

**Susquehanna Area Regional Airport Authority**  
**Airport Operations Committee**  
**April 21, 2023**  
**Minutes**

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Helsel at 8:00 a.m. on Friday, April 21, 2023, with the following members of the Committee present:

Christopher Abruzzo  
Erik Hume

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), Carolyn Van Newkirk (SARAA Board), James Helsel (SARAA Board), James Gross (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), Jamie Sides (Deputy Director, Maintenance), Kevin Bryner (Deputy Director, IT), Mick Burkett (Deputy Director, Human Resources), Belinda Svirebely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

**Guests:**

Eric Clancy, Rebecca Burk (Delta Development)  
Bryan Hickman, Prolifik Art & Design

**Public Comments:** None.

**Minutes:** The minutes of the March 24, 2023 Airport Operations Committee were deemed approved with no changes.

**Delta Development:**

**Airport Drive: Phase 4: Third Street Realignment:**

- Secured Public Funding: \$4,804,042
- Construction Start: February 7, 2023
- Application for Payment #1: April 2023
- Construction End: July 23, 2023
- Utility Reimbursement/Approved

**PennVEST:**

- Secured Public Funding \$6,700,809

**Dauphin County Local Share:**

- Secured Public Funding: \$22,000

**PA DEP Growing Greener Plus Grants Program:**

- Secured Public Funding: \$152,655

**PCCD Local Law Enforcement Grant Program:**

- Secured Public Funding: \$74,153

FY 2024 Community Project Funding:

- Project Scope: HIA Electric Vehicle Maser Plan
- Pending Request: \$315,000

HIA Air Cargo Reconfiguration and Expansion Project:

- NADO Case Study – April 3, 2023 Meeting

Marketing & Enplanement Report:

Mr. Miller reported that March 2023 MDT Operations were up 12% vs March 2022. 1Q23 Operations were up 5% vs 1Q22. Passenger and cargo operations are down 5% YTD. GA operations are up 34% YTD. Military operations are down 24% YTD. March 2023 CXY Operations were up 15.2% vs March 2022. 1Q23 operations were up 15.8% vs 1Q22. Local GA operations are up 31% YTD. GA Itinerant operations are up 13% YTD. Military operations are down 38% YTD. March 2023 Air Cargo Tonnage decreased 8% vs March 2022. 1Q23 cargo is down 12% vs 1Q22. March 2023 enplanements were 53,254, down 4.7% vs March 2022. 1Q23 enplanements are up 4.5% vs 2022, but down 8% vs budget.

MDT Enplaned vs. Budget Forecast:

- 1Q23 Load Factor was 2.1 points above budget.
- 1Q23 capacity was down 11% vs budget.
- 1Q23 enplanements are down 8.8% vs budget.
- 2Q23 enplanements are forecast to be down 5% vs budget on a 6% decline in capacity.
- CY 2023 is currently pacing at 625,000 enplaned, 3% below budget.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 4: Substantial completion inspection held on April 13, 2023. Minor punch list items and administrative close-out remain.

Reconfigure Third Street: Continue to construct new Tug Road. Continue utility relocation coordination (Comcast, UGI, Met-Ed).

Upgrade Water Plant, Phase 1, HIA: Continue pipe gallery modifications and new building pad preparation. Completed roof replacement on existing building.

BHS Control System Upgrade (Design), HIA: Selected for \$5.5M from FY2023 BIL ATP. Currently preparing re-bid package for May 7, 2023 advertisement.

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

CXY:

Obstruction Removal, Ph. 4: Project let for bid via PennBID on March 19, 2023. Bidding closes April 18, 2023.

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

GRA:

Construct South Aircraft Parking Apron, Phase V: Initial E&S and Pre-Con meeting was held on April 24, 2023.

FCRA:

Update Master Plan: Facility requirements meeting with stakeholders anticipated for late April.  
Construct Hangar/Pilot Lounge (Design): Waiting to identify funding for final design and construction.

**HIA Replace Heating System (Design), Bldg. 513:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Century Engineering in the not-to-exceed amount of \$44,780 to provide engineering design and bid phase services to replace the existing heating system in Building 513 at HIA. Eight firms responded to the RFQ/TP which were opened publicly via PennBID. The technical proposals for the top three firms were very closely ranked. However, there was a significant difference in cost. SARAA is recommending that Century Engineering be selected. This project will be funded from SARAA's Capital Improvement Account.

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

**HIA Building 208 Demolition (Environmental Design):**

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 \$87,292 to complete Phase I and Phase II Environmental Site Characterizations for Building 208 at HIA. Building 208 was damaged beyond repair when a water pipe on the second floor broke this past winter. Subsequently, SARAA submitted an insurance claim that was settled in the amount of \$900,000. The Phase I and II Environmental Site Characterizations, once complete, will be followed by final design specification/plan preparation, public bidding and physical demolition. This work will be funded from SARAA's proceeds from the insurance claim.

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

**Comcast Cable Access Agreement, HIA:**

Mr. Edwards reported that this is to approve a Grant of Easement Agreement between SARAA and Comcast Cable Communications Management. Comcast plans to install underground communications services, including wires, cables, conduit and other electronic equipment to UPS, in building 296 at HIA. The agreement has an initial term of 10 years and shall automatically be renewed for two (5) years periods.

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

**Everstream Utility Access Easement Agreement, HIA:**

Mr. Edwards that this is to authorize the Executive Director to execute a Utility Access Agreement between SARAA and Everstream for the installation of a new fiber optic

communications service at HIA. Everstream is planning on installing new fiber optic cable at HIA to service T-Mobile's cellular antennas located on top of the west water tower. The non-exclusive easement agreement allows Everstream the right of ingress and egress with the easement right of way to install, operate, maintain and replace utility wires. The agreement has an initial term of 99 years and shall automatically be renewed for 50 years.

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

### **Vehicle Maintenance Lease for 3 Vehicles:**

Mr. Edwards reported that this is to approve the acquisition of three Chevrolet Silverado Crew-Cab pick-up trucks. The acquisition will be via a 36-month lease. The pricing for the proposed vehicles is as follows:

- Truck 1: \$41,000 + \$4,000 (wrap) + \$2,000 equipment
- Truck 2: \$39,000 + \$4,000 (wrap) + \$2,000 equipment
- Truck 3: \$39,000 + \$4,000 (wrap) + \$2,000 equipment

The vehicles are available through the State COSTARS Contract. The lease payment is estimated at \$4,228 per month for 36 months @3.01% with a buyout option of 3% of the original purchase price and is provided through the approved 2023 SARAA O&M budget.

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

### **HARSCO Hangar Lease Modification:**

Mr. Edwards reported that this is to authorize the Executive Director to execute an amendment to the lease agreement with HARSCO Corporation to revise the option terms. In 2013, SARAA and HARSCO approved a new hangar and ground lease. The new hangar lease had an original term of 10 years, which will expire on August 31, 2023. HARSCO has the option to extend this lease for a ten-year period and a second option to extend the lease for an additional seven-year period. The HARSCO Property Department contacted SARAA and requested that the options be revised to three individual options of three years each. They also requested that the lease include language allowing HARSCO to terminate the lease with 180 days' notice. SARAA staff are supportive of the request to amend the option terms. Staff recommends that the request for the 180-day notice for cancellation be rejected.

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

### **Airport Artwork:**

Ms. Wright introduced Bryan Hickman, an artist with Prolifik Art & Design to the group. Ms. Wright said that she feels that bringing artwork into the airport will not only beautify the airport but will also add historic value by bringing history and diversification to the airport. Mr. Hickman has done murals at various sites in the city of Harrisburg including one on 6<sup>th</sup> & McClay. He has also done artwork in the JFK terminal in New York. He has done projects using

canvas for temporary spaces. His cost, depending on the detail involved, is approximately \$5,000. A canvas to be hung up is about \$2,000. Discussion ensued.

**GA Airports:**

**Compass Rose:** Mr. Stevens reported that this is to purchase paint and supplies and provide support to volunteers painting the 99s Compass Rose at Capital City Executive Airport. In 2013 a group of volunteers led by the 99s painted a compass rose on the apron at CXY. The paint has now deteriorated and the 99s and Barnstormers have volunteered to repaint the markings. They have requested that SARAA provide the paint and supplies. Staff will also incur some overtime work for this project. Staff estimates the total cost of this project to be \$2,700. The costs for this project are not included in the 2023 SARAA budget. Mr. Libhart commented that he would be voting against this project at the Board meeting.

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

**Adjournment:** Mr. Helsel adjourned the meeting at 9:13 a.m.

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

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer