

Susquehanna Area Regional Airport Authority
Executive Committee
March 22, 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, March 22, 2024, at 8:00 a.m. Members of the committee present were:

William Leonard	Stephen Libhart
James Gross	Carolyn Van Newkirk
James Helsel	Nelva Wright
Erik Hume	

Also attending were: Timothy Edwards (Executive Director), Ryan Collins (Deputy Executive Director), Brian Enterline (SARAA Board), Bennett Chotiner (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 Svirbely (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 February 23, 2024 Executive Committee were deemed approved.

Financials:

Mr. Moskal reported that comparative statistics will be from the 2024 budget. Total YTD revenue of \$4.6 million was \$191,000 under budget. Airline Revenue is under budget by \$46,000 YTD. DHL landing fees and apron rents were included in budget values so variances will persist throughout the year. Parking Revenue is under budget by \$113,000 YTD. Rental Car Revenues are \$63,000 under budget YTD. Total YTD expenses of \$4 million are \$284,000 over budget YTD. Personnel expenses are \$14,000 over budget YTD. Parking expenses are \$48,000 below budget YTD. Professional & Legal expenses are \$35,000 over budget YTD. Utilities are \$86,000 over budget YTD due to electricity costs being higher than budgeted. Supplies & Materials are \$180,000 over budget YTD. Net Operating Revenue of \$602,000 YTD was 474,000, or 44% below budget. Non-operating revenue & expenses total \$526,000 resulting in a net variance to budget of \$75,000. When \$645,000 CARES/CRRSA & ARPA funds are applied, the net position is \$720,000. Debt Coverage Ratio of 1.33 on a 1.25 requirement includes CARES, CRRSA and ARPA draws. YTD enplanements are 6% above YTD 2023 enplanements. The CPE for February is \$12.96; the YTD CPE is \$13.27. October Food & Gift Sales were 10% above YTD 2023. October Hotel Sales were 8% above YTD 2023. October Rental Car Sales were 0.6% below YTD 2023. October Rental Car CFC's were 2% above YTD 2023 CFC's. The total 60 plus day receivables are 5.6% of total outstanding receipts. Frontier

represents the largest 60 plus day balance and aggressive work is being down to bring this account current.

Revised Traffic Regulations to Restrict Personal Conveyances:

Mr. Edwards reported that this is to approve a recommendation to amend the current traffic regulations to restrict and regulate the use of certain personal conveyances, such as scooters and hoverboards, in designated areas of the airport. SARAA's current Traffic Regulations restrict certain identified vehicles, such as pedal cycles and skateboards. Certain things like scooters and hoverboards are not explicitly regulated. There has been an increase in the use of scooters on Airport property creating the risk of injury to the operator, a pedestrian or another vehicle. SARAA's Chief of Police has proposed amendments to Section 103 of the traffic regulations to expand current definitions to include personal conveyances, such as a motor-driven cycle, either electric or human propelled (scooters and hoverboards). In addition, Section 1211 would be amended to restrict the use of personal conveyances in proximity to pedestrians (within 20 feet) or used in a manner to endanger the safety or property of any person.

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

Adjournment: Mr. Leonard adjourned the meeting at 8:11 a.m.

Next Meeting: Friday, April 19, 2024, 8:00 a.m., **Harrisburg International Airport**

Respectfully submitted:

Timothy J. Edwards
Executive Director

Prepared by Camille Springer