

**Susquehanna Area Regional Airport Authority**  
**Meeting Minutes**  
**October 25, 2023**

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Helsel at 8:00 a.m., on Wednesday, October 25, 2023. The following Board members were in attendance:

James Anderson	James Gross	Stephen Libhart
Keith Bashore	James Helsel	Carolyn Van Newkirk
Bennett Chotiner	Erik Hume	Nelva Wright
Brian Enterline	William Leonard	

Also attending were: Timothy Edwards (Executive Director), Michael Winfield (Post & Schell), Kevin Gold (Pillar+Aught), Angela McGowan (Pillar+Aught), via Zoom), Michael Moskal (Deputy Director, Finance & Business Administration), Jamie Sides (Deputy Director, Maintenance), Kevin Bryner (Deputy Director, IT), 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).

**Public Comments:** None.

**Appointment of Nominating Committee/Chairman Helsel:**

Mr. Helsel appointed the following Board members to the Nominating Committee:

Stephen Libhart, Chair  
Christopher Abruzzo  
Keith Bashore

The Nominating Committee will report at the December 6<sup>th</sup> Board meeting.

**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 September 27, 2023, Board Meeting

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

**Executive Committee:** No items.

## **Airport Operations:**

a) **Airport Use Agreement (Air Show):** Mr. Edwards reported that this is to authorize the Executive Director to execute the Agreement for Use of Property with PA Air Show, LLC to organize manage, and produce the 2025 HIA Airport Airshow. SARAA legal counsel will review and recommend edits to the final version of the Agreement. The SARAA Board has expressed interest in hosting a multi-day, professionally produced airshow at HIA in 2025. PA Air Show, LLC of Melbourne, FL presented an overview of their services and recent airshow activity at the June SARAA Board meeting and have also submitted the required DOD documents for military demonstration team participation at the event. Per the agreement, SARAA authorizes PAS to use MDT for the following purposes:

- To organize, set-up and accomplish the event.
- Display and sell merchandise.
- Sell prepared food and drinks, including alcoholic beverages.
- Install and maintain temporary tents, fencing and signs.
- Provide 24-hour security inside the spectator area.
- Install temporary sanitary and first-aid facilities.

Thirty days prior to the event, PAS shall pay \$20,000 to SARAA as a deposit for costs incurred by SARAA.

**Motion:** A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute the Agreement for Use of Property with PA Air Show, LLC to organize, manage, and produce the 2025 HIA Airshow. The motion was seconded by Mr. Hume and unanimously approved.

## **Executive Director's Report:**

a) **Financials & Dashboard (through September):** Total YTD Revenues were \$21.6 million vs \$21.4 million budgeted, or 0.6% below budget. Total YTD Operating Expenses are \$15.7 million vs. \$17 million budgeted, or 8% below budget. YTD Net Operating Revenue is \$5.9 million vs \$4.4 million budgeted, or 34% above budget. The Variance to Budget was (\$559,998). Adding the Extraordinary Cash Inflows resulted in a Net Position of \$1,753,002. The Debt Coverage Ratio is 2.22 on a 1.25 requirement. The Total Covid Grant Fund Balance is \$7.6 million. On the Sales and Revenue Summary, YTD enplanements were 2.8% above 2022 enplanements. Food/Gift sales are up 13.9%. Hotel Sales are up 3.3%. Rental Car sales are down 0.3%. CFC Days are down 2.8%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 6% of total outstanding receipts.

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

### **HIA:**

**HIA Cargo Apron Expansion, Phase 5:** The low bidder is Atlantic Contracting & Materials. The NOA was issued. The anticipated contract completion date is 11/1/2024.

Airport Drive Phase 3B, Third Street Intersection: This project is substantially complete. The remaining signing and lighting need to be installed. A ribbon cutting ceremony is being planned for Spring 2024.

Water Plant PFOS Remediation Upgrade: Continue to construct new GAC building. Continue individual well pump/motor/control upgrades.

Baggage Handling System Control: Contractor is finalizing product data cut sheets and detailed project master schedule.

Replace Escalators: Application for FY2024 BIL ATP Grant funding submitted requesting \$2,503,568 (95%).

Replace (12) Passenger Boarding Bridges: The application for FY2024 BIL ATP Grant funding submitted requesting \$14,872,725 (95%).

Capital City Executive Airport:

Rehabilitate Taxiways B&C: Final inspection is scheduled for 10/24/2023.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI: . Final inspection scheduled for 10/31/2023.

Franklin County Regional Airport:

Update Master Plan: Public Open House Meeting is scheduled for 11/2/23 from 6:00 p.m. to 8:00 p.m. at Greene Township Municipal Building.

c) Enplanement Report: Mr. Edwards reported that September 2023 enplanements were 54,209, up 14% vs September 2022. YTD 2023 enplanements are up 2.8% vs YTD 2022, and down 1/3% vs YTD budget. September 2023 CXY Operations were 2,325, up 1% vs September 2022. YTD CXY Operation were up 14%. September 2023 MDT Operations were 43,956, up 1% vs September 2022. YTD MDT Operations were up 7.7%. September 2023 Air Cargo tonnage was up 1.5% vs September 2022. YTD Air Cargo Tonnage was down 5%.

### **Executive Session:**

Mr. Helsel convened and Executive Session at 8:17 a.m. to discuss employment and litigation matters.

Mr. Helsel reconvened the Public Board meeting at 9:30 a.m. No action was taken resulting from the Executive Session.

### **Board Member Comments:**

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

### **Next Board Meeting:**

**Wednesday, December 6, 2023, 8:00 a.m.**  
**Harrisburg International Airport**

**Adjournment:**

There being no further business to discuss, Mr. Helsel adjourned the meeting at 9:31 a.m.  
Respectfully submitted:

Erik Hume,  
SARAA Secretary

Prepared by Camille Springer