

**Minutes –February 18th, 2022**  
**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 February 18th, 2022

**Members Present:** Rick McQuaide; Mike Parrish; George Arcurio III; Tim McIlwain; Dave Kalina; Chris McCall; Adam Murphy; Jonathan Gleason late joined via phone at 3:45.

**Members Absent:** Jim Loncella

- **Others Present:** Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Attorney Tim Leventry, Solicitor, Dennis Kotzan: Kotzan and Associates, Dr. Larry Nulton, Nulton Aviation, Larry Hoover, Airline Committee Member, Jim Hood, L.R Kimball Engineer; Nathan JST SkyWest, via phone, Lt Col Frank Shoaf Commander of the 258th, LT. Andrew Dipietro, Airfield Operations office in training, Commissioner Tom Chernisky.

**Public Comment:** Lt. Col Frank Shoaf, Commander of the 258th, LT. Andrew Dipietro, Airfield Operations officer in training, wanted to come to the meeting to introduce themselves and to meet everyone on the Authority Board.

**MINUTES:**

George Arcurio made a motion to approve the Minutes of the January 18<sup>th</sup>, 2022, regular meeting. The motion was seconded by Michael Parrish and passed by the following vote:

Yeas: Adam Murphy, Chris McCall, Mike Parrish, George Arcurio, Tim McIlwain, Dave Kalina and Rick McQuaide (7).  
Nays: None (0)

**SkyWest/United Report:** Nathen, JST SkyWest

- Reviewed the SkyWest reports

**FBO Report: Dr. Larry Nulton:**

- The first grant for 15 A & B has been closed out.
- The charter business is running 3 CRJ 200's running nonstop.

**Treasure's Report: Dennis Kotzan**

- Reviewed Financials

George Arcurio made a motion to approve the Treasurer's report. The motion was seconded Adam Murphy by and passed by the following vote:

Yeas: Jonathan Gleason, Adam Murphy, Chris McCall, Mike Parrish, George Arcurio, Tim McIlwain, Dave Kalina and Rick McQuaide (8). Nays: None (0)

**Manager's Report: Cory Cree:**

The ArkStar Group

- As you may recall, The ArkStar Group, will be running a marketing and advertising campaign for the services provided by SkyWest and United at JST.
- Advertising - ArkStar will began producing advertisements the week of February 7<sup>th</sup>. The week of February 15<sup>th</sup>, ArkStar will give a copy of the ads to both United and our office for review. The marketing ads will then run from the week of February 21<sup>st</sup> through the week of May 20<sup>th</sup>.
- Marketing - ArkStar will meet with businesses, universities, etc. to promote United various discount program. This effort is scheduled for the week of February 28<sup>th</sup>.

#### AAAE Certified Member (C.M.) Program

- As part of my formal offer of employment with the Airport Authority, I am to “complete the Airport Management Certification program recognized by FAA /other Federal, State & local government agencies within two years of hire.”
- AAAE (American Association of Airport Executives) offers a Certified Member (C.M.) Program.
- To become a C.M., a AAAE member must successfully complete a 180-question, multiple-choice examination. AAAE provides electronic study materials, as well as special training courses to help you prepare for the exam.
- This Program covers four (4) Modules, namely:
  - o Module 1 - Finance & Administration
  - o Module 2 - Planning, Construction, & Environmental
  - o Module 3 - Airport Operations, Security, & Maintenance
  - o Module 4 – Communications & Community Relations
- Both Heather Tomasko and I will be completing this Program.

#### Flair of Country – Proposed Café

- In January, the Airport Authority agreed to fund the construction of a café that Flair of Country (FOC) will operate within the Terminal Building.
- Our office prepared a Lease Addendum, which was reviewed by Solicitor Leventry, and then submitted to FOC for review. Once FOC’s approval is received, the Addendum will be executed.
- FOC is in the process of obtaining three quotes for the proposed café. Once three quotes are received, the low responsible bidder will be selected for construction of the café.

#### **Airport Operations Report: Josh Keyser:**

- A sleet/freezing rain/snow event on February 3 required usage of New Deal RWY deicer. This usage prevented bonding of the ice to the pavement making it possible for the operations staff to remove the frozen precipitation and keep the airport open.
- Replacement RWY deicer has been ordered and received to replace the used product.
- Ongoing vehicle tracking within the terminal parking lot continues. This month’s average is 90.6 or 36% of capacity.

#### **Kimball’s Engineer’s Report: Jim Hood**

##### **1. SFY 2017 Project – Upgrade and Enhancement of the FBO Building**

- a. Saint Francis University has submitted invoices for marketing and scholarships. Tran Systems has reviewed the Application and recommends payment in the requested amount of **\$54,171.21. (Board Action Requested)**
- b. Summary of Remaining Grant Funds (PennDOT Grant Phase I MMD-2017-JCCAA-00001) - Previously reported:
  - i. Remaining task is the disbursement of the remaining dedicated grant funds to Saint Francis University (SFU) for scholarships and marketing as detailed below.
  - ii. \$250,000 Grant funds were dedicated to SFU for scholarships (tuition, room, & board) and marketing.
  - iii. To date, SFU has submitted for reimbursements in the amount of **\$157,965.78**.
  - iv. The remaining Grant Balance of **\$92,034.22** is the remaining amount due to SFU.
  - v. The Financial Aid Staff at the Saint Francis University (SFU) estimate that the grant funds dedicated for scholarships and marketing will not be exhausted until the spring of 2024.

vi. During the July 1, 2021 PennDOT BOA Planning Session, the administration of the remaining grant funds was discussed. The PennDOT BOA Staff stated they would need to discuss and to determine if they would be able to extend the grant expiration date, if they would be able to write a new grant for the remaining grant funds, or if they would be able to issue the remaining grant funds to the Airport Authority and have the Airport Authority administer the distribution of funds to the Saint Francis University (for documented, eligible expenses). The PennDOT BOA Staff stated they would discuss this matter internally.

