

Susquehanna Area Regional Airport Authority
Airport Operations Committee
November 17, 2023
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:00 a.m. on Friday, November 17, 2023, with the following members of the Committee present:

Brian Enterline Bennett Chotiner Erik Hume

Also attending were: Timothy Edwards (Executive Director), Bill Leonard (SARAA Board), Carolyn Van Newkirk (SARAA Board), Nelva Wright (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 Svrbely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

Guests: Bryan Hickman, Prolifik
Jason Campbell, Derek Deadwiler, Flagship (via teleconference)

Public Comments: None.

Minutes: The minutes of the October 20, 2023, Airport Operations Committee were deemed approved with no changes.

Marketing & Enplanement Report:

Mr. Miller reported that October 2023 CXY Operations were up 23% vs October 2022. YTD CXY Operations were up 15% vs 2022. YTD 2023 is about 7% behind 2021 and will be the second busiest year in a decade. October 2023 MDT Operations were up 19% vs October 2022. YTD MDT Operations are up 9% vs 2022. 2023 should be the busiest operations year since 2018. October 2023 Air Cargo Tonnage was up 4% vs October 2022. YTD Air Cargo Tonnage was down 4% vs 2022. The Holiday cargo season begins the week of 11/17. The busiest week will be 12/18 to 12/23. October 2023 enplanements were up 6.5% vs October 2022 and were above budget by 10%. YTD enplanements were up 3.2% vs 2022 and on budget. Thanksgiving week travel 2023 could be the second busiest on record—at 88% of 2019's record.

Marketing: The advertising campaign wraps up in two weeks. Media Buy RFQ interviews are wrapping up. 1Q24 capacity/traffic looks to be close to budget. Staff is planning an aviation/airport outreach program for high school students.

2025 Air Show: Mr. Miller and Mr. Johnson gave a presentation on the 2025 Air Show. In October, Ryan and Scott attended the Orlando Sanford Air Show featuring the U.S. Air Force Thunderbirds and presented various show images to the committee. They gave an update on SARAA's responsibilities for the air show, the potential parking plan, MDT aerobatic box and

event site diagram, Ingress Strategy, VIP Party, and perimeter security. On December 4th the Department of Defense will announce the Military Performance Teams for the 2025 Air Show.

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. CM/CI was awarded to Urban Engineers. CA was awarded to AECOM. Currently finalizing contract, badging and scheduling precon.

Reconfigure Third Street: Completed remaining section of curb and sidewalk. Light poles will be installed in December. This project came in under budget.

Upgrade Water Plant, Phase 1, HIA: Continue to finalize new brine tank operations. Continue to upgrade individual well pumps/motors/controls.

BHS Control System Upgrade: Contractor continues to make start up submittals.

CXY:

Obstruction Removal, Ph. 4: NTP issued for October 2, 2023. The initial E&S meeting was held on October 6. The contractor continues to work on trimming and clearing.

Rehabilitate Taxiways B&C: Contractor completed TXY C corrective actions on October 17, 2023. Pending final inspection.

GRA:

Construct South Aircraft Parking Apron, Phase V: E&S final inspection was held on October 16, 2023. The project will be accepted and closed out.

FCRA:

Update Master Plan: Resubmitted Working paper No. 1 to FAA. Continue to finalize ALP set and Working paper No. 2. A Public Open House was held on November 2, 2023 from 6:00 p.m. to 8:00 p.m. at the Greene Township Municipal Building.

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

HIA, Rehab Building 513 HVAC, Supplement to Design:

Mr. Edwards reported that this is to authorize the Executive Director to supplement the current professional services contract with Century Engineering in an amount not-to-exceed \$20,570 to incorporate Variable Refrigerant Flow (VRF) units and a Dedicated Outside Air System (DOAS) into the HVAC design for the Building 513 Rehab at HIA. Adding cooling to areas of Building 513 that previously did not have it requires increasing the amount of outside air by 5% and using unconditioned outside air is inefficient and costly. The additional design scope includes replacing the existing rooftop units with VRF and DOAS. Century Engineering was previously selected through a formal RFQ/TP process and its supplemental scope and fee has been internally evaluated and found to be fair and reasonable. The revised total will not exceed \$81,130. This design project will be funded from SARAA's 2024 Capital Improvement account.

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

CXY, Obstruction Removal, Phase 5, Design & Bid Phase Services:

Mr. Edwards reported that this is to authorize the Executive Director to execute a Professional Services Agreement with Urban Engineers in an amount not-to-exceed \$180,000 to provide design, packaging and bid phase services for the third and final construction phase to remove obstructions on the approach end of Runway 8 at CXY. Urban's services will include completing final design; developing the project manual for bidding, issuing bid documents; providing bidding assistance, issuing addendums; reviewing bids and providing a recommendation for award. Urban is recommended to provide the services because they are the engineer of record for this project. This project will be paid for through an FAA Grant at 90% funding with a 10% local match out of SARAA's Capital Improvement Account.

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

GRA Hangar Gound Lease Agreement:

Mr. Edwards reported that this is to authorize the Executive Director to execute a ground lease with David Speranza for hangar construction at GRA. His current plan is to construct a 33' x 52' hangar for storage of his personal aircraft. Mr. Speranza would be responsible for all costs of construction and would own the hangar for the term of the agreement. He will be responsible for all maintenance and upkeep. The term is 20 years, plus two five-year options. The starting lease fee will be \$0.25 per square foot. The insurance will be \$2 million commercial general liability and \$1 million aircraft liability. Mr. Speranza has been pursuing all necessary approvals through Adams County and Cumberland Township. The base lease document has been reviewed by SARAA counsel. Rent will not start until all necessary approvals are received, subject to an appropriate due diligence period.

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

Tailwind Aviation Services Operating Agreement, FCRA:

Mr. Edwards reported that this is to approve a recommendation to begin negotiations for a ten-year Operating Agreement between SARAA and Tailwind Aviation Services (TAS) to allow for the sale of fuel at FCRA. TAS would like to provide Avgas fueling services at FCRA. They will install and maintain an above-ground 6,000-gallon Avgas tank with associated equipment required for fueling aircraft. Tailwind Aviation Services will be responsible for all required taxes, fees, permits and other regulatory and environmental compliance measures related to the fueling. TAS has outlined a 4-phase plan for expansion of their operations at FCRA:

- Phase 1: Install and maintain fuel services and sales.
- Phase 2: Open and maintain FBO services (projected 2 to 5 years from start of fueling).
- Phase 3: Provide Jet-A fueling services after the FBO has been established.
- Phase 4: Open and operate a flight training school.

Tailwind Aviation Services will install the fuel storage tank and associated equipment. Operator shall pay SARAA a fuel-flowage fee of \$0.06/gallon.

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

Media Buying Agreement:

Details are still being worked on regarding this item and will be presented at the Board meeting on December 6th.

Flagship Revised Agreement:

Mr. Edwards reported that this is to authorize the Executive Director to execute the third amendment to the agreement with Flagship Airport Services to increase the maximum monthly billing amount from \$103,082.57 to \$113,77.00 and to hold that rate for the final two option years of the agreement. In September of 2021, SARAA approved an amendment that increased the amount paid to Flagship to attract better qualified employees. Included in this 9% increase would be an investment of adding more technology including autonomous floor scrubbers and autonomous vacuum cleaners. An escalator deep-cleaning machine will be introduced to ensure the escalator and travelator grooves are clean and debris free. A SkyVac vacuum cleaner with a telescoping 40-foot pool will be introduced to ensure high dusting is done on a regular basis.

Discussion ensued. The Committee decided that more time is needed to discuss the revised agreement and decided that it would be removed from the Board Agenda.

EAM & GIS Systems Consulting Services Agreement:

Mr. Edwards reported that this is to authorize the Executive Director to sign a professional services agreement with AECOM for an amount not to exceed \$499,893 to implement GIS and Enterprise Asset Management Systems at HIA. The lack of a modern EAM & GIS system has made scheduling and performing work orders and preventative maintenance at the Authority extremely inefficient and paper intensive. Implementing these systems will allow the Authority to better allocate resources and track assets throughout their lifespan. An RFQ was advertised seeking a firm who has expertise in implementing GIS based EAM systems for airports to help guide SARAA. Of these, the top 5 firms were shortlisted for interviews and ultimately AECOM was identified as the top ranked firm. The finalized scope of work includes the following tasks that will be completed within the next 24 months:

- Information gathering
- Software Evaluation and Recommendations
- Software Procurement
- Implementation

This project was identified as a strategic goal in SARAA's 2022 organizational assessment and a priority in SARAA's 2024 CIP and will be funded from SARAA's 2024 and 2025 capital budget.

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

GA Airports:

Mr. Sides showed before and after pictures of work that was done on the CXY Remark Movement Area, FCRA Community Hangar, FCRA Remark Airfield, the FCRA Pilot Lounge Demo, and the GRA Remark Airfield.

Additional Projects in Progress include the following:

- FCRA Renovate Airport Office/Pilot's Lounge
- CXY Install LED Lighting in Equipment Bay – week of 12/4
- CXY Install Heater in Equipment Bay – Week of 12/11

Bryan Hickman, Prolifik Art & Design:

Mr. Hickman presented his HIA Mural Project to the Board. Included in the presentation were the following:

- Project Goals
- Aviation History/Achievement/Ascension
- Process
- Costs including placement on diagonal walls, baggage service walls and pillars
- Next steps

Ms. Wright commented that bringing artwork into the airport will add historic value by bringing history and diversification to the airport. Discussion ensued.

Recommendation: Mr. Enterline recommended that Mr. Helsel appoint a committee to discuss a marketing/imaging atmosphere at HIA including murals, color graphics and designs, and bring a plan to the Board within 30-60 days.

Adjournment: Mr. Enterline adjourned the meeting at 10:20 a.m.

Next Meeting: Friday, January 26, 2024, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer