

Minutes –May 18th 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 May 18th 2021.

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

Members Absent:

- **Others Present:** Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor; Attorney Tim Leventry, Solicitor; Jake Arden, L.R. Kimball; Larry Hoover, Airline Committee Member, via Phone.

Public Comment: N/A

Engineer of Record: The Engineer of Record Committee Chair Dave Kalina made the recommendation to the Board that L.R. Kimball's be selected for the Engineer of Record.

A resolution of the Johnstown Cambria County Airport Authority Board approving the recommendation from the Airport Record Committee to award the engineer of record contract to L.R. Kimball for the Johnstown Cambria County Airport for a 5 year term.

Jack Babich made a motion to approve the selection of L.R. Kimball for the Engineer of Record for the Johnstown Cambria County Airport for a 5 year term. The motion was seconded by George Arcurio 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)

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

- 10% more passengers than the month before.
- Passengers that are traveling to Chicago are traveling to California. Washington and Montana.
- Passengers that are traveling to Washington DC are traveling to Florida, Georgia or South Carolina.

MINUTES:

Mike Parrish made a motion to approve the Minutes of the April, 20th 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 (9). Nays: None (0)

FBO Report:

See attached report

Treasure's Report:

- Reviewed Financials

Jack Babich made a motion to approve the April 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: Heather Tomasko:

- 2 Cares Act Reimbursements have been submitted to the FAA for approval. The reimbursements included O & M expenses. The amount of the Reimbursements once they are approved will be a total of \$186,797.44.
- The 258th ATC Squadron will be acquiring a large piece of equipment. With their current layout they do not have enough ground to store the equipment. Attorney Leventry advised me to reach out to L.R. Kimball and request a survey cost proposal for the proposed lease area for the 258th equipment. The cost of the Survey is \$985.00.

Maintenance Report: Josh Keyser:

- The triannual exercise is scheduled for May 15. This exercise is required by the FAA every 3 years and involves multiple outside agencies to make the training a success.
- Paint and glass beads for remarking the airfield has been ordered. The delivery date is still unknown.
- Myself and Heather met with Cory Cree, Pyramid engineering and KTH to review the design work for the terminal HVAC project.
- Ongoing grass cutting and fence line maintenance continue as weather allows.
- The annual RWY approach surveys were completed during the FAA inspection. The results have been received and have identified existing obstructions as well as some new ones. Recently purchased Blair/Horner properties were noted as well as tress growing between Airport RD and RT 219. Contact has been made with PennDOT about removal of the trees within the highway right of way.

Kimball's Engineer's Report: Jake Arden, L.R. Kimball

1) Terminal Building HVAC System

- a) On May 10th, L.R. Kimball, KTH Architects, and Pyramid Engineering met with Airport and PennDOT BOA Personnel for a final design review meeting of the project.
- b) We plan to begin advertising the project for bid by the week of May 24th, with a Pre-Bid Meeting on June 2nd, and a bid opening at the June Airport Authority meeting.
- c) The project will be bid with a base bid and add alternates to maximize funding flexibility.
- d) Once the project is awarded to the successful bidder, we estimate the construction phase to take 6 to 8 months including Contractor submittal reviews, equipment order and delivery, and demolition and installation work.

PennDOT BOA TA Number	FAA Share (0%)	State Share (50%)	Sponsor Share (0%)	Total Project (100%)
TA-ACB-2018-JCAA-00006	\$0.00	\$150,000.00	\$150,000.00	\$300,000.00

2) Renovate Hangar 15A and Building 15B

- a) We are currently working on a Supplemental Agreement with the Low Bidder to reduce the project cost to be 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 draft 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) At the April Airport Authority meeting, bids were opened for this project.
- b) L.R. Kimball reviewed the bids submitted, then prepared and distributed a bid summary and a bid tabulation to all bidders.
- c) After reviewing the bids submitted, L.R. Kimball provided a recommendation to the Airport to submit a grant application to the FAA for both the Base Bid (Runway Lights) and Add Alternate Bid No. 1 (Runway Signs).
- d) L.R. Kimball prepared the FAA Grant Application, which was submitted by the Airport on April 28th to meet the FAA deadline of May 3, 2021.
- e) The next step is to await a FAA Grant offer that is anticipated to be issued early to mid-August.

Solicitors report: Presented by Attorney Tim Leventry,

Trevor Yardley Lease Agreement. By letter dated May 3, 2021, I advised Heather Tomasko regarding my review of the Lease Agreement for Trevor Yardley. This Lease expires on September 30, 2021 and has no renewal options. Accordingly, a new lease will have to be negotiated with Dr. Yardley. This Lease was originally entered into for a vacant piece of ground where he built his hangar. The rental for the building is \$87 per month and the rental for the ramp area was \$29.72 per month. The Airport Authority will have to decide what rent they would like to charge Dr. Yardley for his space when the 25 year ground lease expires. My recollection from past circumstances was the Airport Board would compromise somewhere in between the ground rental lease and fair rental value for this hangar. Based upon the location and condition of Dr. Yardley's hangar, it is likely the fair rental value is at least \$1,000 per month. The Facilities Committee will have to make a recommendation to the Board. Once a fair rental figure is determined, we can extend that to Dr. Yardley.

SIA/Army Reserve Contracts. By Memorandum dated May 3, 2021, I advised Tim McIlwain relative to our discussion concerning the SIA/Army Reserve Ground Maintenance and Snow and Ice Contracts and the following talking points:

1. Length of Contract. The contracts are for one (1) year terms with the Government having four (4) one (1) year option periods. The option periods are at the Government's discretion. These one (1) year terms create a difficult situation for the Airport to bid these contracts. The Airport will have to acquire the equipment and manpower to perform these contracts at great cost. If the Airport can only be assured of receiving a one (1) year contract, then the bid cost must be significantly higher than it might otherwise be if these were five (5) year contracts. I suggest discussing a longer contract term, therefore, permitting the Airport to amortize the cost of the equipment over a longer period of time. It is difficult to acquire and train workers, so if people are hired and trained and only work one (1) year, this is time consuming and costly for the Airport but also results in employees being let go

Committee Reports:

Enplanements:

N/A

Enterprise:

N/A

Personnel:

N/A

Facility and Administration:

- The Committee would like to make the recommendation to the board to move forward with the furniture purchase from Avail Business Systems, INC. in the amount of \$90,497.04

Jack Babich made a motion to approve the purchase of the furniture in the amount of \$90,497.04. 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 (9). Nays: None (0)

- The Committee would like to make the recommendation to the board to move forward with the Purchase of the new pick-up trucks contingent on received an updated quote within 2% of the original quote.

Jonathan Gleason made a motion to approve the purchase of the pick-up trucks. The motion was seconded by Jack Babich 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)

Military:

- N/A

Executive session called at 5:00 regarding a personal issue. The Executive session ended at 5:50

**The meeting was adjourned at
5:50 P.M.**

**Minutes approved by:
Jonathan Gleason**

