

Susquehanna Area Regional Airport Authority
Airport Operations Committee
January 26, 2024
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:14 a.m. on Friday, November 17, 2023, with the following members of the Committee present:

Brian Enterline Bennett Chotiner

Also attending were: Timothy Edwards (Executive Director), Bill Leonard (SARAA Board), Carolyn Van Newkirk (SARAA Board), Nelva Wright (SARAA Board), James Helsel (SARAA Board), Jim Gross (SARAA Board), Erik Hume (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 Svirbely (Deputy Director, Operations, Security & Public Safety) and Camille Springer (Executive Assistant).

Guests: Delta Development: Eric Clancy, Maggie McGahen

Public Comments: None.

Minutes: The minutes of the November 17, 2023, Airport Operations Committee were deemed approved with no changes.

Delta Development:

Airport Drive: Total project cost: \$11,497,130; total secured public funding: \$8,632,534
PA DEP Growing Greener Plus Grants Program: Secured Public Funding: \$152,655

Dauphin County Local Share Municipal Grant Program: Secured Public Funding: \$65,000

PCCD Local Law Enforcement Grant Program: Secured Public Funding: \$74,153

Dauphin County Local Share Municipal Grant Program: Grant Request \$75,000

PA DCED Statewide Local Share Account Program: Grant Request: \$807,000

PennDOT Multimodal Transportation Fund (MTF): Grant Request: \$810,096; Matching Requirement \$243,029

DCED Industrial Site Reuse Program: Grant Request \$160,000; Matching Requirement \$55,000

Marketing & Enplanement Report:

Mr. Miller reported that 2023 CXY Operations were up 12% vs 2022 making it the 2nd busiest year since 2012. 2023 MDT Operations were up 8% vs 2022 and were the most since 2018. GA Operations increased to nearly 40% of total. 2023 Air Cargo Tonnage decreased 5.7% vs 2022 and ranked as the 10th busiest year in history.

Cargo Service Changes:

- DHL: Corporate mandate is to cut costs quickly.
- FedEx: Shrinking business with too many pilots.
- UPS: New East Zone Regional Hub on Union Street fully functional
- Moving cargo by truck is almost always cheaper than flying it on planes.

2023 Enplanements totaled 651,501, up 3% vs 2022 and up 1% vs budget. Enplanements were below 2019's record by 14.5%. 2023 was 5% more than the pre-covid 5-year average and 2% more than the pre-covid 10-year average. While the average number of flights in 2023 was the same as in 2022, the average plane size increased generating growth. United, Allegiant, and Frontier grew in 2023 vs 2022. American and Delta are down slightly. Allegiant remains the only airline to serve more passengers in 2023 than they did in 2019. MDT's average one-way fare is at an all-time high. October 2023 was \$264 vs \$231 in October 2019, a 13% increase. Airline ticket revenue is up 2% vs October 2019.

Ground Transportation: There were 67,000 Ground Transportation trips via the garage in 2023. CAT Bus Ridership: 2023 CAT Bus Ridership was 5,704 (average 15.6 per day), down 5% vs 2022.

Spring Campaign: The spring campaign will begin the week of 2/5. Messaging will be related to airport branding, expanded MCO service, BNA, FLL and others.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Cargo Apron Expansion, Phase 5/6: Preconstruction meeting held December 11, 2023. Bi-Weekly progress meetings are being held.

Reconfigure Third Street: Light poles and CCTV cameras to be installed January 2024. Final inspection will be scheduled for Spring 2024.

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

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

CXY:

Remove Obstructions – Off Airport Tree Removal Phase V: Project will be bid for construction starting 5/12/2024 with a bid opening of 7/1/2024. Grant application is due 7/12/2024.

FCRA:

Update Master Plan: Working Paper No. 2 submitted to FAA December 27, 2023.

NPDES Stormwater Sampling & Reporting (CXY, GRA, FCRA):

Mr. Edwards reported that this is to authorize the Executive Director to award a professional services contract to Geo-Technology Associates (GRA) in an amount not-to-exceed \$15,826 to provide stormwater sampling and reporting as required to maintain compliance with the Airport's National Pollutant Discharge Elimination System (NPDES) Industrial Stormwater

Permits at GRA, FCRA and CXY. SARAA has a regulatory requirement to accomplish annual stormwater compliance evaluations. This requires semiannual sampling and inspection of each of the Airport's stormwater outfalls. It is recommended that GTA provide these professional services based on successful past performance of similar work at HIA, and an ongoing business relationship since 2011. The cost of this work was included in the line item for environmental studies in SARAA's 2024 operating budget.

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

NPDES & MOU Water Sampling & Reporting (HIA):

Mr. Edwards reported that this is to authorize the Executive Director to award a professional services contract to Geo-Technology Associates (GTA) in an amount not-to-exceed \$46,110 to provide water sampling and reporting as required to maintain compliance with the airport's National Pollutant Discharge Elimination System (NPDES) Industrial Stormwater Permits at HIA. SARAA has a regulatory requirement to accomplish water sampling and reporting. Additionally, quarterly sampling must be conducted to maintain regulatory compliance with the MOU. It is recommended that GTA provide these professional services based on successful past performance at HIA, and an ongoing business relationship since 2011. The cost of this work was included in the line item for environmental studies in SARAA's 2024 operating budget.

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

Refurbish & Paint Water Tank #4 (Construction) (HIA):

Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with Minoan Industrial LLC in the amount of \$519,700 to refurbish and paint the exterior surfaces of Water Tank #4 at HIA. The 400,000-gallon elevated water tank needs refurbished to maximize its useful life. A total of four bids were received and all bidders were deemed to be responsible and responsive. Construction will be completed in the Spring of 2024 and funded from SARAA's operating and maintenance account.

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

Design PFAS Pilot Treatment Program for Groundwater (HIA):

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services agreement with Garver LLC for the lump sum amount of \$179,643 to design a conceptual pilot program to treat PFAS in groundwater/stormwater generated from the Terminal Building's sump and dewatering pumps at HIA. In 2022, SARAA was awarded a PA DEP Growing Greener Grant for a PFAS Findings, Assessment and Solution's Project. This project involved developing a 10% conceptual design for a pilot program to treat PFAS in groundwater/stormwater discharges at HIA. This project will be funded through a PADEP's Growing Greener Grant at 85% with a 15% local match that will be paid from SARAA's Capital Improvement Account.

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

MMTF Repairs & Preventative Maintenance Design (HIA):

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services agreement with Desman for an amount not to exceed \$69,480 for the preparation of plans, specifications and to provide design and bidding assistance for a project to complete critical repairs and preventative maintenance to the MMTF at HIA. In 2023 Desman Associates was hired to provide SARAA with a Condition Assessment and Five-Year Maintenance Report of the HIA Multimodal Parking Facility. During this assessment it was determined that numerous problems requiring immediate attention were discovered. Desman Associates has provided a proposal of services to begin the proposed work. This project was included as a line item in the approved 2024 Building Maintenance Budget.

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

Land Development Plan/Cargo Support Facility

Mr. Edwards reported that this is to award a professional services contract to Jacobs Engineering Services, Inc. in the amount of \$132,155 to provide professional planning services for the project to complete a Land Development Plan for Cargo Support Facilities and authorize the Executive Director to execute the contract. On September 1, 2023, SARAA publicly posted a Request for Proposal seeking proposals from qualified firms to provide planning services for the ultimate buildout of approximately 18 acres of airside and landside property located adjacent to the expanded cargo apron at HIA. The Jacobs Engineering Group was selected as the most responsive to the needs of the Airport Authority. Per the proposal, Jacobs will perform the following services:

- Develop Renderings: \$76,747
- Evaluate EV Charging Demands: \$35,557
- Evaluate CBP/FIS Facilities: \$19,851

The source of funding for the project will be SARAA operating funds.

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

Gettysburg Operating Agreement/Dan Blouch:

Mr. Edwards reported that this is to authorize the Executive Director to execute an amendment with Dan Blouch to extend the term of the current operating agreement to 10 years. Mr. Blouch's current agreement term is 6 months and automatically renews for another 6 months unless either party objects. The extension of the term will allow for better long-term planning to focus on achieving objectives set for the projected future. The final amendment will be reviewed by SARAA Counsel. Mr. Blouch will continue to pay SARAA 3.5% of gross revenues for any commercial activity and a fuel-flowage fee of \$0.06 per gallon. Mr. Blouch reimburses SARAA for all utilities.

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

GRA Hangar Gound Lease Agreement/Mark Hillard:

Mr. Edwards reported that this is to authorize the Executive Director to execute a ground lease with Mark and Kathryn Hillard for hangar construction at GRA. Mark Hillard approached SARAA with the intent of constructing three additional hangars at GRA. His current plan is to construct a 52' by 168' hangar and divide the building into three individual units. Mr. Hillard intends to occupy or sublet the hangars. The hangar construction proposal is consistent with the W05 Airport Layout Plan approved by the FAA in 2012.

The terms of the agreement will be based on those used for previous hangar development:

- Term: 20 years, plus two five-year options
- Fee: \$0.25 per square foot.
- Insurance: \$2 million commercial general liability; \$1 million aircraft liability

Mr. Hillard will be self-funding the project and he will provide SARAA with a bond to ensure completion of the construction. The lease documents have been reviewed by SARAA counsel.

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

CXY Assignment of Lease/Richard Duncan/Luis Arenzana:

Mr. Edwards reported that this is for the SARAA Board of Directors to approve an assignment of lease from Richard Duncan to Luis Arenzana for a hangar at CXY. Mr. Duncan passed away in May and his wife wants to assign the lease to Mr. Arenzana. The current 20-year lease term will expire on December 28, 2027, with one 5-year renewal option. The current annual rent is \$2,000.26, with an annual CPI increase.

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

Media Buying Services Contract:

Mr. Edwards reported that this is to approve a one-year Professional Services Contract with Color & Culture, Inc. for media buying and related services at 5% of the gross amount spent on media. The amount budgeted for media buying agency fees in the 2024 SARAA budget is \$42,840. SARAA's media buying agreement with Universal Media Inc (UMI) expired on 12/31/23. On October 16, 2023, SARAA issued a Request for Proposal (RFP) for Media Buying Services. Requested services include research, planning, negotiation, placement, monitoring, billing, reconciliation and review of most media purchases on behalf of SARAA. While Universal Media scored slightly higher than Color and Culture overall, the evaluation committee determined Color and Culture's lower media commission fee could save SARAA more than \$22,000 in 2024. This contract will be funded from the SARAA marketing budget.

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

GA Airports:

Mr. Sides showed pictures of work that was done on the FCRA Renovate Airport Office/Pilot's Lounge, the CXY Skyport Hangar Roof Reconstruction and pictures of snow removal.

Additional projects in progress:

- FCRA RW 24 Tree Removal Coordination
- CXY RW 12 Tree Removal Coordination
- GRA South Apron Project

Adjournment: Mr. Enterline adjourned the meeting at 9:56 a.m.

Next Meeting: Friday, February 23, 2024, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer