

Susquehanna Area Regional Airport Authority
Meeting Minutes
March 27, 2024

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, March 27, 2024. The following Board members were in attendance:

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

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield (Post & Schell), Michael Moskal (Deputy Director, Finance & Business Administration), Jamie Sides (Deputy Director, Maintenance), Kevin Bryner (Deputy Director, IT), Scott Miller (Deputy Director, Advertising & PR), Belinda Svirebely (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.

Special Presentation to Stephen Libhart, Board Member Service: Mr. Leonard presented Mr. Libhart with a plaque and thanked him for his fifteen years of service on the SARAA Board, representing Dauphin County. He also served as Chairman of the Board from 2016 through 2018.

Special Presentation to Firefighter Warren “Chop” Humphrey: Chief Barclay presented Chop with a plaque and thanked him for his 22 years of service with the HIA Fire Department, and for his service with PA Task Force 1 for almost 30 years.

Consent Calendar:

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

1. Minutes of the February 28, 2024 Board Meeting
2. Revised Traffic Regulations to Restrict Personal Conveyances

Motion: A motion was made by Mr. Libhart that the Board approve the Consent Calendar items. The motion was seconded by Mr. Gross and unanimously approved.

Executive Committee: There were no items for the Executive Committee.

Airport Operations:

a) **4th Floor Joint Replacement, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute an agreement with Lobar Associates for the replacement of the top-level joint sealant in the 4th level of the MMTF parking structure at HIA. The total value of the agreement will not exceed \$620,859.35. The work will be approved subject to submission and verification of COSTARS/GUARDIAN contract. The work will be staged to minimize the disruption to parking operations. Lobar Associates Construction has worked with HIA on several projects within the MMTF including 4th floor joint replacement and concrete section repairs. Funding for this agreement was included in the SARAA 2024 Operating Budget.

Motion: A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute an agreement with Lobar Associates Construction for the replacement of the top-level joint sealant in the 4th level of the MMTF parking structure at HIA subject to submission and verification of COSTARS/GUARDIAN contract. The total value of the agreement will not exceed \$620,859.35. The motion was seconded by Mr. Helsel and unanimously approved.

b) **Remove & Replace Airfield Markings:** Mr. Edwards reported that this is to award a contract to Hi-Lite Airfield Services in an amount of \$756,529.46 to complete 250,000 square feet of rubber removal and to remove and replace all movement area markings at MDT. The movement area markings at MDT have passed the allowable thickness for airfield markings. In-house maintenance will be done in the years following to maintain the markings in satisfactory condition. Hi-Lite Airfield Services has provided Sourcewell pricing to complete this work. Funding for this contract was included in the approved 2024 SARAA Operating & Maintenance budget.

Motion: A motion was made by Mr. Libhart that the Board award a contract to Hi-Lite Airfield Services in an amount of \$756,529.46 to complete 250,000 square feet of rubber removal and to remove and replace all movement area markings at MDT, and to authorize the Executive Director or Deputy Executive Director to sign the contract and all related documents. The motion was seconded by Mr. Rodgers and unanimously approved.

c) **Passenger Boarding Bridges, CA/CM Services, ADCI, HIA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with ADCI, Inc., in the not-to-exceed amount of \$298,263 to provide design and bid phase services, construction administration, construction management and construction inspection services to replace up to six Passenger Boarding Bridges (PBB) at HIA. SARAA initially prepared plans and received bids to replace twelve PBB's on October 11, 2023 which was used to prepare SARAA's FY2024 BIL-ATP grant application. SARAA was successful in receiving \$7,500,000 to replace up to six PBB's.

Since the bids expired, the scope was revised to be commensurate with funding. This project will be rebid and bids will be received on April 25, 2024. ADCI is the Engineer of Record for this project. A detailed independent fee estimate (IFE) was completed. ADCI's fee is determined to be fair and reasonable for the scope of work and is within the +/- 10% range. These services will be reimbursed through a \$7,500,000 FAA FY2024 BIL-ATP Grant with a 5% local match.

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a professional services contract with ADCI, Inc., of Ellicott City, MD in the not-to-exceed amount of \$298,263 to provide design and bid phase services, construction administration, construction management and construction inspection services to replace up to six Passenger Boarding Bridges (PBB) at HIA. The motion was seconded by Mr. Libhart and unanimously approved.

d) Award CA Services for Replacement of BRITE Units, Burns Engineering, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Burns Engineering, Inc. in the not-to-exceed amount of \$25,233 to provide bid and award phase services, and construction administration for the project to replace BRITE unit airfield lighting controls at HIA. Burns Engineering was previously selected to develop a design and prepare bid documents to replace HIA's existing BRITE unit airfield lighting controls with updated AGLAS technology. Bids will be received on April 11, 2024 and a recommendation for construction will be presented for consideration at the April 2024 Board meeting. Burns was selected since they are the Engineer of Record for Design and have extensive knowledge of HIA airfield lighting system. This project was identified as a priority in SARAA's 2024 budget and will be funded from SARAA's Capital Improvement Account.

Motion: A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute a professional services contract with Burns Engineering in the not-to-exceed amount of \$25,233 to provide bid and award phase services, and construction administration for the project to replace BRITE unit airfield lighting controls at HIA. The motion was seconded by Mr. Anderson and unanimously approved.

e) Award CM Services for Replacement of BRITE Units, Urban Engineers, HIA: Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Urban Engineering, Inc. in the not-to-exceed amount of \$88,500 to provide construction management and inspection services for the project to replace BRITE unit airfield lighting controls at HIA. Urban Engineering has an extensive knowledge of HIA's airfield, and an excellent history of past performance. This project was identified as a priority in SARAA's 2024 budget, and these services will be funded from SARAA's Capital Improvement Account.

Motion: A motion was made by Mr. Libhart that the Board authorize the Executive Director to execute a professional services contract with Urban Engineering, Inc. of Philadelphia, PA in the not-to-exceed amount of \$88,500 to provide construction

management and inspection services for the project to replace BRITE unit airfield lighting controls at HIA. The motion was seconded by Mr. Helsel and unanimously approved.

f) Large Width Mowers, CXY: Mr. Edwards reported that this is to approve the purchase of two 20-foot mower attachments for use by the CXY Maintenance Department, at a total cost of \$63,232. The rotary mowers are more durable and require less overall maintenance. These are available on the COSTARS cooperative purchasing contract. The project was approved as part of the 2024 SARAA budget.

Motion: A motion was made by Mr. Bashore that the Board approve the purchase of two 20-foot mower attachments for use by the CXY Maintenance Department, at a total cost of \$63,232. The motion was seconded by Mr. Libhart and unanimously approved.

g) Operations Vehicle, HIA: Mr. Edwards reported that this is to approve the acquisition of one 2024 Chevrolet Silverado Crew Cab pickup truck to be used by the Operations Department primarily at HIA with additional use at all SARAA airports. The total cost is \$51,310.34. The vehicle is available through the State COSTARS Contract and was approved as part of the SARAA 2024 budget.

Motion: A motion was made by Mr. Libhart that the Board approve the acquisition of one 2024 Chevrolet Silverado Crew-Cab pickup truck to be used by the Operations Department primarily at HIA with additional use at all SARAA airports. The total cost of the truck is \$51,310.34. The motion was seconded by Mr. Enterline and unanimously approved.

Executive Director's Report:

a) Financials & Dashboard (through February): Total Revenues were \$4.6 million, \$191,000 and 4% below budget. Total Operating Expenses were \$3.9 million, or \$284,000 and 7.7% above budget. Net Operating Revenue is \$601,585. The Variance to Budget was \$75,349. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$720,274. The Debt Coverage Ratio is 1.33 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements were up 6.1%. Food/Gift sales are up 9.7%. Hotel Sales are up 7.9%. Rental Car sales are down 0.6%. CFC Days are up 2.1%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 5.6% of total outstanding receipts.

b) Project Update: Mr. Edwards reported on the following:
HIA:
Cargo Apron Expansion: Installed the temporary AOA fence, setting up batch plant.
Airport Drive Phase 3B, Third St. Intersection: Final Inspection will be scheduled for April 2024.
Water Plant PFOS Remediation Upgrade: Substantial completion for Lobar scheduled for 3/27/2024.
Baggage Handling System Control: The contract completion date is 7/13/2025.

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

Rehab Water Tower #4: Temporary scaffolding is up.

Capital City Executive Airport:

Remove Obstructions-Off Airport Tree Removal Phase V: This project will be bid for construction starting 5/12/2024, with a bid opening of 7/1/2024.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VI/VII: Bids for this project will be opened on 4/26/2024.

Franklin County Regional Airport:

Update Master Plan: The draft ALP is prepared. The contract completion date is 7/12/2024.

c) Enplanement Report: Mr. Edwards reported that February 2024 MDT Operations were up 12% vs February 2023. CXY's operations were up 15%. February 2024 Air Cargo Tonnage increased 8% vs February 2023. YTD Air Cargo Tonnage is up 5.2% FedEx is up 7% YTD and UPS is up 27%. UPS inbound cargo is setting new monthly records – up 52% vs January and February 2023. February 2024 enplanements were 49,320, up 14% vs February 2023. YTD enplanements were up 6% vs 2023 and up 1% vs budget. Airlines will offer 14% more seats for sale in Q2 24 vs Q2 23, 11% more than budgeted. Q2 2024 departing seat capacity will be 93% of 2019's record, the second busiest Q2 in a decade. Allegiant begins new service to Jacksonville on June 14th. United switches Newark service to Washington Dulles on June 27th.

Executive Session:

Mr. Leonard convened an Executive Session to discuss a personnel matter at 8:53 a.m. He reconvened the public Board meeting at 10:18a.m. The following action resulted from the Executive Session:

Motion: A motion was made by Mr. Hume that the Board set the compensation for the Executive Director for 2024 as per the recommendation of the HR and Legal Compliance Committee retroactive to January 1st, 2024. The motion was seconded by Ms. Van Newkirk and unanimously approved. Mr. Libhart was not present when this vote was taken.

Board Member Comments:

Dr. Chotiner: Dr. Chotiner welcomed Mr. Collins to SARAA.

Mr. Rodgers: Mr. Rodgers welcomes Mr. Collins to SARAA.

Mr. Gross: Mr. Gross welcomed Mr. Collins to SARAA

Mr. Hume: Mr. Hume said he really enjoyed and appreciated the video and said it is nice to see what goes on in the day-to-day operations.

Mr. Leonard: The July 26th Committee meeting will be held at the Capital City Executive Airport.

Mr. Enterline: Mr. Enterline welcomed Mr. Collins. He congratulated Chop on his service both at SARAA and on PA Task Force 1. He said that Chop understated the impact on the nation when a firefighter from our organization is in another state working on a disaster knowing that training all came from here. He thanked the Airport Authority for supporting the PA Task Force 1. He also suggested that the video be put on the website. He thanked Jamie and his crew for the work at FCRA.

Mr. Helsel: Mr. Helsel congratulated Chop. He also thanked staff for all their efforts.

Mr. Bashore: Mr. Bashore expressed his concerns on Board attendance and a quorum at Board meetings. Mr. Leonard emphasized that this meeting is critical, and the Board members have a responsibility to attend.

Ms. Van Newkirk: Ms. Van Newkirk welcomed Mr. Collins.

Next Board Meeting:

**Wednesday, April 24, 2024, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 9:35 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer