

## **Minutes –April 20<sup>th</sup> 2021**

### **Johnstown, Cambria County Airport Authority**

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The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Rick McQuaide, Chairman at 3:30 pm on Tuesday April 20<sup>th</sup> 2021.

**Members Present:** Rick McQuaide; Mike Parrish; Tim Mcilwain; Jack Babich, via phone; Jim Loncella, via phone; Jonathan Gleason, Via Phone; Melissa Komar, Via Phone.

**Members Absent:** Dave Kalina; George Arcurio III

- **Others Present:** Chad Gontkovic, Airport Manager, Via Phone; Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor; Attorney Tim Leventry, Solicitor; Cory Cree, L.R. Kimball; Dennis Kotzan, Kotzan and Associates, Via Phone; Larry Hoover, Airline Committee Member, via Phone; Randy Griffith, Tribune Democrat. Jim and Dave from Wellington Power.

**Public Comment:** N/A

Bid Opening for RWY 15/33 Lights and Signs. Cory Cree, L.R. Kimball

- Bronder Technical Services, Inc
- Bruce-Merrilees Electric
- Darr Construction
- Wellington Power Corp

Based on the bids received the lowest bidder for the project is Bruce-Merrilees Electric.

Cory Cree will review the bid summaries and the bid tabulations, after the review of the documents Cory Cree will recommend the lowest bidder to the Airport Authority.

**SkyWest/United Report:** Sam Faoliu, JST Station Manager

- See attached report

#### **MINUTES:**

Mike Parrish made a motion to approve the Minutes of the March 16<sup>th</sup> 2021 regular Meeting. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Mike Parrish, Rick McQuaide and Jonathan Gleason

Yay: (7). Nays: None (0)

**FBO Report:** Larry Nulton

See attached report

**Treasure’s Report: Dennis Kotzan**

- Reviewed Financials

Mike Parrish made a motion to approve the March Treasure’s Report. The motion was seconded by Jack Babich and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Mike Parrish, Rick McQuaide and Jonathan Gleason (7). Nays: None (0)

**Manager’s Report: Chad Gontkovic:**

- The Full-Scale Emergency Exercise will be May 15<sup>th</sup> 2021 at 10:00 AM.
- Our office will be receiving quotes to upgrade all restrooms with touchless paper towel and soap dispensers. Cares Act money can be used for this purchase.
- Our office has received the Engineer of Record Qualifications and will be working with the Chairman and the committee to make sure they have all of the information that they need to recommend a Qualified Engineer.

**Maintenance Report: Josh Keyser:**

- Aircraft familiarization training with the military helicopters was completed by our newest staff member. Airfield training is ongoing and progressing well.
- Asbestos removal contractors have been onsite to look at the asbestos removal for hangar 15. General contractors have been on site prior to bidding the site work.
- FAA inspection occurred on April 7. The only discrepancy identified was faded windsocks which were replaced during inspection. The inspector noted an upcoming NFPA requirement for an upgrade to the overfill prevention system for the fuel farm and fuel trucks. The information has been sent to the FBO for their review.
- Paint to remark the airfield has been ordered. A PENNDOT grant to cover the cost of materials is in place. Information was received that there is a possible paint shortage coming in the summer, so the order was placed early. Delivery is expected sometime in late May-early June.

**Kimball’s Engineer’s Report:** Cory Cree, Engineer, L.R. Kimball

**1) Terminal Building HVAC System**

- On-Going: L.R. Kimball is coordinating with KTH Architects and Pyramid Engineering on the design of the project.
- On March 30<sup>th</sup>, Pyramid Engineering was at the Airport to view the site and the existing HVAC system.
- We are looking at a May/June bid timeframe.

PennDOT BOA TA Number	FAA Share (0%)	State Share (50%)	Sponsor Share (0%)	Total Project (100%)
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TA-ACB-2018-JCCAA-00006	\$0.00	\$150,000.00	\$150,000.00	\$300,000.00
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**2) Renovate Hangar 15A and Building 15B**

- a) Bids were received and opened on March 30, 2021. Darr Construction, Inc. was the lower bidder for all four (4) bids: General Construction Contractor, HVAC Mechanical Contractor, Plumbing Mechanical Contractor, and Electrical Contractor. The HVAC, Plumbing, and Electrical bid amounts were less than the Architect's Estimate. However, the General Construction Contractor bid amount exceeded the Architect's Estimate.
- b) We are currently working on a Supplemental Agreement with the Low Bidder to reduce the project cost to within the available grant funding. Prior to awarding the project and prior to the Low Bidder executing a Supplemental Agreement, the draft Award Letter and Supplemental Agreement will be submitted to the County and the funding agency for review and approval.

**3) FFY 2021 Project - Runway 15-33 LED Lights and Signs**

- a) Today is the Bid Opening for this project. L.R. Kimball will review the bids submitted, prepare a bid summary, and a bid tabulation. After reviewing the bids submitted, L.R. Kimball will provide a recommendation regarding grant application and award of the project. L.R. Kimball will also assist the Airport in the preparation of the FAA Grant Application to meet the FAA deadline of May 3, 2021.

Mike Parrish made a motion to submit the FAA Grant Application for the Runway 15-33 LED Lights and Signs project once Cory Cree of L.R. Kimball reviews the bids and sends his recommendation to the Authority office. The motion was seconded by Tim Mcilwain and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Mike Parrish, Rick McQuaide and Jonathan Gleason (7). Nays: None (0)

**4) FFY 2021 Project - Remove Obstructions – Former Blair and Horner Properties**

- a) On April 12<sup>th</sup>, L.R. Kimball provided to the Airport Manager the FAA requested project datasheet, sketch, and cost estimate.

**FFY 2022 Project – Rehabilitate Runway 5-23 LED Lights and Signs**

- b) Environmental forms are due to the FAA by April 30<sup>th</sup> of the year proceeding any FAA Airport Improvement Program (AIP) funded project. Thus, the Environmental Categorical Exclusion (CATEX) form for the referenced FFY 2022 project needs to be prepared and submitted to the FAA by April 30, 2021.
- c) On April 13<sup>th</sup>, L.R. Kimball submitted to the Airport Manager our proposal to prepare the Environmental CATEX form for the referenced project to the meet the FAA deadline of April 30, 2021. The preparation of the CATEX form is a grant eligible expense. Thus, once a grant is issued, the Airport Authority may get reimbursed for the CATEX preparation fee. Please note, L.R. Kimball will not invoice the Airport Authority for the fee to prepare the CATEX form until after the FAA issues the Airport Authority a grant for the referenced project.

### **Solicitors report: Presented by Attorney Tim Leventry**

- **Payment Resolution.** Attorney Leventry's office prepared a Resolution Authorizing Payment of Certain Limited Budgeted Expenditures and Certain Emergency Expenditures. The structure of the Resolution will need to be voted on.
- **Airport Hangar leases.** Attorney Leventry's office prepared Airport Hangar Leases for Frank Burns and Jeffrey Todaro, which contains the following provision:
  - Tenant shall use the Leased Premises for storage of the Tenant's aircraft only and for no other purpose. The Tenant's aircraft must be registered and operational. If the tenant does not store a registered and operational aircraft at the Leased Premises for a period of 30 (30) days during the Term of this Lease, Landlord shall have the right to terminate this lease upon fifteen (15) days written notice.

### **RESOLUTIONS AND MOTIONS:**

#### **A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING PAYMENT OF CERTAIN LIMITED BUDGETED EXPENDITURES AND CERTAIN EMERGENCY EXPENDITURES RELATED TO AIRPORT OPERATIONS.**

The Board adopts this Resolution authorizing the Authority Office to authorize and pay for budgeted expenditures for projects for airport operations costing up to \$5,000.00 without prior Board approval; and the Board authorizes the Authority Office to authorize payment of certain non-budgeted expenditures for an emergency, even if said resolution costs more than \$5,000.00, provided the Airport Office first obtains the Chair of the Board's approval

Tim Mcilwain made a motion to approve the resolution, the motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Mike Parrish, Rick McQuaide and Jonathan Gleason (7). Nays: None (0)

**Committee Reports:**

**Enplanements:**

- The Committee had a few calls with SkyWest and United about the pricing structure.

**Enterprise:**

N/A

**Personnel:**

N/A

**Facility and Administration:**

- The committee will have a meeting to discuss the purchase of new pickup trucks, the furniture purchase, Air Purifier purchase and the Touch Free paper towel and soap dispensers.

**Military:**

- N/A

**The meeting was adjourned at  
4:25 P.M.**

**Minutes approved by:  
Jonathan Gleason**