

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

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

Brian Enterline

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), James Helsel (SARAA Board), Carolyn Van Newkirk (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Michael Moskal (Deputy Director, Finance & Administration), Jamie Sides (Deputy Director, Maintenance), Mick Burkett (Deputy Director, Human Resources), Belinda Svirebely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

Job Shadow: Mr. Stevens introduced Kreider Lintz, who will be job shadowing at HIA today. Kreider has his pilot's license and will be a freshman at Auburn University majoring in Aviation.

Public Comments: None.

Minutes: The minutes of the June 23, 2023, Airport Operations Committee were deemed approved with no changes.

**Marketing & Enplanement Report:**

Mr. Edwards reported that June 2023 MDT Operations were 4,251, down 7% vs June 2022, and up 6.6% YTD. GA Operations are up 30% YTD. June 2023 CXY operations were 2,697, up 10% vs June 2022 YTD CXY Operations were up 20%. Local GA operations are up 37% YTD. June 2023 Air Cargo Tonnage is down 4% vs June 2022. YTD 2023 Cargo Tonnage is down 7.9% vs YTD 2022. There were 58,706 enplanements during June 2023, the 2<sup>nd</sup> busiest month since the pandemic. 2023 YTD enplaned are flat (0.2%) compared to YTD 2022, and down 6% vs YTD budget. While down 8% during 1Q23, MDT departing seats are expected to be up 6% during 2Q23, off just 1% by end of year. CY 2023 enplanements are at or near budget.

TSA PreCheck Event: The TSA PreCheck event will be held the week of July 17<sup>th</sup> at MDT. All 300 reserved spots sold out. This event will be returning in September for two weeks. The TSA PreCheck costs \$78 for a five-year membership. The longest wait time for the MDT PreCheck line averaged 7 minutes; non-PreCheck averaged 22 minutes.

National Night Out: Staff will participate in the National Night Out events in Swatara, Lower Swatara and Fairview Townships on August 1<sup>st</sup>.

CXY Open House: The CXY Open House will be held on August 19<sup>th</sup>, 2023 from 9:00 a.m. – 2:00 p.m. A banner has been placed on Route 114 fence. Yard signs are going up in New Cumberland. Flyers will be distributed at Fairview Township's National Night Out. The media push for this event has begun.

## **Project Update:**

Mr. Pirozzi reported on the following:

### **Status of Major Projects:**

#### **HIA:**

**Cargo Apron Expansion, Phase 4:** Close-out pending adequate grass growth & administrative items. Phase V: Rebid opened July 11, 2023. The low bidder was Atlantic Contracting & Materials. Award pending FAA AIP & AIG funding determination.

**Reconfigure Third Street:** Completed UGI utility relocations along Airport Drive. Continue constructing drainage and new roadway alignment. Paving is anticipated to begin the week of July 24<sup>th</sup>.

**Upgrade Water Plant, Phase 1, HIA:** Continue with brine tank replacement & individual well upgrades.

**BHS Control System Upgrade (Design), HIA:** Vic Thompson Company CA/CM professional service proposal pending Board approval this month.

**Replace Escalators:** Will advertise for construction in July 2023. Bids will be opened on September 29, 2023. Will submit for FY2023 BIL ATP Grant in October 2023.

#### **CXY:**

**Obstruction Removal, Ph. 4:** One bidder, Tri-State Clearing & Tree Service for \$931,931. Award pending Board approval.

**Rehabilitate Taxiways B&C:** TW B & C, along with RW 12-30 will be closed 7/24/23 through 8/14/23. The anticipate substantial completion is September 2023.

#### **GRA:**

**Construct South Aircraft Parking Apron, Phase V:** Substantial completion inspection scheduled for 8/2/2023.

#### **FCRA:**

**Update Master Plan:** Master Plan Advisory Committee meeting #2 was held on July 14, 2023. Continue to finalize existing ALP set and recommended development concepts.

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

### **CA/CM Services, Upgrade Baggage Handling System, HIA:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Vic Thompson Company (VTC) for the not-to-exceed amount of \$421,231.81 to provide construction administration and management services for the baggage handling control system upgrades at HIA. VTC was the engineer of record for the design and previously provided construction administration and management services for the initial installation of HIA's current baggage handling system. VTC was selected since they are an industry leader for BHS design and have specific institutional knowledge of SARAA's BHS and policies. VTC submitted a proposal for CA/CM services totaling \$457,744.59, which was above the IFE acceptable range. At SARAA's request VTC reexamined its proposal reallocating hours to less senior positions and eliminating contingent hours. VTC then provided the final fee of

\$421,231.81 which was within the acceptable IFE range, and therefore considered to be fair and reasonable. This will be funded through SARAA's Capital Improvement Account. Construction costs will be funded by the BIL ATP Grant with a 5% state and 5% local match.

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

**Obstruction Removal, CXY:**

Mr. Edwards reported that this is to award and execute a construction contract with John Anderson Construction, Inc. dba Tri-State Clearing & Tree Service in the amount of \$931,931 to remove off airport obstructions west of the approach end of Runway 8 at CXY. This project involved tree trimming, tree clearing, stump grinding, clearing, site restoration including topsoil, seeding and mulching, tree replacement, survey documentation, and tree top elevation verification by aerial photogrammetry. Once complete, this multi-phased project will enable the airport to improve flight safety by removing hazards to approaching and departing aircraft. One firm submitted a bid consisting of a Base Bid which was opened on April 18, 2023 via PennBid. The only bidder, Tri-State was deemed responsive and responsible by the Engineer of Record (Urban). The contractor's bid is 66% above the engineer's estimate and is most likely due to the increased demand for construction projects, the shortage of available contractors and the restricted supply of materials. Bids were reviewed for accuracy. This project will be fully funded through FAA AIP and BIL-AIG grants at 90% with a 5% state and 5% local match.

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

**CA/CM Services, Obstruction Removal, CXY:**

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 \$176,140 to provide construction administration and construction management services for the project to remove off airport obstructions at CXY. Urban was previously selected to provide these services through a technical proposal that followed procedures described in FAA Advisory Circular and SARAA's procurement policy. Urban's fee is 11% below the independent fee estimate and is considered to be fair and reasonable. Urban's professional services will be funded through FAA AIP and BIL-AIG grants at 90% with a 5% state and 5% local match.

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

**Fire Department Vehicle, HIA:**

Mr. Edwards reported that this is to approve the purchase of one Chevrolet Tahoe SSV including complete upfitting of emergency lighting. It will be used by the Fire Department for incident command operations, emergency call response, administrative duties and supporting activities at HIA and all SARAA-owned airports. The vehicle purchase cost is \$62,835.80 minus the insurance payout of \$36,500 for a total SARAA cost of \$26,335.80. The current vehicle was involved in a traffic accident on July 5, 2023 on Airport Drive at HIA. The insurance adjuster inspected the vehicle on July 13 and deemed it a total loss. The vehicle and upfitting is available

through State COSTARS Contracts. Funding will be from a combination of pending insurance settlement and SARAA funding from the Capital Improvement account.

**GA Airports:**

**Public Hearing:** The Fairview Township Board of Supervisors will hold a public hearing on Monday, July 31<sup>st</sup> at 6:30 p.m. at the Fairview Township Municipal Building. The purpose of the Public Hearing is to consider public comment on a proposed map amendment to the official Fairview Township Zoning Map, and to consider public comment on a Zoning Text Amendment.

**GRA:** Mr. Stevens gave an update on the Apron Development Plan and the Apron Construction Gettysburg Regional Airport. Discussion ensued.

**Adjournment:** Mr. Enterline adjourned the meeting at 9:07 a.m.

**Next Meeting:** Friday, August 25, 2023, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer