

Susquehanna Area Regional Airport Authority
Airport Operations Committee
September 22, 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 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), 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 Svirebely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

Public Comments: None.

Minutes: The minutes of the August 25, 2023, Airport Operations Committee were deemed approved with no changes.

Marketing & Enplanement Report:

Mr. Miller reported that August 2023 CXY Operations were 2,279, down 4% vs August 2022. YTD CXY Operations were up 15%. Local GA operations were down 33% this August vs last August. Runway 12/30 closed for rehabilitation work during portions of the first half of the month. Open Huse day was the busiest day of the month with 178 operations. August 2023 MDT Operations were 4,764, up 10% vs August 2022. YTD MDT Operations were up 8.5%. August 2023 Air Cargo Tonnage was up 7% vs August 2022. YTD Air Cargo Tonnage was down 6%. UPS remains the market leader at 45.7%. August 2023 enplanements were 57,366, up 8.7% vs August 2022. YTD 2023 enplanements are up 2.6% vs YTD 2022. MDT is pacing toward 646,000 enplanements for CY 2023—slightly above the 645,000 budgeted.

Marketing Campaign: The 4th quarter marketing campaign begins Monday.

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

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

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 5: The low bidder was Atlantic Contracting & Materials. Construction 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. Installed center island landscaping, signs and lighting.

Upgrade Water Plant, Phase 1, HIA: Continue to upgrade individual well pumps/motors/controls.

BHS Control System Upgrade (Design), HIA: DCI (Contractor) issued NTP on August 23, 2023. The contractor completed initial site visits and continues submittals.

Replace Escalators: Bids will be opened on October 6, 2023. Will submit for FY2024 BIL ATP Grant for design/construction.

CXY:

Obstruction Removal, Ph. 4: Continue property owner coordination for access agreements. Preconstruction meeting was held on September 19, 2023. Tri-State issued NTP for October 2, 2023.

Rehabilitate Taxiways B&C: Contractor to complete corrective actions to eliminate ponding

GRA:

Construct South Aircraft Parking Apron, Phase V: Final inspection and project close-out pending adequate grass growth.

FCRA:

Update Master Plan: Resubmitted Working paper No. 1 to FAA. Continue to finalize ALP set and preparing draft Working paper No. 2.

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

FCRA Rehab Apron Phase 1 (Design & Bid):

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Airport Design Consultants, Inc. (ADCI) for the not-to-exceed amount of \$99,995 for the design and bid phase services associated with the Apron Rehab at Franklin County Regional Airport. ADCI was selected to design the rehabilitation of approximately 5,500 SY of asphalt apron including installation of new aircraft tie-downs. A detailed independent fee estimate (IFE) was completed in accordance with FAA AC. ADCI's fee is determined to be fair and reasonable for the scope of work and is within the +/- 10% range. This project is identified on the FAA CIP for FY2023 and will be paid for through FAA 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.

HIA Construct Cargo Apron, Bid Package 2:

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with Atlantic Contracting & Materials Company in the amount of \$18,889,336 to

construct the second phase of the Cargo Apron Expansion project at HIA. A total of three bids were received and all bidders were deemed to be responsible and responsive. Each of these bidders were within 5.29% of each other which is indicative of competitiveness. Atlantic's bid is 22% higher than the Engineer's estimate, which can largely be attributed to recent changes in FAA regulations requiring that cement suppliers use a more environmentally friendly "green" cement costing approximately 80% more than the previously approved cement. This project continues to be a priority in the 2023 CIP Budget and 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.

HMS Host Concession Lease Agreement:

Mr. Edwards reported that this is to provide approval for staff to begin negotiations for a ten year Airport Food and Beverage Concession Lease Agreement between SARAA and HMS Host. In response to the request for proposals for casual dining, fast food, and specialty retail, there was only one respondent that had submitted a proposal. HMS Host has expressed an interest in leasing approximately 1,107 square feet of space, post security checkpoint in Concourse A, to operate the Great American Bagel Bakery and Crafted Bar at HIA. The space shall be designed, constructed, and furnished in accordance with Great American Bagel's and Crafted standard décor, at their sole expense. HMS Host is seeking a 10-year agreement term with a 5-year renewal option. The percentage fee is 6% of all gross sales. The approval is contingent upon extending the existing lease for Phillips Seafood, Capital Café and Starbucks through June 30, 2039. Capital Café would undergo a complete cosmetic refresh and Phillips Seafood concept would be phased out and replaced with 1829 Yuengling Bar & Grill. HMS Host is requesting to extend the existing agreement because it will expire on 8/27/2024. Both agreement terms would run concurrently. HMS Host anticipates receiving permits by February 2024 and would start construction for the Great American Bagel and Crafted at that time. The opening date would be by the end of July 2024.

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

CXY Mower Lease Agreement:

Mr. Edwards reported that this is to approve a 48-month lease agreement for one Toro mowing machine. It will be used by the GA personnel at CXY primarily and other SARAA airports as needed. The leased amount is \$62,000 with a monthly payment of \$1,281.00. This mowing machine is available through COSTAR's. The funding will be from the Capital City Airport Operating and Maintenance budget.

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

Snow Removal Contract:

Mr. Edwards reported that this is to award a contract to Four Seasons Property Services in the amount of \$125,000 for snow removal on HIA roadways and administrative parking areas and

authorize the Executed Director to execute the agreement. The agreement commences on November 15, 2023 and terminates on March 31, 2024. The contract carries (2) one-year options. Bids were opened publicly on September 14, 2023. Two bids were received. This contract is entirely paid for by airport operating funds.

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

GA Airports:

Mr. Sides reported that additional projects funded from the \$500,000 that was preapproved by the Board at the August Board meeting are as follows:

- Remark GRA (\$26,432.40) scheduled for October 12, 2023
- Remark FCRA (\$37,031.95) scheduled for October 13, 2023
- HIA MMTF and Sky Bridge Roof Repair and Sealing (\$107,517) scheduled for October 2023.
- Paint HIA FD Bays (\$83,412) scheduled for October 2023

All projects listed above will be completed by mid-November. Funds remaining of \$500,000 are \$245,606.65. We are awaiting revised proposals for some work on the MMTF and Obstruction Removal at CXY and FCRA to continue the use of this authorization.

Presentation: Mr. Helsel presented Mr. Stevens with a plaque in honor of his 15 years of service at HIA.

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

Next Meeting: Friday, October 20, 2023, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer