

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

A meeting of the Executive Committee of the Susquehanna Area Regional Airport Authority (SARAA or the Authority) was called to order by Mr. Leonard on Friday, February 23, 2024, at 8:00 a.m. Members of the committee present were:

William Leonard James Helsel Carolyn Van Newkirk

Also attending were: Timothy Edwards (Executive Director), Brian Enterline (SARAA Board), Lou Pirozzi (Deputy Director, Engineering & Planning), Jamie Sides (Deputy Director, Maintenance), Michael Moskal (Deputy Director, Finance & Administration), Kevin Bryner (Deputy Director, IT), Scott Miller (Deputy Director, Marketing, PR & Advertising), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Mick Burkett (Deputy Director, Human Resources) and Camille Springer (Executive Assistant).

Public Comments: None.

Minutes: The minutes of the January 26, 2024 Executive Committee were deemed approved.

Financials:

Mr. Moskal said that there would be no update as the department does a joint January/February close which will be presented at the March meeting.

2023 General Aviation Airport Profit & Loss Statement: Mr. Moskal reported on the following:

Revenues – in the aggregate over budget by \$29,249

CXY - \$1.1M total revenues were over budget by \$16,064 due to commission revenue.

FCRA - \$58K total revenues were over budget by \$9,263 due to rents & commission revenue.

GRA - \$36K total revenues were over budget by \$3,923 due to rents.

Expenses – in the aggregate over budget by \$920,712

CXY - \$1.2M total expenses were over budget by \$555,920 due to roof & paint repairs.

FCRA - \$402K total expenses were over budget by \$358,667 due to roof & paint repairs.

GRA - \$66K total expenses were over budget by \$6,116.

Net Operating Revenue was 130% or \$503K over budget due to extraordinary repairs and maintenance items that will mitigate future operating costs in non-subsidized years.

When administrative indirect costs, depreciation, and capital expenditures are included, the net impact to SARAA of all associated GA costs were \$1.7M. Excluding depreciation, the total costs were \$681,000.

Year-end Status of SARAA's Bank Accounts:

Mr. Moskal reported on the following:

- Operating Account - \$703,282 ending balance on 12/31/23
- M&O Reserve - \$3,317,812 ending balance
- Renewal & Replacement Reserve - \$3,978 ending balance
- Coverage Account - \$1,344,583 ending balance
- Capital Improvement Account - \$4,368,410 ending balance

The Authority's Liquidity Position (DCOH):

Mr. Moskal reported that the total cash on hand as of Tuesday, February 20, 2024 was \$14M, significantly higher than previous periods. The decrease in DCOH is due to the substantial increase in the O&M budget driving the daily cash requirement upward and conversely the daily cash on hand downward. A return to normal operating budgets, without COVID stimulus spending, will see the DCOH value increase if all other variables remain the same.

Police Department Guidelines for Warrantless Arrests:

Mr. Edwards reported that this is to approve guidelines to be followed by a SARAA Police Officer when making a warrantless arrest. Under Act 25, a police officer can make an arrest without a warrant for certain summary offenses. The right to make an arrest for such summary offenses is conditioned upon the governmental body that employs the police officers promulgating guidelines to be followed by the police. While SARAA has already granted its Police Officers the power to arrest with or without a warrant, this will serve as the Board's approval of the Police Department's proposed guidelines.

There were no objections to forwarding this item to the full Board as a Consent Calendar item.

Law Enforcement Accreditation Assessment:

Mr. Edwards reported that this is to endorse the efforts of the HIA Police Department to seek accreditation under the Pennsylvania Law Enforcement Accreditation Commission (PLEAC). Although this has already been approved in the 2024 budget, SARAA needs the formal approval of the governmental entity to execute the application. PLEAC will validate this by reviewing proofs of compliance and conducting an on-site assessment of HIA-PD to ensure it meets the standards and practices as established by PLEAC.

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

Legislative Priorities:

Mr. Edwards reported that this is to approve the 2024 Legislative Priorities consisting of the following:

US Congress:

1. Airport Improvement Program Funding

2. Bipartisan Infrastructure Law (BIL)
3. Federal Reimbursement for Installation of Explosive Detection Equipment
4. PFAS Remediation/Airport Liability Protection
5. Passenger Facility Charges (PFC's)
6. Air Traffic Control/Contract Tower Program

PA Legislature:

1. PA Aviation System Strategic Investment Study

There were no objections to forwarding this item to the full Board for approval as a Consent Calendar item.

Adjournment: Mr. Leonard adjourned the meeting at 8:20 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