

Susquehanna Area Regional Airport Authority
Meeting Minutes
June 25, 2025

A meeting of the Susquehanna Area Regional Airport Authority was called to order by Mr. Leonard at 8:00 a.m., on Wednesday, June 25, 2025. The following Board members were in attendance:

Keith Bashore	James Gross	Al Kuhner
Bennett Chotiner	James Helsel	William Leonard
Brian Enterline	Erik Hume	Brian Seltzer
Don Geistwhite		

Also attending were: Timothy Edwards, (Executive Director), Ryan Collins (Deputy Executive Director), Michael Winfield, (Post & Schell), Kevin Gold, (Pillar+Aught), Lou Pirozzi (Deputy Director, Engineering & Planning), Scott Miller (Deputy Director, Marketing & Business Development), Michael Moskal (Deputy Director, Finance & Business Administration), Mick Burkett (Deputy Director, Human Resources), Jamie Sides (Deputy Director, Maintenance), Belinda Svrbely (Deputy Director, Operations, Security & Public Safety), Scott Miller (Deputy Director, Advertising & PR) and Camille Springer (Executive Assistant).

Public Comments:

Ms. Kia Hansard, UGE: Ms. Hansard said she started her employment at the airport with UGE in September 2017. She further stated that due to several disabilities, she has applied for and obtained a permanent disability license plate with PennDot. For the past several years she has appreciated being able to park in the HIA parking garage when coming to and from work. She said to her disappointment, on May 16th she received an email informing those who use handicap parking in the parking garage that they will no longer have free access to the garage. She stated she heard rumors that an employee who was using a handicap placard was seen running through the airport and she believes that was the reason for the change in policy. She wanted to remind the administration that not all disabilities are limited to mobility, and if there are concerns about the validity of the use of placards by certain individuals, they should be addressed individually as opposed to what she asserted as "punishing an entire group". She feels that a handful of disabled employees parking in the garage will not impact the customer experience and feels there is ample parking for everyone. She also said that to enhance customer experience, emphasis should be placed on fixing the roof, purchasing new escalators, and having restaurants remain open when flights are delayed. She hopes the Board of Directors will reverse this decision immediately.

Yvonne, United: Yvonne also addressed the Board regarding the change in policy regarding handicap parking in the parking garage by tenant employees. She said she starts at 4:00 a.m. and adding a half hour to park at long-term parking is too much, so she chooses to park in the West lot. It's a six-minute walk. She suggested that if a van is picking up people at the long-term lot, they should be able to pick up people at the West lot. Another option would be to pay a flat fee to

park in the garage. She also said that she is a senior citizen and feels afraid to walk from her car to the terminal.

Chief Jason Barclay, International Professional Designation Program:

Mr. Edwards said that Chief Jason Barclay has successfully completed the process that awards the professional designation of "Chief Fire Officer". The commission of Professional Credentialing met on June 6, 2025, to confirm the designation. Chief Barclay becomes one of only 2,116 CFOs worldwide as well as one of only 55 CFOs in the state of Pennsylvania, and one of 5 CFOs in Dauphin County. The Designation program is designed to recognize individuals who demonstrate their excellence in seven measured components including experience, education, professional development, professional contributions, association membership, community involvement and technical competence. Achieving this designation signifies Chief Barclay's career commitment to the fire and emergency services. This designation is valid for three years.

Introduction: Mr. Edwards introduced Mr. Henry Julicher, the General Manager of Cargo Operations and Business Development for Avflight.

Consent Calendar:

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

1. Minutes of May 28, 2025, Board Meeting
2. Resolution & Commitment Letter, CFA MTF for CXY Apron Paving Project

Motion: A motion was made by Mr. Geistwhite that the Board approve the Consent Calendar item. The motion was seconded by Mr. Chotiner and unanimously approved.

Executive Committee:

- a) **Amendment to Executive Director Contract:**

Motion: A motion was made by Mr. Hume that the Board set compensation for the Executive Director for 2025 as per the recommendation of the HR and Legal Compliance Committee, retroactive to January 1, 2025. The motion was seconded by Mr. Enterline and unanimously approved.

Airport Operations:

- a) **Construct South Apron, Phase VII, Construction, GRA:** Mr. Edwards reported that this is to authorize the Executive Director to execute a construction contract with JVI Group, Inc. in the amount of \$941,171 to construct Phase VII of the South Aircraft Parking Apron Project at GRA. Work during his phase will pave the partial parallel taxiway extending along

the north side of the new apron and includes new led taxiway lights and pavements markings. Three bids were received. The low bidder was deemed to be responsible and responsive and proposed a cost that was below the Engineer's Opinion of Probable Cost by 29%. This project was identified as a priority in SARAA's 2025 budget and will be funded through FAA Grants

Motion: A motion was made by Mr. Gross that the Board authorize the Executive Director to execute a construction contract with JVI Group, Inc., in the amount of \$941,171 to construct Phase VII of the South Aircraft Parking Apron Project at GRA. The motion was seconded by Mr. Bashore and unanimously approved.

b) **Access Control and Identity Management System:** Mr. Edwards reported that this is to authorize the Executive Director to execute a professional services contract with Securitas Technology in the amount of \$687,400.00 for a new access control and identity management system at HIA. The current access control system is original to the construction of the terminal building and is no longer supported. Six proposals were received and were evaluated and ranked. Overall system cost was considered during the evaluation but was not the primary factor in the final proposal selection. The top two submittals were selected to provide a demonstration of their proposed solution. Securitas Technology was determined to provide the best solution to meet SARAA's needs. This project is funded under the SARAA Capital Improvement Program.

Motion: A motion was made by Mr. Geistwhite that the Board authorize the Executive Direction to execute a professional services contract with Securitas Technology in the amount of \$687,400.00 for a new access control and identity management system for HIA. The motion was seconded by Mr. Bashore and unanimously approved.

c) **2026 Airshow Agreement for Use of Property:** Mr. Edwards reported that this is to authorize the Executive Director to execute the Agreement for Use of Property with PA Air Show, LLC to organize, manage, and produce the 2026-2028 Air Dot Show Central PA. PA Air Show (PAS) has presented SARAA with a draft Agreement for Use of Property which grants PAS as non-exclusive revocable license to organize Air Dot Show Central PA, and to use SARAA property to host the event for the next three years. The term of the Agreement is for three years, 2026, 2027 and 2028. Sixty (60) days following the conclusion of each event the term shall be automatically extended to facilitate the inclusion of one additional event in the subsequent calendar year. At the close of the event, PAS shall immediately restore the premises to a condition satisfactory to SARAA. SARAA counsel will review and may recommend edits to the final version of the Agreement.

Motion: A motion was made by Mr. Geistwhite that the Board authorize the Executive Director to execute the Agreement for Use of Property with PA Air Show, LLC to organize, manage and produce the 2026 – 2028 Air Dot Show Central PA. The motion was seconded by Mr. Enterline and unanimously approved.

Executive Director's Report

a) Financials & Dashboard: Mr. Edwards reported that YTD Revenues were 13.5 million vs 13.0 budgeted, or 3.9% over budget. Operating Expenses were \$9.7 million vs. \$10.7 million budgeted. YTD Net Operating Revenue was \$3,736,253 or 65.5% over budget. The Variance to Budget was -\$725,540. Adding the Extraordinary Cash Inflows resulted in a Net Position of \$792,664. The Debt Coverage Ratio is 3.11 on a 1.25 requirement. On the Sales and Revenue Summary, YTD enplanements were 12.16% above YTD 2024 enplanements. Food/Gift sales are up 8.4%. Hotel Sales are up 19.5%. Car rental sales are up 7.9%. CFC Days are up 5.3%. On the Accounts Receivable Trade Summary, the total 60-plus day receivables are 3.8% of total outstanding receipts.

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

HIA:

Cargo Apron Expansion, Phase 6: The contract completion date is 8/23/2025. The Landside Cargo Facility RFP was advertised on 6/9/2025.

Replace Passenger Board Bridges: Removed existing PBB/pedestal at Gate C3. Set new pedestal and PBB at Gate C3.

Rehabilitate Escalators: Currently waiting on Buy American Justification and verifying project award status.

Public Restroom Renovations: The contractor is preparing submittals. NTP pending contractor scheduling, anticipated for July.

Capital City Executive Airport:

Construct Parallel Taxiway 8/26 – Design: Working with AECOM to revise scope and fee for FAA review.

Gettysburg Regional Airport:

Construct South Aircraft Parking Apron, Phase VIII/VIX: An October/November 2025 start is anticipated.

Franklin County Regional Airport:

Update Master Plan: Additional comments addressed and returned to FAA for final approval.

c) Enplanement Report: Mr. Edwards reported that May 2025 CXY Operations were down 24% vs May 2024. YTD CXY Operations were down 3% vs 2024. May 2025 MDT Operations were up 6% vs May 2024. YTD MDT Operations were up 8% vs. 2024. May 2025 Air Cargo Tonnage increased 9% vs May 2024. YTD Air Cargo Tonnage was up 5% vs 2024. May 2025 set an Enplanement record, up 9%vs May 2024. YTD enplanements were up 12% vs 2024, and up 1% vs May budget. This was the busiest May ever, up 1.8% over May 2019. United had its busiest month since August 2014. May was the third consecutive month for record traffic and was the third busiest month in airport history.

Looking Ahead: 2Q25 capacity up 9% vs budget. All airlines are offering more service than planned. The airlines will offer nearly 31,000 departing seats per week for sale through mid-

August. Summer capacity will be up 18.4% vs summer 2024. All airlines are up, led by Delta and United. MDT to continue ongoing marketing and social media campaigns promoting expanded service.

Executive Session:

Mr. Leonard convened an Executive Session at 8:56 a.m. to discuss potential and existing litigation matters.. Mr. Leonard reconvened the public Board meeting at 9:49 a.m. No action was taken resulting from the Executive Session.

Board Member Comments:

Dr. Chotiner: Dr. Chotiner said he has been hearing great comments about the Air Show.

Mr. Geistwhite: Mr. Geistwhite thanked staff for their efforts.

Mr. Kuhner: Mr. Kuhner thanked staff for a job well done with the handicap parking issue.

Mr. Leonard: Mr. Leonard reminded the Board members to let staff know if they are interested in attending a conference.

Next Meeting:

**Wednesday, July 30, 2025, 8:00 a.m.
Harrisburg International Airport**

Adjournment:

There being no further business to discuss, Mr. Leonard adjourned the meeting at 8:55 a.m.

Respectfully submitted:

James Gross,
SARAA Secretary

Prepared by Camille Springer