

Susquehanna Area Regional Airport Authority
Airport Operations Committee
May 26, 2023
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Helsel at 8:00 a.m. on Friday, May 26, 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), Carolyn Van Newkirk (SARAA Board), James Helsel (SARAA Board), Stephen Libhart (SARAA Board), 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).

Public Comments: None.

Minutes: The minutes of the April 21, 2023 Airport Operations Committee were deemed approved with no changes.

Marketing & Enplanement Report:

Mr. Miller reported that April 2023 MDT Operations were up 6.4% vs April 2022. YTD 2023 MDT Operations are up 5.6% vs YTD 2022. Passenger cargo operations are down 4.5% YTD. GA Operations are up 30% YTD. April 2023 CXY Operations were up 10% vs April 2022. YTD 2023 operations were up 14% vs YTD 2022. Local GA operations are up 29% YTD. April 2023 Air Cargo Tonnage decreased 10% vs April 2022. YTD 2023 cargo is down 11% vs YTD 2022. YTD landed weight is down 14% vs 2022, and down 12% vs budget. April 2023 enplanements were 50,427, down 5.4% vs April 2022. YTD 2023 Enplanements are up 1.7% vs YTD 2022, and down 8% vs budget. 2023 seats are down only 2% vs 2022. However, seat declines to CLT and ORD (AA) plus DTW (DL) were not expected.

Looking Ahead: MDT is currently on pace for 637,000 enplanements (now 1% over 2022).

Summer Priorities: The priorities include Passenger Air Route Development and Cargo Air Route Development. The Taking Flight program launch has been delayed until late summer/early fall.

Advertising Campaign: The \$60,000 advertising campaign begins 5/30 to 7/30. This includes traditional/digital radio, Cable/On demand TV, billboard and online digital including Facebook.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 4: Minor punch list items and administrative close-out remain. Phase V is currently advertised with a June 1, 2023 bid opening.

Reconfigure Third Street: Completed new Tug Road, utility relocations and Phase II traffic switch. Continue to construct new roadway alignment.

Upgrade Water Plant, Phase 1, HIA: Installed new VFD shed at Building 302. Continue constructing new structure, piping modifications and well upgrades.

BHS Control System Upgrade (Design), HIA: Selected for \$5.5M from FY2023 BIL ATP. Rebid via PennBID on May 7, 2023. Pre-bid Meeting held on May 22, 2023. Bids will be opened on June 9, 2023, via PennBID.

Replace Escalators: Will advertise for construction in July 2023. Will submit for FY2023 BIL ATP Grant in October 2023.

Building 208 Demolition: Phase I and II Environmental Site characterizations are currently underway. Physical demolition is targeted for this winter 2023-2024.

CXY:

Obstruction Removal, Ph. 4: One bidder, Tri-State Clearing & Tree Service for \$931,931. Submitted grants and awaiting FAA determination.

Rehabilitate Taxiways B&C: Currently certifying materials. The anticipated NTP is July 2023.

GRA:

Construct South Aircraft Parking Apron, Phase V: Initial E&S and Pre-Con meeting was held on April 24, 2023. Runway 6/24 closure June 5th through June 18th and June 26th to June 28th.

FCRA:

Update Master Plan: Master Plan Advisory Committee meeting #1 was held on May 19, 2023.

Construct Hangar/Pilot Lounge (Design): Waiting to identify funding for final design and construction.

Award ADCI Design/Bid Phase Professional Service Contract for the Passenger Boarding Bridge Replacements/HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with ADCI, Inc. in the not-to-exceed amount of \$97,800 to provide design and bid phase services to replace 12 passenger boarding bridges at HIA. ADCI was selected to perform this work since they recently completed a design to update the terminal apron gate marking plans and already have prepared plans for all 12 gates at HIA. It is anticipated that this project will be advertised in August 2023, with a September 2023 bid opening. A detailed independent fee estimate (IFE) was completed. Based on a comparison against this IFE, ADCI's fee is determined to be fair and reasonable for the scope of work. This work will be funded from SARAA's Operating and Maintenance account and reimbursement requested as part of the FY2024 BIL ATP Grant Application.

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

Award Urban Design Bid Phase Professional Service Contract for the Building 208 Demolition/HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineers, Inc. in the not-to-exceed amount of \$99,629 to provide design and bid phase services for the demolition of Building 208 at HIA. Urban will develop construction documents and specifications for the demolition of Building 208 to include sanitary and storm sewer reconfiguration, NPDES and E&S permitting associated with the proposed site disturbance. Urban was chosen since they are completing the Phase I and II environmental investigations for Building 208. An IFE was completed by comparing Urban's scope/fee against the Building 26/96 Demolition Design/Bid Phase Service Contract and associated fee of \$144,272. Based on that comparison, Urban's direct labor, rates and general and administrative overhead, non-salary expenses and profit were reasonable. This work will be funded from SARAA's Operating and Maintenance account and be offset with the proceeds from the insurance payout.

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

Award Urban Design CA/CM Services for Building 208 Demolition/HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineers, Inc. in the not-to-exceed amount of \$198,870 to provide Construction Administration (CA) and Construction Management (CM) services for the Demolition of Building 208 at HIA. Urban will be responsible for reviewing and responding to submittals and RFI, maintaining the official project record, monitoring and coordinating construction progress, daily construction inspection and reporting, implementing a quality assurance program and preparing progress reports. Urban was chosen since they are completing the Phase I and II environmental investigations, and design and bid phase services for the demolition of Building 208. This work will be funded from SARAA's Operating and Maintenance account and be offset with the proceeds from the insurance payout.

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

Uniform Services Contract for Maintenance Employees:

Mr. Edwards reported that this is to approve the award of a contract to Cintas, Inc. in an amount of \$12,931.15 per year for the services of supplying and laundering uniforms, shop rags, and entrance mats for maintenance employees and facilities at HIA and Capital City Executive Airport. Cintas, Inc. has been supplying uniforms to SARAA for the past eight years at an annual cost of \$12,731.80 per year. This contract is entirely paid for by airport operating funds.

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

Blue Sky Adventures Lease Assignment/GRA:

Mr. Edwards reported that this is to approve the assignment of the ground lease associated with Blue Sky Adventures LLC, hangar at Gettysburg Regional Airport. The new lessees will be Richard and Margot Fox. Daniel Gebhart entered into a ground lease with SARAA in June 2019 with an initial term of 20 years plus two additional terms of five years. Mr. Gebhart has indicated he is relocating and wishes to assign this lease to Richard and Margot Fox. The assignment does not relieve the assignor (Gebhart) of any of his obligations under the lease. No Change to funding is proposed. The current annual rent is \$2,244.42.

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

Huntleigh Contract Amendment:

Mr. Edwards reported that this is to authorize the Executive Director to execute a revised agreement with Huntleigh USA Corporation for baggage handling system staffing. The amendment will revise the billing rates from the current rates of \$14.50 for regular hours and \$21.75 for overtime hours to proposed rates of \$18.10 for regular hours and \$27.15 for overtime hours. Huntleigh would like to implement their new pay rates for employees effective June 1, 2023. Huntleigh has served HIA since 1989. Due to the challenges of current wages, they are requesting their first increase to these rates in more than 20 years. If implemented on June 1, 2023, the proposal could add approximately \$5,000 above the 2023 budget for this expense.

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

Black Hangar Assignment, CXY:

Mr. Edwards reported that this is to authorize the Executive Director to approve the assignment of the ground lease associated with Hangars 506/507 at Capital City Executive Airport currently leased to Timothy Black. The new lessee will be Brian Seltzer. Timothy Black entered into a ground lease with SARAA in August of 2000 with an initial term of 20 years plus two additional terms of four years each. Through an attorney, Mr. Black is requesting the assignment of the lease and separation of the agreement into two individual agreements. SARAA Counsel is drafting the assignment agreement. No change in funding is proposed. The agreement includes annual CPI increases to the ground rent.

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

GA Airports:

Compass Rose: Mr. Stevens reported that the painting of the Compass Rose at Capital City Executive Airport was completed on the weekend of May 20.

Ford Tri-Motor Event: The Ford Tri-Motor event will be held June 22 through June 25 at the Capital City Executive Airport.

EAA Chapter 1041 Breakfast in Gettysburg: This event will be held on Saturday June 3 and Sunday June 4th. This is the first of two breakfast events.

Adjournment: Mr. Hesel adjourned the meeting at 8:55 a.m.

Next Meeting: Friday, June 23, 2023, 8:00 a.m., **Capital City Executive Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer