

Minutes –March 16th 2021

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 March 16th 2021.

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

Members Absent: N/A

- **Others Present:** Chad Gontkovic, Airport Manager; 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, Via Phone. John DeBartola, Angela McKool.

Public Comment: John DeBartola

- Mr. DeBartola would like to know what measures the Airport Authority is going to take in regards to requiring passengers to be vaccinated before traveling.
- Mr. DeBartola would like to know how the Cares Act money is being spent.

Presentation of the new Logo: by Angela McKool

- The concept of the new logo represent wings, and the Conemaugh Gap. The colors represent the blue for the sky and rivers, the green for the mountains.
- Angela will work on the making some small changes to the logo and submit the final logo.

SkyWest/United Report

- Nathen reported on the reports that were attached to the Board Meeting packet.
- Passengers have been pleased with the service and the schedule change.

MINUTES:

Jack Babich made a motion to approve the Minutes of the February 16th 2021 regular Meeting. The motion was seconded by Tim Mcilwain and passed by the following vote:

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

Yay: (9). 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

George Arcurio made a motion to approve the January Treasure’s Report. The motion was seconded by Dave Kalina and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio Rick McQuaide and Jonathan Gleason (9). Nays: None (0)

Manager’s Report: Chad Gontkovic:

- The FAA has determined that John Murtha Johnstown-Cambria County Airport qualifies for the increased 95% federal share on Airport Improvement Program (AIP) grants for FY 2021.
- 2 Cares Act RFR’s have been submitted for a total amount of \$220,947.77.
- We received notification that the Acquire Airfield Maintenance Material Phase 1 has been awarded to the Airport. This grant is a 75/25 Penn Dot grant in the amount of \$63,132.30.
- Meetings with SIA are ongoing.

Maintenance Report: Josh Keyser:

- Our recently hired staff member Chris, has resigned. We re-interviewed and hired our 2nd pick from the last group of applicants. Adam started March 1. His training is underway and he is progressing well.
- The tabletop emergency exercise was conducted on March 4. This is required annually by the FAA. The exercise was part of the planning process for the full-scale exercise to be conducted on May 15. The full-scale exercise is required to be conducted every 3 years.
- Damage to the snow plow for Mobile 2 occurred in February. The frame work of the plow was damaged and I was told to get pricing for a replacement plow. 4 companies were contacted and 3 quotes have been received. 1 quote received was COSTARS eligible.

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

1) Terminal Building HVAC System

- a) On-Going: L.R. Kimball is coordinating with KTH Architects and Pyramid Engineering on the design of the project.
- b) 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%)
TA-ACB-2018-JCCAA-00006	\$0.00	\$150,000.00	\$150,000.00	\$300,000.00

2) Renovate Hangar 15A and Building 15B

- a) The project is currently being advertised for bid, with bids due by and will be opened on March 29, 2021.
- b) A Pre-Bid Meeting was conducted Wednesday March 10, 2021.
- 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 - Runway 15-33 and Taxiway M LED Lights and Signs

- a) On March 5, 2021, L.R. Kimball conducted a design review meeting with Airport Personnel. The project schedule is:
 - i) 3-12-2021 Submitted Design Drawings, Project Specifications, and Engineer's Report to the FAA and PennDOT BOA
 - ii) 3-22-2021 Advertise the project for bid
 - iii) 4-01-2021 Pre-Bid Meeting
 - iv) 4-20-2021 Bid Opening
 - v) 5-03-2021 Submit FAA Grant Application

Solicitors report: Presented by Attorney Tim Leventry

Investment of Authority Funds. By letter dated February 17th, 2021, I advised Chad Gontkovic regarding the law relative to the investment of authority funds. Per Title 53 Pa CAS 5611, the applicable statute, the Board shall invest authority funds consistent with sound business practice and the standards of prudence. 5611(d) sets forth authorized types of investments the authority funds may be invested in:

- (1) United States Treasury Bills
- (2) Short Term obligations of the United States Government or its agencies.
- (3) Deposits in Savings Accounts or Time Deposits insured by the FDIC or the FSLIC or the national Credit Union Insurance Fund to the extent that such accounts are so insured and for any amounts over the insured maximum if approved collateral as provided by the law shall be pledged by the depository.
- (4) Obligations of the United States of America or any of its agencies backed by the full faith and credit of the United States of America of the commonwealth of Pennsylvania.
- (5) Shares of an investment company registered under the Investment Company Act of 1940 whose shares are registered under the Securities Act if the only investments the investment Company is authorized to make for investments of Authority Funds are listed in Paragraphs 1-2 above.
- (6) Sovereign Debt if the instruments are dollar denominated and backed by the full faith and credit of the Sovereign Government and if the investments do not exceed more than two (2%) percent of the market value of the Authority's assets at the time of investment and if the maturity does not exceed fifteen (15) years.

- (7) Commercial Paper rated in the highest rating category shall apply to an Airport Authority Board in a County of a second class. The Cambria County Airport is not a second class county and therefore, commercial paper would not apply.

Attorney Leventry placed the whole section from the statute so everyone could see what authorized investments are. Also, Attorney Leventry spoke to AmeriServ, and they are exploring best rates. Dave Finui from AmeriServ did advise any short term interest rates in FDIC investments are as low as he has ever seen them.

Competition in Award of Contracts. As discussed during the February Board Meeting, Attorney Leventry provided Chad Gontkovic and the Authority members a Position letter dated February 17, 2021 relative to competition in Awards of Contracts. See attached letter for the entire discussion of this issue.

Request for Qualifications (“RFQ”) for Engineering Contract. We amended the draft of the RFQ. The RFQ process is proceeding.

RESOLUTIONS AND MOTIONS:

A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE INVESTMENT OF MONIES UP TO \$650,000.

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: Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio, Rick McQuaide and Jonathan Gleason

Yays: (7)

Nays: None (0)

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

Jim Loncella made a motion to approve the resolution, the motion was seconded by George Acurio and passed by the following vote:

Yeas: Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio, Rick McQuaide and Jonathan Gleason.

Yays: (7), Nays: None (0)

Committee Reports:

Enplanements:

N/A

Enterprise:

N/A

Personnel:

N/A

Facility and Administration:

- Meeting held March 8th and discussed Keystone Opportunity Zone, Terminal furniture, Terminal access and security, investment options, marketing presentations.
- Meeting held March 15th to discuss and agree on the investment option to bring to the board.
 - Terminal Furniture discussion on 3 different quotes that were received and will be discussed further.
 - 24 hour Terminal access and security for overnight passengers and airline employees.
 - Look into different ways to secure parts of the terminal.

Military:

- The committee has a work shop scheduled with SIA on March 24th at 3:00 PM

**The meeting was adjourned at
5:37 P.M.**

**Minutes approved by:
Jonathan Gleason**