

**Minutes –March 15th, 2022**  
**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 15th, 2022

**Members Present:** Rick McQuaide; Mike Parrish; George Arcurio III; Dave Kalina; Adam Murphy; Jim Loncella; Tim McIlwain; via phone; Jonathan Gleason, via phone

**Members Absent:** Chris McCall

- **Others Present:** Cory Cree, Airport Manager; via phone, 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 Commissioner Tom Chernisky.

**Bid opening**

- Rehabilitate Runway 5-23 LED Lights and Signs.
  - Tech Services, Base bid \$88,995.00, add alternate \$80,658.00 total \$169,653
  - Wellington Power Corp, Base bid \$131,670.02 Add alternate \$168,325.50 total \$299,995.52
  - Bruce & Merrilees Electric Co. Base bid \$75,785.00 Add alternate \$62,980.00 Total \$138,765.00
  - Bonder Technical Services, Base bid \$87,024.56 Add alternate \$69,571.49 Total \$156,596.05
    - The apparent low bidder is Bruce & Merrilees Electric Co., Inc.

For reference the Engineer's Estimate was \$195,360.00 for Rehabilitate Runway 5-23 LED Light sand Signs.

- Remove Obstruction-Former Blair/Horner Properties
  - Marsh Contracting, Base bid \$21,000.00 Add alternate \$39,000.00 Total \$60,000.00
  - Snyder Excavating Base bid \$47,680.00 Add alternate \$24,680 Total \$72,020
  - Berkebile Excavating Base bid \$118,540.00 Add alternate \$41,160.00 Total \$159,700.00
  - Beegley Trees, Base bid \$163,560.00 Add alternate \$98,920.00 Total \$ 262,480.00
  - MTM Enterprises, Base bid \$ 103,400.00 Add alternate \$63,500.00 Total \$166,900.00
    - The apparent low bidder is Marsh Contracting at \$60,000.00

For reference the Engineer's Estimate was \$137,060.00 for the Remove Obstruction-Former Blair/Horner Properties

**MINUTES:**

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

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

George Arcurio made a motion to approve the Minutes of the March 11th, 2022<sup>h</sup> Special Board Meeting. The motion was seconded by Adam Murphy and passed by the following vote:

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

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

- Reviewed the SkyWest reports

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

- Continuing to work with Cory on the RCAP Grant
- The Earmark for 4 million dollars for the Johnstown Airport has been approved

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

## Manager's Report: Cory Cree:

### Hangar Assignment Policy

- The existing hangars are currently occupied and there is a demand for additional hangars.
- We are in the process of planning the construction of additional hangars.
- A policy is needed to specify how hangars will be assigned when space becomes available either by a tenant choosing to not renew a hangar lease and thereby vacating an existing hangar or when new hangars are constructed.
- Our office drafted a Hangar Assignment Policy, which was reviewed with the Facility and Administration Committee and revised based upon that Committee's guidance.
- **Recommendation:**
  - **It is recommended that the Hangar Assignment Policy be formally adopted by the Airport Authority.**
- **The action to formally adopt this Policy is listed on the agenda under the Facility and Administration Committee.**

### CARES Act Budget

- On March 10<sup>th</sup>, the attached CARES Act Budget Summary was reviewed with the Facility and Administration Committee.
- These projects and agreements are reimbursable through the CARES Act.
- 

### TranSystems has provided Engineering and Architectural Agreements

- TranSystems has provided Engineering and Architectural Agreements for the projects and amounts as listed on the CARES Act Budget Summary.
- **Recommendation:**
  - **Excluding the Runway 15 Obstruction Removal project, which was previously approved, we recommend the approval of the execution of these agreements pending the completion of an Independent Fee Estimate (IFE) and the FAA's subsequent review and approval of the agreements.**
  - **We also recommend for a Notice to Proceed (NTP) to be issued to TranSystems contingent upon TranSystems not invoicing the Airport Authority until the engineering agreement is approved by the FAA and executed by the Airport Authority.**
  - **The action to approve these agreements is listed on the agenda under the Facility and Administration Committee.**
- 2006 Gang Mower Replacement (through PA COSTARS)
  - Due to normal wear and tear, at the end of the mower season, the 2006 Gang Mower was, and still is, in need of repair.
  - Repair costs were estimated at approximately \$8,700.00.
  - A new gang mower may be purchased from Hines Equipment through the PA COSTARS Program for \$27,221.35.
  - The existing gang mower may have a small trade-in value of approximately \$1,000.00
  - **Recommendation:**
    - **Based on the age of the gang mower, we recommend the purchase of a gang mower for \$27,221.35 from Hines Equipment through the PA COSTARS Program. This purchase is reimbursable through the CARES Act Grant.**
    - **The action to approve this equipment acquisition is listed on the agenda under the Facility and Administration Committee.**

### **Redevelopment Assistance Capital Program (RACP) Grant - Hangar 15 Complex**

- In January, the Airport Authority approved the Authority being the Grant Applicant/Grant Recipient/Grant Sponsor pending the preparation and execution of an agreement between Nulton Aviation Services, inc. and the Airport Authority.
- The Grant Application requires that a formally approved and signed Resolution be submitted with the Grant Application. Resolution is attached.
- **Recommendation**
  - o **We recommend that the Airport Authority formally approves a Resolution to be signed and submitted with RACP Grant Application for the Hangar 15 Complex.**
  - o **The action to approved of the execution of the Resolution is listed on the agenda under the Facility and Administration Committee.**

### **Airport and Keystone Opportunity Zone (KOZ) Infrastructure**

- Similar to the RACP Grant Application for the Hangar 15, Dr. Nulton has requested that the Airport Authority consider being the Grant Applicant/Grant Recipient/Grant Sponsor for infrastructure i.e., utilities to be installed at the Airport and for the KOZ parcels and development of those parcels.
- Grant Programs include:
  - o Pipeline Investment Program
    - This Program is for costs associated with extending natural gas pipelines to these entities.
    - This a 50% State Share / 50% Local Share grant.
    - Since the Program doesn't specifically list Authorities as an Eligible Applicant, we are in the process of confirming if the Airport Authority is an Eligible Applicant. We have contacted the KSA Group to obtain clarification on this Program.
  - o Business in Our Sites
    - This Program provides grants and loans for the acquisition and development of key sites for future use by businesses, private developers, and others. The Program states, grant funds will be awarded only in combination with a loan. Per the March 9<sup>th</sup> Facility and Administration Committee Meeting, the Committee was okay with the Airport Authority being the Applicant for a Grant, but not the Applicant for a Loan. We have contacted the KSA Group to obtain clarification on this Program.
- As with similar previous grants, Dr. Nulton has stated the Airport Authority would not be financially impacted by either of the proposed grant applications.
- Dr. Nulton has a Federal Earmark that is supposed to be provided for about \$4.2 million that would most likely be used for any match requirements.
- **Recommendation:**
  - o **We recommend the Airport Authority agree to be the Grant Applicant/Grant Recipient/Grant Sponsor for the Pipeline Investment Program only if it is determined that the Airport Authority is an eligible grant applicant.**
  - o **We recommend the Airport Authority agree to be the Grant Applicant/Grant Recipient/Grant Sponsor for the Business in Our Sites only if it is determined that the Airport Authority will not be applying for a loan but will only be applying for a grant.**
  - o **The action to regarding these recommendations is listed on the agenda under the Facility and Administration Committee.**

### **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 advertisements on February 22<sup>nd</sup>. Ads will run the week of February 21<sup>st</sup> through the week of May 20<sup>th</sup>.
- Marketing – During the week of February 28<sup>th</sup>, ArkStar's Cheri Kirkpatrick was on-site and meet with businesses, universities, etc. to promote United various discount programs. Cheri also conducted a presentation in the Airport Conference Room to approximately 11 people representing businesses, sports team, Cambria County, and other organizations.

- Gary Foss has proposed to provide guidance and assistance with meeting and attracting a new air carrier for our EAS. Proposed fee of \$5,000.00.
- Recommendation:
  - o **We recommend that the Airport Authority contract Gary Foss, The ArkStar Group, to assistance with meeting and attracting a new air carrier for our EAS for a fee of \$5,000.00.**
  - o **The action to formally approve this recommendation is listed on the agenda under the Enplanement Committee.**

**Airport Operations Report: Josh Keyser:**

- Contractors continue work on the terminal HVAC project.
- Ongoing tracking of the terminal parking lot capacity continues. The current average number if vehicles is 93 out of 249 spots or 38 % of capacity.
- Ongoing upkeep and general maintenance of the airport grounds buildings and equipment continues.
- Our newest staff member, Tony, started on Friday 3/11. He began training immediately.

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

**1. SFY 2020 Project - Terminal Building HVAC Upgrades**

- a. Darr Construction and FIT Solutions continue working on the project.
- b. The next progress meeting is being scheduled.
- c. 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. TranSystems is preparing the change order to extend the contract time.
- d. Darr Construction has submitted Payment Application Number 1 for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of **\$138,159.00. (Board Action Requested)**

Dave Kalina made a motion to approve the Payment Application #1 to Darr Construction in the amount of \$138,159.00 for the Terminal Building HVAC Upgrades. The motion was seconded by Michael Parrish and passed by the following vote:

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

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

**2. FFY 2021 Project - Remove Obstructions – Former Blair and Horner Properties**

- a. A Prebid Meeting was conducted on March 1st.
- b. The bid opening is at the beginning of this meeting. Based upon review and tabulation of the bids by the Airport's Engineer, TranSystems, we request permission to submit an FAA grant application based on the lowest responsible bidder and once a grant is issued, to award the project to the lowest responsible bidder based upon grant funds available and FAA approval. **(Board Action Requested)**
- c. The grant application will be submitted by March 21, 2022.

3. **FFY 2022 Project - Runway 5-23 LED Lights and Signs**
  - a. A Prebid Meeting was conducted on March 1st.
  - b. The bid opening is at the beginning of this meeting. Based upon review and tabulation of the bids by the Airport's Engineer, TranSystems, we request permission to submit an FAA grant application based on the lowest responsible bidder and once a grant is issued, to award the project to the lowest responsible bidder based upon grant funds available and FAA approval. **(Board Action Requested)**
  - c. The grant application will be submitted by March 21, 2022.
4. **FFY 2022 Project – Construct 2-Unit Hangar**
  - a. Construct 62' x 65' unit hangars between Hangars 11 and 12.
  - b. We have worked with Airport Management to prepare the draft Agreement. An independent fee estimate (IFE) needs to be completed before the agreement can be sent to the FAA for approval. We will assist in preparing the necessary documentation to provide to the consultant completing the IFE.
  - c. The Construction Cost Estimate was updated, and the total price provided to Airport Management.
  - d. To keep the project on schedule, TranSystems requests a Notice to Proceed (NTP) from the Authority. As a contingency of the NTP, TranSystems will proceed with the design but will not invoice the Authority until the IFE is complete, the Agreement and IFE are approved by the FAA, and the Agreement is executed by the Airport Authority. **(Board Action Requested)**
  - e.
5. **FFY 2022 – Construct Car Wash**
  - a. We draft an agreement for this project; however, the project cost was more than budgeted. Therefore, after discussions with the Airport Management, we are approaching the project differently to reduce the costs of the project. This decision was made just shortly before the F&A committee meeting. We are working to revise the agreement. Once the agreement is finalized, an independent fee estimate (IFE) needs to be completed before the agreement can be sent to the FAA for approval. We will assist in preparing the necessary documentation to provide to the consultant completing the IFE.
  - b. To keep the project on schedule, TranSystems requests a Notice to Proceed (NTP) from the Authority. As a contingency of the NTP, TranSystems will proceed with the design but will not invoice the Authority until the IFE is complete, the Agreement and IFE are approved by the FAA, and the Agreement is executed by the Airport Authority. **(Board Action Requested)**
6. **FFY 2022 – Rehabilitate Terminal Parking Lot**
  - a. We have worked with Airport Management to prepare the draft Agreement. An independent fee estimate (IFE) needs to be completed before the agreement can be sent to the FAA for approval. We will assist in preparing the necessary documentation to provide to the consultant completing the IFE.
  - b. The Construction Cost Estimate was updated and provided to Airport Management.
  - c. To keep the project on schedule, TranSystems requests a Notice to Proceed (NTP) from the Authority. As a contingency of the NTP, TranSystems will proceed with the design but will not invoice the Authority until the IFE is complete, the Agreement and IFE are approved by the FAA, and the Agreement is executed by the Airport Authority. **(Board Action Requested)**
7. **FFY 2022 – Terminal Building Renovations**
  - a. We have worked with Airport Management to prepare the draft Agreement. An independent fee estimate (IFE) needs to be completed before the agreement can be sent to the FAA for approval. We will assist in preparing the necessary documentation to provide to the consultant completing the IFE.
  - b. To keep the project on schedule, TranSystems requests a Notice to Proceed (NTP) from the Authority. As a contingency of the NTP, TranSystems will proceed with the design but will not invoice the Authority until the IFE is complete, the Agreement and IFE are approved by the FAA, and the Agreement is executed by the Airport Authority. **(Board Action Requested)**

**8. FFY 2022 – 7-Unit Hangar**

- a. Construct 40' x 48' unit hangars west of the ARFF building.
- b. We have worked with Airport Management to prepare the draft Agreement. An independent fee estimate (IFE) needs to be completed before the agreement can be sent to the FAA for approval. We will assist in preparing the necessary documentation to provide to the consultant completing the IFE.
- c. The Construction Cost Estimate was updated, and the total price provided to Airport Management.
- d. To keep the project on schedule, TranSystems requests a Notice to Proceed (NTP) from the Authority. As a contingency of the NTP, TranSystems will proceed with the design but will not invoice the Authority until the IFE is complete, the Agreement and IFE are approved by the FAA, and the Agreement is executed by the Airport Authority. **(Board Action Requested)**

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

**Resolution Form.**

I reviewed the Resolution Form for approving DCED grants and emailed Cory Cree regarding same.

**Special Meeting.** On March 11, 2022, the Board members held a special meeting via Teams regarding the DCED grant applications for a 100% grants with no local match involving the following:

1. \$261,663.00 for deicing truck. This could be leased to Nulton Aviation.
2. \$59,300.00 for removal of obstructions at the end of Runway 33.
3. \$30,050.00 for testing equipment for ARRF vehicles. This would be used to test the foam in the fire truck, which would save money in the long-run.
4. \$30,946.00 for firefighting and rescue gear; and
5. \$81,235.00 for utility vehicle for security fence maintenance.

**SkyWest.** I reviewed the EAS contract and correspondence regarding SkyWest's termination notice.

**Hangar 15C.** I reviewed the Resolution for the RACP Grant Application for Hangar 15C and by email dated March 11<sup>th</sup> advised Cory Cree I approved the Resolution and requested he provide a detail of what actual renovations at Hanger 15C the money will be used for if Cory Cree had that information.

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

**Committee Reports**

**Enplanements**

- The Committee held a meeting on Monday March 14<sup>th</sup>
  - The committee prepared a press release to inform the public of SkyWest.
  - The Committee will be working to identify and obtain proposals from as many qualified applicants as we can.

Mike Parrish made a motion to retain the services Gary Foss of ArkStar for a 1-month period at a cost of \$5,000 for purposes of identify potential candidates. The motion was seconded by Dave Kalina and passed by the following vote:

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

**Enterprise:**

N/A

**KOZ:**

N/A

**Military:**

N/A

**Personnel:**

N/A

**Facility & Administration:**

**Jim Loncella made a motion to approve and disperse the press release to all media outlets. The motion was seconded by George Arcurio and passed by the following vote:**

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

**Jim Loncella made a motion to approve and adopt the Hangar Assignment Policy. The motion was seconded by George Arcurio and passed by the following vote:**

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

**Jim Loncella made a motion for a Notice to Proceed (NTP) to be issued to TranSystems contingent upon TranSystems not invoicing the Airport Authority until the engineering agreement is approved by the FAA and executed by the Airport Authority. The motion was seconded by Mike Parrish and passed by the following vote:**

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

**Jim Loncella made a motion to approve the purchase of a gang mower for \$27,221.35 from Hines Equipment through the PA COSTARS Program. This purchase is reimbursable through the CARES Act Grant. The motion was seconded by Mike Parrish and passed by the following vote:**

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

**Jim Loncella made a motion to approve the Resolution to be submitted with RACP Grant Application for the Hangar 15 Complex. The motion was seconded by Mike Parrish and passed by the following vote:**

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

**Jim Loncella made a motion that The Airport Authority agreed to be the grant applicant for the Business in Our Sites grant/loan opportunity. The motion was seconded by Mike Parrish and passed by the following vote:**

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

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

**Minutes approved by  
Jonathan Gleason**