

Susquehanna Area Regional Airport Authority
Meeting Minutes
July 26, 2023

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Helsel at 8:00 a.m., on Wednesday, July 26, 2023. The following Board members were in attendance:

Keith Bashore	Don Geistwhite	Erik Hume
Bennett Chotiner	James Gross	Keith Rodgers
Brian Enterline	James Helsel	Carolyn Van Newkirk

Also attending were: Timothy Edwards (Executive Director), Marshall Stevens (Deputy Executive Director), Michael Winfield (Post & Schell), Michael Moskal (Deputy Director, Finance & Business Administration), Jamie Sides (Deputy Director, Maintenance), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Lou Pirozzi (Deputy Director, Engineering & Planning), Mick Burkett (Deputy Director, Human Resources), and Camille Springer (Executive Assistant).

Guest Presenter: Andrew Hayes, Senior Manager, Averro Advisors

Introduction: Mr. Edwards introduced and welcomed Mr. Rodney King, SARAA's new Airport Engineer. Mr. King previously worked as a resident engineer for JMT and was the engineer for several airport projects including the Runway Rehabilitation and the SRE Building.

Public Comments: None.

Consent Calendar:

Mr. Helsel said this is to approve one Consent Calendar item, a non-controversial item costing less than \$10,000.

1. Minutes of the June 28, 2023, Board Meeting

Motion: A motion was made by Mr. Enterline that the Board approve the Consent Calendar item. The motion was seconded by Mr. Geistwhite and unanimously approved.

Executive Committee:

a) Resolution/MMTF Matching Funds Commitment: Mr. Edwards reported that this is a Resolution authorizing application to the Commonwealth Financing Authority Multimodal Transportation Fund Program through DCED for the HIA Multimodal Connectivity and Mobility Project. SARAA is requesting a Multimodal Transportation Fund Grant of \$440,564 from the Commonwealth Financing Authority (CFA) to be used for the HIA Multimodal Connectivity and

Mobility Project. This is for the Board to approve the designation for Timothy Edwards, Executive Director and James Helsel, Jr., Chairman, as the officials to execute all documents and agreements between SARAA and the CFA to facilitate and assist in obtaining the requested grant.

Motion: A motion was made by Mr. Geistwhite that the Board approve the designation for Timothy Edwards, Executive Director and James Helsel, Jr., Chairman, as the officials to execute all documents and agreements between SARAA and the CFA to facilitate and assist in obtaining the requested grant. The motion was seconded by Mr. Rodgers and unanimously approved.

b) **IT Master Plan Presentation:** Mr. Andres Hayes, Senior Manager for Averro Advisors, gave a presentation on the IT Master Plan. The presentation included introduction, project team, project methodology/timeline, project deliverables, IT strategic roadmap, estimate of annual investment and an open discussion.

Airport Operations:

a) **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 selected since they are an industry leader for BHS design and have specific institutional knowledge of SARAA's BHS and policies. This project was identified as a priority in the 2023 CIP Budget. VTC's professional services will be funded through the FY2023 BIL ATP Grant with 95% FAA funding and 5% local match.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a professional services contract with Vic Thompson Company (VTC) of Arlington, Texas 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. The motion was seconded by Mr. Geistwhite and unanimously approved.

b) **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 Capital City Executive Airport. This project involves 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. One firm submitted a bid consisting of a Base Bid which was opened and publicly revealed 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 needed. Bids were reviewed for accuracy and there were no observed mathematical errors, bid inconsistencies or omissions. This project will be fully funded through FAA AIP and BIL-AIG Grants at 90% with a 5% state and 5% local match.

Motion: A motion was made by Mr. Geistwhite that the Board authorize the Executive Director to award and execute a construction contract with John Anderson Construction, Inc. dba Tri-State Clearing & Tree Service of Warren, PA in the amount of \$931,931 to remove off airport obstructions west of the approach end of Runway 8 at the Capital City Executive Airport. The motion was seconded by Mr. Chotiner and unanimously approved.

c) **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 the Capital City Executive Airport. 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.

Motion: A motion was made by Mr. Enterline that the Board authorize the Executive Director to execute a professional services contract with Urban Engineers of Mechanicsburg, PA in an amount not-to-exceed \$176,140 to provide construction administration and construction management services for the project to remove off airport obstructions west of the approach end of Runway 8 at the Capital City Executive Airport. The motion was seconded by Mr. Geistwhite and unanimously approved.

d) **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, etc. It will be used by the Fire Department for incident command operations, emergency call response, administrative duties and supporting activities. 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.

Motion: A motion was made by Mr. Enterline that the Board approve the purchase of one Chevrolet Tahoe SSV to be used by the Fire Department at HIA and all SARAA-owned airports. The purchase cost is \$62,835.80 minus the insurance payout of \$36,500

for a total SARA cost of \$26,335.80. The motion was seconded by Mr. Chotiner and unanimously approved.

Executive Director's Report:

a) Financials & Dashboard (through June): Total YTD Revenues were \$14.1 million vs \$14.2 million budgeted, or 0.6% below budget. Total YTD Operating Expenses are \$10.6 million vs. \$11.5 million budgeted, or 8.2% below budget. YTD Net Operating Revenue is \$3.5 million vs \$2.6 million budgeted, or 32.5% above budget. The Variance to Budget was (\$314,198). Adding the Extraordinary Cash Inflows resulted in a Net Position of \$1,227,802. The Debt Coverage Ratio is 2.00 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements were .23% above 2022 enplanements. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 4.5% of total outstanding receipts.

b) Project Update: Mr. Edwards reported on the following:

HIA:

HIA Cargo Apron Expansion, Phase 5: Re-Bids were opened on 7/11/2023. The low bidder is Atlantic Contracting. This project is pending FAA AIP & AIG funding.

Airport Drive Phase 3B, Third Street Intersection: Paving will begin the week of 7/24/2023. The anticipated substantial completion is September 2023.

Water Plant PFOS Remediation Upgrade: This project continues with good progress. The PFAS is at non-detect levels.

Baggage Handling System Control: VTC CA/CM professional services is pending Board approval.

Replace Escalators: The Bid opening is anticipated for 9/29/2023. Will submit project for FY 2024 BIL ATP Grant funding.

Replace 12 Passenger Boarding Bridges: The Bid opening is anticipated for 9/29/2023. Will submit project for FY2024 BIL ATP Grant funding.

Capital City Executive Airport:

Remove Obstructions-Off Airport Tree Removal: Award for Construction (Tri-State) and CA/CM (Urban) pending Board approval.

Rehabilitate Taxiways B & C: Anticipate substantial completion in September 2023.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase V: Paved pavement for new apron and taxi lane.

Franklin County Regional Airport:

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

c) Enplanement Report: Mr. Edwards reported that June 2023 MDT Operations were 4,251, down 7% vs June 2022. YTD MDT Operations were up 6.6%. GA Operations are up 30% YTD. June 2023 CXY Operations were 2,697, up 10% vs June 2022. YTD CXY Operations were up 20%. June 2023 Air Cargo Tonnage was down 4% vs June 2022. YTD

Cargo Tonnage was down 7.9%. There were 58,706 enplanements during June 2023. June was the second busiest month since the pandemic. 2023 YTD enplanement are flat (0.2%) compared to YTD 2022, which is down 6% vs YTD budget.

TSA PreCheck: There was a TSA PreCheck event at MDT the week of July 17th. All 300 plus reserved spots were sold out. This event will return in September for two weeks.

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

CXY Open House: The CXY Open House will be held on August 19, 2023 from 9: a.m. – 2 p.m. This will include helicopter rides, aircraft displays, flight simulation, drones, and food trucks. A banner has been placed on Route 144 fence. There will be a small media campaign the week of the event.

DBE Program Consultation Meeting: A DBE Consultation meeting was held on Tuesday, July 18th at HIA. The purpose of the meeting was to receive input regarding SARAA's FY2024-FY2026 three-year DBE goal.

RFP For Concessions: An RFP for Concession Services at HIA was posted on June 12th. One proposal was submitted by HMS Host. Staff is in the process of reviewing the proposal and will present a recommendation to the Board at the August meeting.

August Theme: The theme for the August Board meeting will be the 2024 Budget.

Executive Session:

Mr. Helsel convened an Executive Session at 8:46 a.m. to discuss litigation matters. He reconvened the public Board meeting at 9:08 a.m. The following action resulted from the Executive Session:

Mr. Winfield recommended that SARAA prepare and file an amicus brief supporting the position of the Pennsylvania State System of Education in the appeal pending before the Pennsylvania Supreme Court in *Borough of West Chester v. PA State System of Higher Education*. There are overlapping legal issues with SARAA's action currently pending in the Dauphin County Court of Common Pleas against Lower Swatara Township and Lower Swatara Township Municipal Authority. A significant number of other municipalities, associations and other interested parties have already filed amicus briefs on behalf of the Borough of West Chester, including Lower Swatara Township and Lower Swatara Township Municipal Authority.

Motion: A motion was made by Mr. Geistwhite that the Board approve a Resolution that SARAA prepare and file an amicus brief in the appeal to the Pennsylvania Supreme Court of the *Borough of West Chester v. PA State System of Higher Education* case. The motion was seconded by Ms. Van Newkirk and unanimously approved.

Board Member Comments:

Mr. Chotiner: Mr. Chotiner said he appreciates the opportunity to serve on the Board and appreciates what everyone does.

Mr. Geistwhite: Mr. Geistwhite thanked staff for their efforts.

Mr. Rodgers: Mr. Rodgers said he is glad to see the IT Master Plan moving forward.

Ms. Van Newkirk: Ms. Van Newkirk said that this was an interesting meeting.

Mr. Enterline: Mr. Enterline encouraged everyone to support the CXY Open House on August 19th.

Mr. Bashore: Mr. Bashore said that he appreciated the Guard tour that was offered last month for the Board members after the Board meeting.

Next Board Meeting:

**Wednesday, August 30, 2023, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Helsel adjourned the meeting at 9:15 a.m.

Respectfully submitted:

Erik Hume,
SARAA Secretary

Prepared by Camille Springer