

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**February 22, 2023**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Helsel at 8:00 a.m., on Wednesday, February 22, 2023. The following Board members were in attendance:

James Anderson	James Helsel	Keith Rodgers
Keith Bashore	William Leonard	Carolyn Van Newkirk
*Bennett Chotiner	Stephen Libhart	*Nelva Wright
Brian Enterline		

\*Ms. Wright and Mr. Chotiner arrived after Roll Call was taken.

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (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 Svirbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Mick Burkett (Deputy Director, Human Resources) and Camille Springer (Executive Assistant).

**Public Comments:** None.

**Consent Calendar:**

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

1. Minutes of the January 25, 2023 Board Meeting

**Motion:** A motion was made by Mr. Leonard that the Board approve the Consent Calendar item. The motion was seconded by Mr. Libhart and unanimously approved. Mr. Chotiner was not present when this vote was taken.

**Executive Committee:**

a) Adopt Strategic Plan: Mr. Edwards reported that this is for the Board to adopt the SARAA Strategic Plan. In July 2022 the SARAA Board hired Strategic Consulting Partners to facilitate the development of a strategic planning process. The strategic planning committee was established comprised of SARAA Senior Staff and five SARAA Board members. Strategic goals and objectives were approved by the Board on December 7, 2022. For each goal and objective, the SARAA team identified strategic initiatives, performance measures, targets and resources for each objective. The plan

builds off the previous strategic plan and incorporates critical recommendations from the Organizational Assessment conducted in 2021.

**Motion:** A motion was made by Mr. Leonard that the Board adopt the SARAA Strategic Plan. The motion was seconded by Mr. Anderson and unanimously approved. Mr. Chotiner was not present when this vote was taken.

**Airport Operations:**

a) **SARAA Legal Counsel Contract Extension:** Mr. Edwards reported that in March 2018, SARAA signed an engagement letter with Post & Schell to provide general legal services to the Airport Authority for a five-year term with (2) two-year option terms. The original term expires on March 29, 2023. Like the first term, Post & Schell has proposed a teaming arrangement with the law firm of Pillar+Aught to supplement those areas where Pillar+Aught has a heightened degree of industry and practice experience. Michael Winfield, Principal at Post & Schell, will serve as lead legal counsel for SARAA. Pillar+Aught will continue to represent SARAA in real estate, property development, labor negotiations, personnel/employment issues, etc. As is current practice, the law firm of Kaplan Kirsch Rockwell will continue to be available as needed to provide special legal assistance with emphasis on airport/aviation law issues.

**Motion:** A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute an Engagement Letter with Post & Schell for the first of the two 2-year option terms to begin immediately following the expiration of the initial five-year term. Also, authorize the Executive Director to execute an Engagement Letter with Pillar+Aught for the first of the two 2-year option terms to provide legal services supplemental to the services provided by Post & Schell. The motion was seconded by Mr. Rodgers and unanimously approved. Mr. Chotiner was not present when this vote was taken.

b) **Delta Development Consultant Contract:** Mr. Edwards reported that Delta Development has provided SARAA with a Consulting Services Extension Agreement that supersedes any prior written or oral agreements between the parties. The term of the new agreement is effective upon execution and will remain in effect for 36 months. For year one of the agreement the monthly retainer fee will be \$10,500. For years two and three of the agreement, the monthly retainer fee shall be \$11,500. The Agreement has been reviewed and approved by SARAA legal counsel. SARAA may terminate the agreement at any time, with or without cause, by providing 30 days prior written notice. The source of funding for the Consultant Agreement will be SARAA operating funds.

**Motion:** A motion was made by Mr. Enterline that the Board approve a 36-month Consultant Agreement with Delta Development Group at a monthly retainer fee of \$10,00 per month (year one) and \$11,500 per month (years two and three) plus reasonable and ordinary expenses. The motion was seconded by Ms. Wright and unanimously approved. Mr. Chotiner was not present when this vote was taken.

c) Stormwater Compliance Evaluation, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Geo-Technology Associates, Inc. (GTA) in an amount not-to-exceed \$41,420. SARAA is required to complete annual compliance evaluations in accordance with HIA's NPDES stormwater permit. Geo-Technology Associates is recommended to provide these professional services based upon successful performance of similar work from 2011 through 2022. The cost of this work was included in the 2023 Environmental Studies budget and will be funded from SARAA's operating and maintenance account.

**Motion:** A motion was made by Mr. Anderson that the Board authorize the Executive Director to execute a professional services contract with Geo-Technology Associates, Inc. of York, Pennsylvania in an amount not-to-exceed \$41,420 to conduct field investigations, complete sampling and prepare a report as required by National Pollutant Discharge Elimination System (NPDES) Industrial Stormwater Permit and environmental Memorandum of Understanding (MOU) for HIA. The motion was seconded by Mr. Libhart and unanimously approved. Mr. Chotiner was not present when this vote was taken.

d) Stormwater Compliance Evaluation, CXY, GRA & FCRA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Geo-Technology Associates, Inc. (GTA) in an amount not-to-exceed \$15,016. SARAA is required to complete annual compliance evaluations at CXY, GRA & FCRA in accordance with the PA DEP NPDES. GTA is recommended to provide these professional services based upon successful performance of similar work from 2011 through 2022. The cost of this work was included in the 2023 Environmental Studies budget and will be funded from SARAA's operating and maintenance account.

**Motion:** A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute a professional services contract with Geo-Technology Associates, Inc. of York, Pennsylvania in an amount not-to-exceed \$15,016 to conduct field investigations, complete sampling and prepare a report as required by the National Pollutant Discharge Elimination System (NPDES) Industrial Stormwater Permit at Capital City Executive Airport, Gettysburg Regional Airport and Franklin County Regional Airport. The motion was seconded by Mr. Leonard and unanimously approved. Mr. Chotiner was not present when this vote was taken.

### **Executive Director's Report:**

a) Financials & Dashboard (through December): Total Airline Revenues were \$9.6 million vs \$9.7 budgeted, or 1.0% below budget. Total Non-Airline Revenues were \$16.8 million vs \$15.2 million budgeted, or 10% better than budget. Total Operating Revenues were \$26.4 million vs \$25 million budgeted, or 5.7% better than budget. Total Operating Expenses were \$19.8 million vs \$18.7 million budgeted. Net Operating Revenue is \$6.6 million. Utilities were \$2 million vs \$1.3 million budget, or 57.1% over budget. Total Non-operating items were (\$9.9 million), resulting in a Variance to Budget of (\$3,249,301). Adding the Extraordinary

Cash Inflows resulted in a Net Position of \$198,317. The Debt Coverage Ratio is 1.46 on a 1.25 requirement. On the Sales and Revenue Summary, enplanements are 23.86% above 2021 enplanements. Food/Gift sales are \$6.3million, or 42.3% over 2021 sales. Car Rental Sales were \$30.4 million, or 17.45% above 2021 sales. Variable Revenue is \$17.3 million, up 14.39%. The CPE was \$11.72.

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

HIA:

HIA Cargo Apron Expansion, Phase 4: Anticipated substantial completion is by the end of March 2023.

Airport Drive Phase 3B, Third Street Intersection: The NTP was issued on 2/07/2023 to JVI, Group. The contractor will mobilize the week of 2/20/2023.

Water Plant PFOS Remediation Upgrade: The water plant now provides PFAS treatment able to meet newly established MCL levels. The work continues to progress on schedule.

Baggage Handling System Control: All bids surpassed the 120-day expiration period and have been rejected. This project will be rebid pending FAA selection notifications.

Capital City Executive Airport:

Rehabilitate Taxiways B,C: NTP/Construction is anticipated to begin in April 2023.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase V: The NOA issued to Shiloh Paving & Excavation. NTP/Construction is anticipated to begin in April 2023.

Franklin County Regional Airport:

Update Master Plan: The aerial and ground survey has been completed. Working Paper No. 1 currently under SARAA review.

c) Enplanement Report: Mr. Edwards reported that January 2023 MDT Operations were down 1.4% vs January 2022 while CXY's operations were up 6.8%. January 2023 Air Cargo Tonnage decreased 11% vs January 2022. Tonnage over the past year is down 10%. January 2023 Enplanements were 47,864, up 23% vs January 2022. Enplanements are 20% higher than a year ago. Looking ahead, MDT enplanements could be down as much as 12% vs. forecast as AA, DL and G4 cut flights to CLT, ORD, DTW and SFB due to aircraft and crew availability.

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

**Board Member Comments**:

Mr. Rodgers: Mr. Rodgers said he is impressed with staff's performance considering the very challenging market in the past few years.

Ms. Van Newkirk: Ms. Van Newkirk thanked Monica Gould and the Strategic Planning Partners for their help with the Strategic Plan.

Mr. Enterline: Mr. Enterline echoed Ms. Van Newkirk's comments on the Strategic Plan. He also said that the new electronic board looks great.

Ms. Wright: Ms. Wright said the Strategic Plan is an awesome document.

**Next Board Meeting:**

**Wednesday, March 29, 2023, 8:00 a.m.  
Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Helsel adjourned the meeting at 8:33 a.m.

Respectfully submitted:

Erik Hume,  
SARAA Secretary

Prepared by Camille Springer