

Susquehanna Area Regional Airport Authority
Meeting Minutes
February 28, 2024

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, February 28, 2024. The following Board members were in attendance:

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

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

Presentation to James Helsel, Jr. Chairman of the Board: 2019 – 2023:

Mr. Leonard said that Mr. Helsel is the longest standing Chairman, serving five years as Chairman of the Board from 2019 through 2023. He presented Mr. Helsel with a gavel and thanked him for his dedication and service as Chairman.

Consent Calendar:

Mr. Leonard said this is to approve four Consent Calendar items, non-controversial items costing less than \$10,000.

1. Minutes of the January 31, 2024 Board Meeting
2. Police Department Guidelines for Warrantless Arrests
3. Law Enforcement Accreditation Assessment
4. Legislative Priorities

Motion: A motion was made by Mr. Hume that the Board approve the Consent Calendar items, with one correction to the Minutes of January 31, 2024 Board Meeting to indicate that Mr. Leonard convened the Executive Session rather than Mr. Helsel. The motion was seconded by Mr. Enterline and unanimously approved.

Executive Session:

Mr. Leonard convened and Executive Session at 8:07 a.m. to discuss litigation and a personnel matter. He reconvened the public Board meeting at 8:51 a.m. No action was taken resulting from the Executive Session.

Executive Committee: There are no items to be presented before the Board for the Executive Committee.

Airport Operations:

a) **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 that 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 COSTARS contract. Funding for the system purchase would be provided from the HIA capital budget.

Motion: A motion was made by Mr. Enterline that the Board approve the purchase and installation of a radio system amplifier in the amount of \$185,089.00 and authorize the Executive Director to execute all documents related to the purchase. The motion was seconded by Mr. Gross and unanimously approved. Mr. Libhart was not present when this vote was taken.

b) **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) 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. Funding will be from the 2024 Operating and Maintenance account.

Motion: A motion was made by Mr. Helsel that the Board 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 motion was seconded by Mr. Bashore and unanimously approved. Mr. Libhart was not present when this vote was taken.

c) HARSCO Lease Assignment, CXY: Mr. Edwards reported that this is to authorize the Executive Director to execute a lease assignment 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 Post Acute Medical Aviation LLC. (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. SARAA's legal counsel will review the final assignment document. HARSCO's current monthly rate is in the amount of \$2,356.05, with an annual 3% increase.

Motion: A motion was made by Mr. Bashore that the Board authorize the Executive Director to execute a lease assignment with Post Acute Medical Aviation, LLC. (Pam Aviation, LLC.) The motion was seconded by Mr. Enterline and unanimously approved. Mr. Libhart was not present when this vote was taken.

d) 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.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a Facilities Easement Agreement between SARAA and Metropolitan Edison (Met Ed). The motion was seconded by Mr. Helsel and unanimously approved. Mr. Hume recused himself from this vote. Mr. Libhart was not present when this vote was taken.

Executive Director's Report:

a) GA P/L Report: Mr. Edward reported that there is no update on Financials as we do a joint January/February close. Net Operating Revenue was \$503K over budget due to extraordinary repairs and maintenance items.

Days Cash on Hand Report: The DCOH stands at 187 days as of 2/20/2024.

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

HIA:

Cargo Apron Expansion: The Notice to Proceed for physical work is pending key submittal approvals. The tentative date is 3/18/2024.

Water Plant PFOS Remediation Upgrade: The substantial completion punch list is being developed.

Replace Passenger Boarding Bridges: Received \$7.5 million in FY2024 BIL ATP grant funding.

Rehab Water Tower #4: A preconstruction meeting was held on 2/27/2024.

Capital City Executive Airport:

Remove Obstructions-Off Airport Tree Removal Phase V: This project will be bid for construction starting 5/12/2024.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI/VII: This project will be bid for construction starting 3/24/2024.

Franklin County Regional Airport:

Rehabilitate Apron, Phase 1: This project will be bid for construction starting 5/12/2024.

c) Enplanement Report: Mr. Edwards reported that January 2024 MDT Operations were down 8.8% vs January 2023. CXY's operations were down 21%. At MDT, there were 30% fewer general aviation operations. At CXY, there were 9 days with fewer than 5 operations, 3 days with one operation and one day with no operations. January 202 Total Air Cargo Tonnage increased 2% vs January 2023. UPS was up 28%. They are flying in bound cargo to MDT vs PHL to be sorted at the Union Street hub. DHL is no longer here. The January 2024 enplanements were 47,534, below budget by 2%. Weather caused 19 cancellations (13 last January). Allegiant's new twice weekly nonstop service to Jacksonville starts June 14th. This is Allegiant's 8th destination and 6th in Florida. United will switch from Newark (EWR) service to Dulles (IAD) on June 27th. Significant network changes are underway at Frontier. The ULCC industry is under tremendous pressure. This is attributable to major airlines coming down-market and having a low-priced product and a better reputation.

Marketing Update: We are refreshing our brand promise/commitment to our customers.

Board Member Comments:

Ms. Van Newkirk: Ms. Van Newkirk commented that the Strategic Plan has really given the Board an understanding of how to operate the Airport Authority.

Mr. Helsel: Mr. Helsel thanked everyone for his gift and said he appreciated the recognition for his five years of service as the Board Chairman.

Mr. Enterline: Mr. Enterline said that the team did a phenomenal job over the past year and is looking forward to where we go in 2024.

Mr. Bashore: Mr. Bashore thanked staff and Delta Development for all the grants received for SARAA this past month.

Mr. Hume: Mr. Hume thanked staff for all the successes over the past month.

Mr. Leonard: Mr. Leonard thanked staff for the great job with the budget.

Mr. Gross: Mr. Gross thanked staff for the great news about the United service to Dulles.

Mr. Chotiner: Mr. Chotiner said that this area and airport is the best kept secret.

Next Board Meeting:

**Wednesday, March 27, 2024, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 9:40 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer