

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

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Helsel on Friday, March 24, 2023 at 9:20 a.m. Members of the committee present were:

Jim Helsel	Carolyn Van Newkirk
Bill Leonard	Nelva Wright
Stephen Libhart	

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), Brian Enterline (SARAA Board), Michael Moskal (Deputy Director, Finance & Administration,) Scott Miller (Deputy Director, Advertising & PR), 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 Executive Committee were deemed approved.

**Financials & Dashboard (February 2023 Financials):**

Mr. Moskal reported that comparative statistics will be from the 2023 budget. Total YTD Revenue of \$4.4 million was below budget by \$58,000, or -1.3% below budget. Total Airline Revenue was under budget by \$61,600, or -3.9% YTD. Parking Revenue was over budget by \$106,000 or 8% YTD. Rental Car Revenues were \$49,000, or -6.7% under budget YTD. All variance in the current year is due to sales. Concession revenue is under budget by \$53,000, or -59.1% YTD. Credit memo's offset revenue by \$40,000 to be drawn against ARPA concession relief. Total YTD expenses of \$3.2 million are \$285,000, or 8.09% below budget YTD. Personnel expenses are \$102,000, or -6.2% below budget YTD. 54.5% of variance is due to direct payroll variance, (unfilled positions or lower pay rates). 37.7% of variance is due to decreased overtime from no significant winter operations. Parking expenses were \$76,000 or 23.7% below budget YTD. Net Operating Revenue is \$1.18 million YTD. Non-operating revenues & expenses total \$360,000, resulting in a net variance to budget of \$822,000. Capital spending net of grants is a positive value due to CARES local match grant draw. The Debt Coverage Ratio is 2.55 on a 1.25 requirement. This includes CRRSA and ARPA non-operating concession relief revenues. ARPA drew \$792,000 (50% of budgeted total) received in January to offset reduced common use rents. CRRSA drew \$1.5 million draw in January (50% of budgeted draw). On the Sales and Revenue Summary, the YTD enplanements were 10.8% above YTD 2022 enplanements. The Food/Gift sales were 20.8% over YTD 2022 sales. Hotel sales are 11.6% over YTD 2022 sales. The Rental Car Sales are 55% above YTD 2022 sales. February CFC days were 13.58%. On the Fuel Flowage Report, Skyport sales and fuel were not

reported. On the Accounts Receivable summary, Skyport has fully paid their balance and is current.

**Legislative Priorities:**

Mr. Edwards reported that this is to approve the 2023 Legislative Priorities consisting of the following:

**US Congress:**

1. Airport Improvement Program Funding
2. Bipartisan Infrastructure Law (BIL)
3. Federal Reimbursement for Installation of Explosive Detection Equipment
4. PFAS Remediation/Airport Liability Protection
5. Passenger Facility Charges (PFC's)
6. Air Traffic Control/Contract Tower Program

**PA Legislature:**

1. PA Aviation System Strategic Investment Study

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

**Adjournment:** Mr. Helsel adjourned the meeting at 9:32 a.m.

**Next Meeting:** Friday, April 21, 2023 8:00 a.m., David C. McIntosh Boardroom, HIA

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer