

Susquehanna Area Regional Airport Authority
Airport Operations Committee
February 23, 2024
Minutes

A meeting of the SARAA Airport Operations Committee was called to order by Mr. Enterline at 8:14 a.m. on Friday, February 23, 2024, with the following members of the Committee present:

Brian Enterline

Also attending were: Timothy Edwards (Executive Director), Bill Leonard (SARAA Board), Carolyn Van Newkirk (SARAA Board), James Helsel (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).

Public Comments: None.

Minutes: The minutes of the January 26, 2024, Airport Operations Committee were deemed approved with no changes.

Marketing & Enplanement Report:

Mr. Miller that January 2024 MDT Operations were down 8.8% vs January 2023. CXY's operations were down 21%. January 2023 Total Air Cargo Tonnage increased 2% vs January 2023. Tonnage over the past year remains down 10%. January 2024 enplanements were 47,534, down 0.7% vs January 2023, and below budget by 2%. Year-ending January 2024 traffic is 1.7% above year-ending January 2023 traffic.

Looking Ahead: March to May seats is projected to be 9% above budget, 14% above 2023 and just 8% behind 2019.

Service: New twice weekly nonstop service to Jacksonville starts June 14th. This is Allegiant's 8th destination and 6th in Florida. Myrtle Beach service is extended into November. United will switch from Newark service to Dulles on June 27th. United provides connections to 57 domestic and 26 international destinations. Significant network changes are underway at Frontier.

Marketing Update: Refreshing our brand promise/commitment to our customer. Currently developing a brand persona. We are also redefining our brand pillars, the foundation on which our brand is based.

Project Update:

Mr. Pirozzi reported on the following:

Status of Major Projects:

HIA:

Reconfigure Third Street: Final inspection and ribbon cutting ceremony are being planned for Spring 2024.

Upgrade Water Plant, Phase 1, HIA: Developing substantial completion punch list. Continue to upgrade individual well pumps/motors/controls.

BHS Control System Upgrade: Contractor badged and completed system baseline testing.

Replace 8 Escalators: SARAA was not selected for F2024 BIL ATP Grant funding. Will resubmit in FY 2025.

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.

GRA:

Construct South Aircraft Parking Apron: Project will be bid for construction starting 3/24/2024 with a 4/26/2024 opening.

FCRA:

Update Master Plan: Working Paper No. 2 pending FAA acceptance. Contract completion date is 7/12/2024.

Purchase Airport Radio System Amplifier:

Mr. Edwards reported that this is to approve the purchase and installation of a radio system amplifier. Over the last year SARAA has made a significant investment in replacing end-of-life radio system components. One component that has not yet been replaced is the amplifier system located in the terminal building basement and supports radio coverage throughout the airport. The package price, including installation, programming and testing is \$185,089.00. The work and materials will be provided under a PA State Contract & COSTARS contract. Funding for the system purchase would be provided from the HIA capital budget.

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

ERP Software – Project Management Services Contract, HIA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Avero Advisors for project management services of a new Enterprise Resource Planning (ERP) software solution in an amount not to exceed \$146,520. The current general ledger software in use by the finance department (Navision) has been in place for over 20 years and is currently not supported by any entities. The replacement of this software has been highlighted in the Organizational Assessment as well as on the Strategic Plan as being a critical improvement for the Authority. Avero Advisors has been working closely with SARAA's IT department over the past year in developing IT policies and procedures as well as a disaster response plan. Additionally, Avero has a history of performing successful ERP implementations within the municipal authority industry. Avero's proposed scope of work and associated fees are as follows:

Phase One: Assessment - \$45,300

Phase Two: System Demos - \$45,200
Phase Three: Vendor Selection - \$42,700

Funding will be from the 2024 Operating and Maintenance account.

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

HARSCO Lease Assignment, CXY:

Mr. Edwards reported that this is to authorize the Executive Director to execute a lease agreement with Post Acute Medical Aviation, LLC. (PAM Aviation, LLC.) HARSCO Corporation is closing their flight department. As a result of the closure, HARSCO is proposing to assign their lease agreement to PAM Aviation, LLC. PAM Aviation has been an AvFlight tenant since 2016 in hangar 603 at HIA. The current lease options will expire on August 31, 2032. All utilities, insurance and maintenance are the responsibility of the lessee and all current lease terms will apply. Harsco's current monthly rate is in the amount of \$2,356.05, with an annual 3% increase. SARAA's legal counsel will review the final assignment document.

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

Metropolitan Edison Facilities Easement Agreement, GRA:

Mr. Edwards reported that this is to authorize the Executive Director to execute a Facilities Easement Agreement between SARAA and Metropolitan Edison (Met ED). SARAA has requested Met Ed to install electric service, including poles, conduit, cables, transformer and meter to the newly constructed South Apron at GRA. The permanent, non-exclusive easement allows Met Ed access to the easement area for the installation, construction, operation, maintenance, repair or removal of the equipment. If the easement is no longer necessary, it will terminate. SARAA's cost will be \$34,541.08 for the installation of electric service.

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

GA Airports:

Mr. Sides reported on the following:

CXY:

- Staff are in the process of repainting the interior of the FAA FSDO MIDO building.
- Staff cannot get in touch with a property owner regarding tree removal so they will contact the real estate agency that has that property for sale.
- The state inspection at CXY is March 1st and we are not anticipating any issues.

FCRA:

- The renovations on Building 400, the former skydiving center, will begin next week.
- The state inspection was on Tuesday. There were no issues except the trees on runway 24 which is in the budget to be removed this year.
- We are installing a diesel fuel tank for our equipment.

- We are putting the infrastructure in place for Tailwind to install a fuel farm.
- The renovation of the airport office is still ongoing. At the end of this month the entire public space will be renovated.

GRA:

- The development of the 3 Southside Hangars starts on Monday.
- SARAA passed the State Inspection that was done on Valentine's Day. There were no issues with the exception of 3 trees on the Runway 6 approach, which are in the budget to be removed this year.

Adjournment: Mr. Enterline adjourned the meeting at 9:54 a.m.

Next Meeting: Friday, March 22, 2024, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer