

**Susquehanna Area Regional Airport Authority**  
**Airport Operations Committee**  
**August 25, 2023**  
**Minutes**

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, August 25, 2023, with the following members of the Committee present:

Brian Enterline      Bennett Chotiner      Erik Hume

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), James Helsel (SARAA Board), Bill Leonard (SARAA Board), (Carolyn Van Newkirk (SARAA Board), Nelva Wright (SARAA Board), Stephen Libhart (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), Scott Miller (Deputy Director, Marketing, PR & Advertising), Kevin Bryner (Deputy Director, IT), Belinda Svirbely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

**Guests:** Eric Clancy, Rebecca Burk, Maggie McGahen (Delta Development)

**Public Comments:** None.

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

**Delta Development:**

Eric Clancy gave a presentation on the Air Cargo Development Expansion. He said the Airport Authority owns approximately 15 acres, one 9-acre parcel and one 6-acre parcel, located adjacent to the expanded cargo apron site. The two parcels must be planned and developed to maximize the existing and future cargo support and infrastructure needs of HIA and the air cargo service providers. A land development plans needs to be provided for the efficient utilization of land assets to support expanded cargo activity at HIA. The land development plan should identify the full buildout potential of each site with the goal of identifying maximum utilization of limited property assets. The scope of work includes evaluating the option to add into the building structure a US Customs and Boarder Protection (CBP) inspection facility. Projected EV charging infrastructure needs should be identified. Mr. Edwards said that an RFP will be issued in September seeking proposals to provide planning services for the buildout of approximately 18 acres of airside and landside property located adjacent to the cargo apron at HIA. Discussion ensured.

**Committee Briefing:**

Rebecca Burk and Maggie McGahen reported on the following:

**Airport Drive:** Total Project Cost \$11,497,130; Total Secured Public Funding: \$8,632,534

**PennVEST PFAS Remediation Program:** Secured Public Funding: \$6,700,809

PA DEP Growing Greener Plus Grants Program: Secured Public Funding: \$152,655  
Dauphin County Local Share Municipal Grant Program: Secured Public Funding: \$65,000  
PCCD Local Law Enforcement Grant Program: Secured Public Funding: \$74,153  
PennDOT Transportation Alternative Set Aside Program: Funding Request: \$712,843  
CFA, MMTF: Grant Request: \$440,564  
Dauphin County Local Share: Grant Request: \$75,000  
PA DCED Statewide Local Share Account Program: Grant Request: <\$1,000,000  
USDOT Strengthening Mobility & Revolutionizing Transportation Grants Program: Grant Request: <\$2,000,000.

### **Marketing & Enplanement Report:**

Mr. Miller reported that July 2023 CXY Operations were 2,510, up 11% vs July 2022. YTD CXY Operations were up 19%. Total YTD GA Operations were up 21% vs 2022. July 2023 MDT Operations were 4,652, up 18% vs July 2022. YTD MDT Operations were up 8.3%. The growth was led by a 32% increase in GA operations. July 2023 Air Cargo Tonnage was down 6% vs July 2022. YTD Air Cargo Tonnage was down 7.6%. YE July 2023 is pacing at YE July 2018 level. July 2023 enplanements were 59,494, up 4.5% vs July 2022 and the busiest month since the pandemic. YTD 2023 enplanements are up 1% vs YTD 2022 and 5% below budget. July 2023 was Allegiant's busiest month ever at MDT. They had 3 of their top 8 months in 2023. Orlando-Sanford is the top destination. On a 12-month rolling basis, July 2023 traffic has recovered to July 2018. MDT is currently 12% behind July 2019 and 19% behind February 2020—MDT's all-time high. Growth over the last four months of 2023 will continue – up 6% vs budget. CY 2023 is pacing for around 642,000 enplanements—99.5% of the 645,000 budgeted projection.

CXY Open House: The CXY Open House was held on August 19<sup>th</sup> and was a huge success. More than 3,400 people attended the event:

TSA Precheck Enrollment: The TSA Precheck enrollment event will be held on Wednesday, September 6<sup>th</sup> to Thursday, September 14<sup>th</sup>. Usually 35-40% of MDT travelers are pre-check customers.

Women in Aviation Day: This event will be held on Monday, September 25<sup>th</sup>.

AAA Document Shredding Event: This event will be held on Saturday, September 30<sup>th</sup>.

### **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: The low bidder was Atlantic Contracting & Materials. Award pending Board approval. 90% funded by FAA with 5% state & 5% local match.

Reconfigure Third Street: Continue constructing curb, stone subbase for new roadway. Phase 4 traffic switch is anticipated for September 13<sup>th</sup>.

Upgrade Water Plant, Phase 1, HIA: Continue with brine tank replacement & softener media replacement. Continue to upgrade individual well pumps/motors/controls.

BHS Control System Upgrade (Design), HIA: VTC awarded CA/CM professional services. A preconstruction meeting was held on August 15, 2023. NTP pending issuance of conformed plans & specifications.

Replace Escalators: Bids will be opened on September 29, 2023. Will submit for FY2024 BIL ATP Grant for design/construction.

CXY:

Obstruction Removal, Ph. 4: Continue property owner coordination for access agreements. Tri-state is currently executing contract; NOA/NTP pending.

Rehabilitate Taxiways B&C: TW B&C paved and reopened August 18<sup>th</sup>. Substantial completion inspection held August 18<sup>th</sup>. Punch list items remain.

GRA:

Construct South Aircraft Parking Apron, Phase V: Completed pavement backup & site stabilization. Substantial completion inspection held on 8/2/2023.

FCRA:

Update Master Plan: Continue to finalize recommended development alternative concepts. Continue to finalize ALP set.

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

### **Crash Phone System Replacement:**

Mr. Edwards reported that this is to approve the purchase of a replacement Emergency Alerting Notification System, including a five year extended warranty contract, and authorize the Executive Director to execute all documents related to the purchase, subject to legal counsel review of the documents. HIA's crash phone system allows direct phone access between the FAA Air Traffic Control Tower, the Airport Fire Department, the 193<sup>rd</sup> ANG Fire Department, Airport Operations, and the Airport Communication (Dispatch) Center. The current system has reached end of life and is experiencing periods when calls are not clearly audible. The proposed system is a KovaCorp product, provided through the COSTARS contract with Butler Mechanical Services, LLC. Funding for the system purchase would be provided from the HIA capital budget. The package price is \$88,011.57. The extended system warranty is \$17,805.31 per year for years 2-6 inclusive and includes a hardware refresh in year 3.

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

### **Upgrade Vehicular Storage Tank Fuel Farm, HIA:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with JD2 Environmental, Inc. in an amount not to exceed \$81,320 to provide engineering design, bid phase, and construction phase service to replace the current landside vehicular fueling system, canopy and dispensers at HIA. SARAA's current underground storage tank (UST) system consists of three 8,000-gallon tanks (two diesel and one gasoline) that are over 25 years old and nearing the end of their design life. In addition to the age of the tanks, the

existing UST system does not meet current PADEP requirements and must be either retrofitted or replaced. SARAA will replace three existing USTs with two new above ground storage tanks (AST), one 20,000-gallon diesel and one 10,000-gallon gasoline, meeting all PADEP regulations. Four engineering firms were contacted to provide a cost estimate, and JD2 Environmental provided a fee amount to \$81,320. This project was identified as a priority in the 2023 CIP Budget and will be funded from SARAA's Capital Improvement Account.

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

**Award HIA Cargo Apron Expansion, Phase V – Construction Administration:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with AECOM for the not-to-exceed amount of \$272,872 to provide construction administration services for the next phase (Phase V) of the Cargo Apron Expansion project at HIA. AECOM was previously selected to provide these services through an RFQ/TP process that followed procedures described in FAA Advisory Circular and SARAA's procurement policy. AECOM provided CA services for the previous phase (Phase IV) of this project. AECOM's fee is 6% lower than the independent fee estimate and within the acceptable range. This project will be paid through FAA AIP, Discretionary, and BIL-AIG Grants at 90% funding with a 5% state and 5% local match.

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

**Award HIA Cargo Apron Expansion, Phase V (CM/CI):**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineers for the not-to-exceed amount of \$1,151,200 to provide construction management and inspection services for the next phase ((Phase V) of the Cargo Apron Expansion project at HIA. Urban was previously selected to provide these services through an RFQ/TP process that followed procedures described in FAA Advisory Circular and SARAA's procurement policy. Urban provided CM/CI services for the previous phase (Phase IV) of this project. Urban's fee is 9% lower than the independent fee estimate (IFE) and within the acceptable range. This project will be paid through FAA AIP, Discretionary, and BIL-AIG Grants at 90% funding with a 5% state and 5% local match.

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

**Cargo Apron Expansion, Phase VI (Final Desing/Bid Award); HIA:**

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with AECOM for the not-to-exceed amount of \$131,796 to provide final design, bid and award phase services for the final phase of the Cargo Apron Expansion project at HIA. AECOM was previously selected to provide these services through an RFQ/TP process. AECOM provided final design, bid and award phase services on the previous phase of this project. AECOM's fee is 14% higher than the independent fee estimate (IFE). It appears that the IFE did not adequately account for the complexity of matching existing grades while

ensuring positive drainage. When the IFE is evaluated with additional hours in key positions, AECOM's fee is within the acceptable range. This project will be paid through FAA AIP, Discretionary, and BIL-AIG grants at 90% funding with a 5% state and 5% local match. There were no objections to forwarding this item to the full Board for approval.

**GA O&M Projects:**

Mr. Edwards reported that this is to award contracts to Capital Coating and Hi-Lite Airfield Services in an amount of \$607,188.06 to complete O&M projects at CXY and FCRA, and to authorize the Executive Director to sign the contract and all related documents. All projects will be completed by the end of the 2023 calendar year. The projects are as follows:

- CXY Movement Area Painting: \$175,069.06
- CXY Bldg. 503 Roof: \$59,271.00
- CXY Bldg. 503 Painting: \$86,975.00
- CXY Terminal Roof (Building 200): \$133,150.00
- FCRA T-Hangar Painting: \$67,823.00
- FCRA Community Hangar Painting: \$84,900.00

Funding for these contracts will come from the SARAA Operating & Maintenance budget.

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

**Billboard Location Lease, The Lamar Companies:**

Mr. Edwards reported that this is for the SARAA Board of Directors to approve a Sign Location Lease between SARAA and The Lamar Companies, and authorize the Executive Director to execute the lease. Lamar has a billboard, located off Route 230, adjacent to the storm water management pond, off-airport property, at HIA. The current 8-year lease expired in July 2023 and is not on an month-to-month tenancy. Lamar is seeking a new, eight-year lease. Lamar's current rent is \$4,352.00 per year. They are proposing a 3% annual rent increase. This new lease will generate \$38,760.00 over the 8-year term.

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

**GA Airports:**

CXY Open House: Mr. Stevens said the CXY Open House event was a tremendous success, with over 3,400 people in attendance. He thanked the SARAA staff for their efforts with this event. A video was shown of the Open House.

**Adjournment:** Mr. Enterline adjourned the meeting at 9:36 a.m.

**Next Meeting:** Friday, September 22, 2023, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards  
Executive Director

Prepared by Camille Springer