

Minutes –February 16th 2021, 2020
Johnstown, Cambria County Airport Authority

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Rick McQuaide, Chairman at 3:30 pm on Tuesday February 16th 2021.

Members Present: Rick McQuaide; Dave Kalina; Jack Babich, via phone; Jim Loncella, via phone; Tim Mcilwain, via phone; Jonathan Gleason, Via Phone; Melissa Komar, Via Phone; George Arcurio III, via Phone.

Members Absent: Michael Parrish

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

Public Comment: N/A

SkyWest/United Report
N/A

MINUTES:

Jonathan Gleason made a motion to approve the Minutes of the January 19th 2021 regular Meeting. The motion was seconded by George Arcurio III and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, George Arcurio, Rick McQuaide and Jonathan Gleason (8).

Nays: None (0)

FBO Report: Larry Nulton

- The Hangar 15 grant will be going out to bid in March.

Treasure's Report: Dennis Kotzan

- Reviewed Financials

Jonathan Gleason made a motion to approve the January 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, Dave Kalina, George Arcurio, Rick McQuaide and Jonathan Gleason (8). Nays: None (0)

Manager's Report: Chad Gontkovic:

- Our office met with ATC, TSA, Airport Operations and Sam, SkyWest Station Manager on February 10th.
- The FAA required Table Top Emergency Exercise is schedule for March 4th at 10:00.
 - The Tri-Annual Full Scale Emergency Exercise is scheduled for May 15th.
- The RFQ notice for the Airport Engineer has been published in the Tribune Democrat, Pittsburgh Post-Gazette, and Envirobid.net and on our website.

Maintenance Report: Josh Keyser:

- Johnstown Construction has been scheduled to install 2" of sprayed on type foam insulation. They will be coordinating the installation with Boutique Maintenance to avoid impacts to their operation.
- Our new staff member, Chris, started on February 1, 2021. His training is ongoing and he is progressing well.
- Ongoing snow removal has dominated much of our time in recent days.
- A replacement rubber cutting edge for Loader 17 has been ordered.
- Ongoing normal duties including cleaning and disinfecting of the terminal continues.

Kimball's Engineer's Report: Jim Hood, Engineer, L.R. Kimball

1) SFY 2017 Project – Upgrade and Enhancement of the FBO Building

- a) Hangar Door Issues – CNC Construction, Inc. (CNC) plans to be on-site Friday, February 12th to install longer screws to prevent the sheet metal on the inside of the hangar door from pulling away from the hangar door at the top east side of the hangar door.

2) Renovate Hangar 15A and Building 15B

- a) The project is currently being advertised for bid. Bids are due by and will be opened on March 29, 2021.
- b) A Pre-Bid Meeting has been scheduled for 10:00 AM on March 10, 2021. It will be held in the Terminal Building Conference Room for in-person attendance and will be held virtually at the same time for those who do not attend in-person.
- c) Previously Reported: Asbestos, Lead Paint and Hazardous Materials
 - i) Per the Asbestos, Lead Paint and Hazardous Materials Survey Report for Hangar 15A and Building 15B, it is recommended a licensed asbestos abatement contractor be contracted to remove asbestos-containing materials (ACM). The County would be responsible for paying for the abatement. The Survey Report estimated the abatement cost at \$13,000, which is below the public bidding threshold. Therefore, it would be appropriate for the Airport Authority to obtain and document three (3) written quotes for the abatement. The cost of the abatement is eligible for reimbursement through the grant.

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

- a) Previously Reported:
 - i) On January 6, 2021, L.R. Kimball prepared and provided an Engineering Agreement to the Airport Authority's office.

- (1) The Engineering Agreement will need to be submitted to Tim DeWire, FAA, for his review and approval.
- (2) An Independent Fee Estimate (IFE) will need to be completed and submitted to Tim DeWire, FAA. The IFE involves a third-party reviewing the project scope of work and preparing a cost estimate of the engineering fee. If the IFE is plus or minus 10% of the Engineering Agreement Fee, the FAA will consider the fee reasonable and justified.

Solicitors report: Presented by Attorney Tim Leventry

RFQ for Engineering Services. Attorney Leventry's office prepared Requests for Qualifications for the Purpose of receiving bidders for the Airport's engineer. Additionally we prepared a Notice and form letter for advertising the Request for Qualifications.

Resolutions. Attorney Leventry's office assisted heather in preparing Resolutions concerning the following:

1. Hangar 13 Door Insulation;
2. Office Spending amount limitations;
3. Comcast marketing Plan;
4. Renaming Airfield;
5. Removal of Blair/Horner Property Obstructions; and
6. Website Changes.

RESOLUTIONS AND MOTIONS:

A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE APPROVAL OF THE NAMING OF THE AIRFIELD TO THE BUZZ WAGNER FIELD.

Rick McQuaide would like the Facility and Administration Committee to review the resolution to approve the naming of the Airfield. The Committee will meet, discuss and bring their recommendation to the March 16th Board Meeting.

A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE MARKETING PLAN FOR CONTENT CREATION BY BRIDGE PERSPECTIVE AND WEBSITE AND LOGO UPGRADE BY ANGELA MCKOOL. Resolution Number 2021-0004

Jack Babich made a motion to approve the resolution, subject to the approval of the Solicitor and compliance with the Procurement Act. The motion was seconded by Tim Mcilwain and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, George Arcurio, Rick McQuaide and Jonathan Gleason (8).

Nays: None (0)

A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE APPROVAL OF THE MARKETING PLAN FOR EFFECT TV ADVERTISEMENT in the amount of \$2,500 per month for 4 months. Resolution number 2021-0005.

Jack Babich made a motion to approve the resolution subject to the approval of the Solicitor and compliance with the Procurement Act. The motion was seconded by George Arcurio III and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Jonathan Gleason, George Arcurio and Rick McQuaide (8). Nays: (0)

A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE APPROVAL OF THE REMOVAL OF OBSTRUCTIONS ON THE FORMER BLAIR-HORNER PROPERTY PROJECT. Resolution Number 2021-0006.

Dave Kalina made a motion to approve the resolution. The motion was seconded by Jack Babich and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Jonathan Gleason, George Arcurio and Rick McQuaide (8).
Nays: (0)

Committee Reports:

Enplanements:

- The Enplanements committee met and discussed advertising options with SkyWest.

Enterprise:

N/A

Personnel:

N/A

Facility and Administration:

- Would like to send out Investment RFP's to the local banks.
- A meeting will be scheduled to discuss a few issues.

Military

- A meeting was held on February 4th to discuss the IGSA.

**The meeting was adjourned at
5:05 P.M.**

**Minutes approved by:
Jonathan Gleason**