PennDOT BOA Grant Number	FAA Share (0%)	State Share (100%)	Sponsor Share (0%)	Total Project (100%)
MMD-2017-JCCAA-00001	\$0.00	\$2,058,300.00	\$0.00	\$2,058,300.00
PennDOT BOA Grant Number	FAA Share (0%)	State Share (75%)	Sponsor Share (25%)	Total Project (100%)

## 2. SFY 2020 Project - Terminal Building HVAC Upgrades

- a. Darr Construction, Inc. (Darr) has continued providing catalog cut submittals for review and approval.
- b. Darr Construction and FIT Solutions continue working on the project.
- c. A progress meeting was conducted on February 11th.
- d. Based on the allotted Contract Time of 220 Calendar Days, the project was to be completed on or before February 17, 2022; however, Darr Construction Inc. provided a written request to add 103 days to the contract time. With this extension, the project should be complete on or before May 31, 2022. Tran Systems is preparing the change order to extend the contract time.

PennDOT BOA Grant Agreement Number	Total Grant (100%)	FAA Share (0%)	State Share (50%)	Sponsor Share (50%)	Additional Local Share	Total Project Amount
ACB-2020-JCCAA-00007	\$500,000.00	\$0.00	\$250,000.00	\$250,000.00	\$97,528.50	\$597,528.50

## 3. FFY 2021 Project - Runway 15-33 LED Lights and Signs

- a. Bruce and Merrilee's Electric Company has submitted Payment Application Number 1 for work completed. Tran Systems has reviewed the Application and recommends payment in the requested amount of **\$227,981.00. (Board Action Requested)**
- b. Punchlist items remaining include adding soil around signs, fine grading a few disturbed areas, and verifying grass growth. These items will be addressed in the spring when the ground is drier and more suitable for fine grading. Other punch list items include spare light parts.
- c. Tran Systems has start preparing the project closeout documents.
- d. A final change order was issued which included converting as-bid to as-built quantities, repairs to previously damaged conduit and cable in 3 locations, and removal and replacement of a sign foundation, which resulted in an increase in cost of \$12,272.21. Tran Systems will be under budget to offset this increase.

FAA AIP No.	Total Grant (100%)	FAA Share (100%)	State Share (0%)	Sponsor Share (0%)
3-42-0045-056-2021	\$323,135.00	\$323,135.00	\$0.00	\$0.00

**Mike Parrish made a motion to approve the Payment Application of \$54,171.21. The motion was seconded by Adam Murphy and passed by the following vote:**

**Yeas: Jonathan Gleason Adam Murphy, Chris McCall, Mike Parrish, George Arcurio, Tim McIlwain, Dave Kalina and Rick McQuaide (8). Nays: None (0)**

**Mike Parrish made a motion to approve the Payment Application of \$227,981.00. The motion was seconded by Dave Kalina and passed by the following vote:**

**Yeas: Jonathan Gleason Adam Murphy, Chris McCall, Mike Parrish, George Arcurio, Tim McIlwain, Dave Kalina and Rick McQuaide (8). Nays: None (0)**

**Solicitor's Report:** Attorney Tim Leventry

**Flair of Country.** By letter dated January 24, 2022 (attached), I consulted with Cory Cree about the Addendum to the Lease Agreement with Flair of Country Catering and Event Planning, LLC. Since this Addendum was just adding 230 additional square feet to the Lease at no additional rent, I found the lease terms to be satisfactory subject to the following comment:

One issue that normally would not be addressed in a Lease is the issue of cafe staffing listed in Paragraph 5 of the Addendum to Lease. I am concerned if Flair of Country does not staff the cafe during the time set forth in Paragraph 5 what rights would the Airport have to terminate or impose other events of default or terminate the Lease. Should failure to staff be an event of default?

**RACP Grant Agreement.** We reviewed and modified the RACP Grant Agreement between the Airport Authority and Nulton Aviation Services for Hangar 15C. Aside from minor changes, we inserted a clause stating:

Financial responsibility for this project shall be from the State Grant monies and from [Nulton Aviation Services]. The Authority shall have no financial responsibility for work or costs relative to this project unless approved by the Authority Board of Directors.

**KOZ.** By letter dated January 31, 2022, we forwarded three (3) original recorded Deeds regarding the KOZ to Heather Tomasko. This evidenced the KOZ deeds were recorded.

**Advertising of Special Committee Meetings.** With regard to the concerns as to advertising of committee meetings, we again reviewed the recent amendments to Pennsylvania's Sunshine Act to confirm that committee meetings, special or otherwise, must be advertised and the agenda posted. This is based upon an interpretation under the 2021 changes to the law that state while committee meetings do not include votes or other formal board action, they do include discussions deemed deliberations that are subject to public notice requirements and advertising twenty-four (24) hours or more in advance of the specially scheduled meeting.

**New Business/Announcements/Discussion Items:**

- N/A

**Enterprise:**

N/A

**KOZ:**

N/A

**Military:**

N/A

**Personnel:**

N/A

**Facility & Administration:**

N/A

The meeting was adjourned at 4:20 P.M.

Minutes approved by  
Jonathan Gleason