA Developer's Agreement, Cumberland Township:**

Mr. Edwards reported that this is to authorize the Executive Director to sign the Developer's Improvement Construction Agreement for the second phase of construction of the South Parking Apron Project at GRA. This agreement is required to be executed as the final step of Cumberland Township's land development approval process to permit the project and move forward. This agreement is a commitment to complete the second construction phase of the project.

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

**Eagle Air Aviation Operating Agreement, CXY:**

Mr. Edwards reported that this is to authorize the Executive Director to execute an operating agreement with Eagle Air Aviation to provide aircraft charter for organ and organ transportation. SARAA has proposed the following terms which are identical to an operating agreement for another charter business at the airport:

- Term: One year, automatically renewing annually
- Permitted Activities: Aircraft charter
- Rent: 3.5% of gross revenues
- Insurance & Licenses: The business will be required to carry \$2MM aircraft liability, \$2MM Aviation General Liability, workers comp, hangar keepers liability (\$150k/aircraft, \$300k/occurrence).

The agreement is being reviewed by legal counsel.

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

**GA Airports:**

Old Terminal Building CXY: Mr. Stevens reported that Mr. Mr. Klinefelter does not want to renew his lease on this building which expires in 2027 and would actually depart earlier if possible. Discussion ensued on ideas for reuse of the building. Mr. Helsel suggested looking into architectural firms and engineering companies whose specialty is airport redevelopment. Mr. Enterline suggested that SARAA staff identify potential firms or real estate developers by June of this year to start a conversation. Discussion ensued.

**Adjournment:** Mr. Enterline adjourned the meeting at 9:10 a.m.

**Next Meeting:** Friday, April 21, 2023, 8:00 a.m., HIA

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer