

Susquehanna Area Regional Airport Authority
Executive Committee
October 20, 2023
Minutes

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Helsel on Friday, October 20, 2023, at 9:00 a.m. Members of the committee present were:

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| James Helsel | Erik Hume |
| William Leonard | Stephen Libhart |
| Carolyn Van Newkirk | |

Also attending were: Timothy Edwards (Executive Director), Brian Enterline (SARAA Board), Bennett Chotiner (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Jamie Sides (Deputy Director, Maintenance), Michael Moskal (Deputy Director, Finance & Administration), Kevin Bryner (Deputy Director, IT), Scott Miller (Deputy Director, Marketing, PR & Advertising), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Mick Burkett (Deputy Director, Human Resources) and Camille Springer (Executive Assistant).

Public Comments: None.

Minutes: The minutes of the September 22 , 2023 Executive Committee were deemed approved.

Financials & Dashboard (September) 2023 Financials:

Total YTD revenue of \$21.6 million was \$137,000 or 0.64% over budget. Airline Revenue is under budget by \$204,000, or 2.8% below budget YTD. Parking Revenue is over budget by \$432,000, or 6.9% YTD. Rental Car Revenues are \$151,000, or 3.9% under budget YTD. As a reminder, all variances in the current year are due to sales as concession relief funds were applied in 2022. Concession revenue is under budget by \$53,000, or 11% YTD. Credit memo's offset revenue by \$69,000 to be drawn against ARPA concession relief, total cash receipts are over \$16,000, or (0.3%). Total YTD expenses of \$15.7 million are \$1.4 M, or 7.97% below budget YTD. Personnel expenses are -\$169,000, or 2.3% below budget YTD. Parking expenses are \$263,000, or 23.9% below budget YTD. Professional & Legal are \$106,000, or 23.9% over budget YTD. (\$100,000 in document scanning & \$60 in Bldg. 208 environmental studies for demo). Utilities are \$1.2 M under budget due to lower actual costs and removal of MS4 invoice accruals. Net operating revenue of \$5.9 million YTD was \$1.5 M or 34% over budget. Non-operating revenue and expenses total (\$6.5) million, resulting in a net variance to budget of (\$560,000). When CRRSA & ARPA funds are added, the net position is \$2.3 million YTD. The Debt Coverage Ratio is 2.22 on a 1.25 requirement. YTD enplanements are 2.8% above YTD 2022 enplanements. Food and gift sales are 14% above YTD 2022. Hotel Sales were 3% above YTD 2022. Rental Car sales were -0.3% below YTD 2022. Rental Car CFCs were -2.8% below YTD 2022 CFC's. The Turo sales totaled \$16,429 resulting in \$985.76 commissions.

CPE was \$11.63. YTD CPE was \$11.77. On the Fuel Flowage report, there was no CXY reporting from Skyport resulting in zero gallons/\$\$. Total 60-day plus receivables are 6% of total outstanding receipts. Additional work to close outstanding debts will transpire prior to year-end close.

2024 Draft Budget:

Mr. Moskal presented the 2023 SARA Budget Highlights, the 2024 Capital Development Plan for all four airports, and the 2024 Revenue and Expense Overview.

The Budget Highlights include the following:

- All debt service paid; coverage ratios met.
- 667,892 enplanements with an 87.7% load factor; -7.93 decrease in landed weight
- Airline rates and charges – rate setting methodology per AOA.
- No new positions included.
- Wage analysis increases proposed.
- O&M expenses increased by \$5,102,149 (\$5M one-time)
- CARES, CRRSA, ARPA – Apply \$5.1M, 2025 Balance \$2.5M

2024 Revenue and Expense Overview (representing a balanced budget with a \$26K net surplus):

- Total Revenue: \$41,571,294
- Total Expense: \$41,544,933

Adjournment: Mr. Helsel adjourned the meeting at 9:29 a.m.

Next Meeting: Friday, November 17, 2023, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer