

Minutes –July 19th, 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 July 19th, 2022

Members Present: Rick McQuaide; Dave Kalina; Adam Murphy; Jim Loncella; Tim Mcllwain; and Mike Parrish Via phone.

Members Absent: Jonathan Gleason Chris McCall, George Arcurio III

- **Others Present:** Cory Cree, Airport Manager; Heather Tomasko, Assistant Airport Manager; Jim Hood, L.R Kimball Engineer; Nathan JST SkyWest, Dave Sutor, Tribune Democrat; Larry Hoover, Airline Committee member; Tom Chernisky, Cambria Country Commissioner.

Public Comment: N/A

Bid Opening for projects: Jim Hood, L.R Kimball Engineer

- Terminal Building Renovations received a bid from Darr Construction in the amount of \$641,450 and a bid from Mid-State Construction in the amount of \$882,778.
 - The tentative lowest bidder is Darr Construction.
- Construct Car Wash received a bid from Mid-State Construction in the amount of \$299,000 and a bid from James Excavating in the amount of \$183,000.
 - The tentative lowest bidder is James Excavating.
- Rehabilitate Terminal Parking Lot, received a bid from HRI in the amount of \$262,557 and a bid from CriLon Corporation in the amount of \$618,743.
 - The tentative lowest bidder is HRI.
- L.R Kimball will complete a detailed bid tabulation sheet for each project and bidder.
 - Will send out the official results once the bid tabulations and review are completed.

MINUTES:

Jim Loncella made a motion to approve the Minutes of the June 19th, 2022, regular meeting. The motion was seconded by Tim Mcllwain and passed by the following vote:

Yeas: Adam Murphy, Jim Loncella, Tim Mcllwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6).
Nays: None (0)

SkyWest/United Report: Nathen, JST SkyWest

- Reviewed the SkyWest reports

FBO Report: N/A

Treasure's Report:

- Reviewed Financials

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

Yeas: Adam Murphy, Jim Loncella, Tim Mcllwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6).
Nays: None (0)

Manager's Report: Cory Cree:

Acquire ARFF Safety Equipment (AFFF Testing Equipment) – FAA Grant No. 3-42-0045-059-2022

- The FAA issued a grant agreement for the acquisition of AFFF Testing Equipment for the Airport's primary ARFF vehicle. This testing equipment will enable the foam system in the fire truck to be tested without dispersing any foam onto the ground, which conserves foam and is better for the environment. This will be a 100% FAA funded grant in the amount of \$24,857.00.

- With CARES Act Funds, we will acquire fittings for the secondary ARFF vehicle to enable the foam system to be tested in this fire truck as well. The cost of this equipment is \$5,163.76.
A Purchase Order has been issued for the equipment, which is anticipated to be installed in September 2022

Abandoned Vehicle

- A Black Jeep Limited vehicle has been parked in the Terminal Building Parking Lot for at least six months.
- We contacted the vehicle owner in May and June requesting the vehicle to be removed. The vehicle was not removed.
- Our Office contacted Solicitor Leventry, who provided guidance on how to resolve this matter. The guidance was basically:
 - o Our office will contact the Richland Township Police Department and request the police to complete an Abandoned Vehicle Information Form.
 - o Upon the Airport's request, the police shall transfer the report to a licensed salvor (essentially a towing company) to remove, possess, and further process the abandoned vehicle.
 - o After the police are called in and the vehicle is removed from the premises, the issue of the vehicle is no longer the Airport's problem.
- On July 18th, our office contacted the Richland Township Police Department to have the Abandoned Vehicle Information Form completed and the vehicle removed.

Kitchen Exhaust Fan

- There is a large exhaust fan located on the roof of the Terminal Building. The exhaust fan pulls smoke from the kitchen area of the restaurant.
- Recently, the fan failed to pull the smoke from the kitchen area of the restaurant.
- To address this issue and to keep the tenant's facility operational, our office coordinated with Marc Service to address this issue.
- Marc Service rebuilt the exhaust hood with a new shaft, new bearings, and new pulleys. The interior of the unit was degreased and cleaned, and the fan blades were rebalanced. In Marc Service's professional opinion, they feel this rebuild should last several years and did not recommend replacement at this time.
- To verify who is responsible for the associated costs, the Lessor (Airport Authority) or the Lessee (Flair of Country), we contacted Solicitor Leventry's office for guidance. After we receive Solicitor Leventry's guidance, we will meet with the Facility and Administration to discuss this matter further.

Access Road for Keystone Opportunity Expansion Zone (KOEZ)

- As you may recall, in April, U.S. Congressman Glenn "GT" Thompson, as well as U.S. Congressman John Joyce, were at the Airport and announced the \$4M of Community Project Funding (i.e., an earmark) for the referenced project.
- To pair with the \$4M earmark, a Pennsylvania Department of Community & Economic Development (DCED) Grant Application will be submitted by the Cambria County Commissioners, who will prepare and approve a Resolution for the referenced project. The funding is anticipated to be distributed through the Pennsylvania Commonwealth Financing Authority (CFA).
- A letter is needed from the Airport Authority, as the airport property owner, to approve of the proposed development project on Airport property, as well as to accept the responsibility of ownership and maintenance of the Access Road upon the successful completion of this construction project. (See attached Letter.)
- **Recommendation: For Airport Authority, as the airport property owner, to approve of the proposed development project on Airport property, as well as to accept the responsibility of ownership and maintenance of the Access Road upon the successful completion of this construction project as stated in the attached letter.**
The action to approve the letter is listed on the agenda under the Facility and Administration Committee.

Ultra-Low-Cost Carriers (ULCC)

- One of the 2022 goals of the Enplanement Committee is to attract another carrier, such as an Ultra-Low-Cost Carrier (ULCC) i.e., Spirit Airlines, Frontier Airlines, Allegiant Airlines, Breeze Airways, etc.
- On July 11th, the Enplanement Committee met and discussed the pursuit and funding of an ULCC.

- Pursuit of ULCC - Our office contacted Gary Foss, The ArkStar Group (ArkStar), and discussed the possibility of the Airport Authority hiring ArkStar to provide services to pursue an ULCC. Gary is interested in helping the Airport Authority pursue and obtain an ULCC. ArkStar provided a written description of the services they would provide and proposed the following fee schedule:
 - o \$5,000 per month due on the 15th of each month
 - o \$15,000 due when an ULCC publicly files their schedule for service at JST
- Funding of ULCC - If we become successful in attracting an ULCC, we will likely need to financially support/supplement the operation of the ULCC. However, there are FAA Grant Assurances that prevent the Airport Authority from using airport funds to supplement an air carrier's operations. Thus, we would need to look for other alternative and unique funding sources and methods.
 - o On July 12th, Cory Cree met with Lou Crocco and Kim Contino of the KSA Group (KSA) to further discuss the assistance KSA could provide and what approach they would recommend.
 - o KSA's approach to pursue ULCC funded and associated fee structure will be presented and discussed at the next Enplanement Committee meeting.
- Recommendation: Based upon ArkStar's good relationship with our EAS Air Carrier, SkyWest Airlines, our good working relationship with ArkStar, and ArkStar previously prepared and presenting a good proposal to Allegiant, we recommend Airport Authority approve the ArkStar proposal.
- **The action to approve ArkStar's proposal is listed on the agenda under the Enplanement Committee.**

Gas Line Extension

- At previous Airport Authority and Facility & Administration meetings, we discussed the Agreement for Peoples-Gas to extend its main pipeline along Fox Run Road to accommodate the east side hangars.
- At the June Airport Authority meeting, the Authority approved of the execution of the Peoples-Gas Agreement pending either Peoples-Gas accepting the Agreement as revised by Solicitor Leventry or Peoples-Gas requiring minor revisions that Solicitor Leventry would deem inconsequentially.
- On July 15th, I received a call from Peoples-Gas regarding the Agreement.
- Since our next regularly scheduled Facility and Administration meeting is not until August 11th, I suggest we have a brief Executive Session to discuss the information Peoples-Gas provided regarding the Agreement and potentially resolve any issues so that the Agreement may be approved for execution.
- **Recommendations:**
 - o **For the Airport Authority to enter Executive Session to discuss Peoples-Gas' comments regarding the Agreement and to potentially resolve any issues so that the Agreement may be approved for execution.**
 - o **Pending the outcome of the Executive Session discussion, for the Airport Authority to approve the Peoples-Gas Agreement.**
 - o **The action to approve the execution of the Peoples-Gas Agreement is listed on the agenda under the Facility and Administration Committee.**

Airport Operations Report: Josh Keyser:

- ARFF responded to 3 separate calls this month. The first was for an aircraft in distress with landing gear problems. The pilot was able to deploy his landing gear and landed safely without incident. The 2nd call was a fire alarm within one of the military hangars. The building had smoke inside due to a malfunctioning HVAC motor. Richland Fire Dept also responded to these calls. The 3rd response was for an inflight aircraft with an engine fire indicator light. The aircraft made a safe, precautionary landing and there was no fire. A faulty sensor was the cause of the problem.
- Upgrades to the FAA VOR is nearing completion. The contractors will be addressing punch list items and the VOR will then be flight checked prior to becoming usable. I am told the project is still on track for an August completion.
- FAA technicians have been on site troubleshooting problems with the Glideslope/ILS systems. The system has gone offline several times within the last month. They have been able to restore the ILS to operational status but are still examining the root cause.

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 as materials are available.
- b) Since the contract time is being extended, progress meetings are being schedule on an as needed basis.
- c) **Darr Construction has submitted Payment Application Number 4 for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of \$71,460.00. (Board Action Requested)**

Adam Murphy made a motion to approve the payment application #4 Darr Construction in the amount of 71,460.00. The motion was seconded by Dave Kalina and passed by the following vote:

Yeas: Adam Murphy, Jim Loncella, Tim McIlwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6). Nays: None (0)

- d) Based on Chane Order No. 1, the project is to be completed on or before November 30, 2022.

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

2) FFY 2022 – Construct Car Wash

- a) On July 12, the Richland Township Planning Commission approved the Land Development Plans.
- b) A Pre-Bid Meeting was conducted on June 29, 2022.
- c) Addendum No. 1 was issued on July 11th.
- d) Addendum No. 2 was issued on July 14th.

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 award the project to the lowest responsible bidder based upon funds available. (Board Action Requested)

3) FFY 2022 – Rehabilitate Terminal Parking Lot

- a) A Pre-Bid Meeting was conducted on June 29, 2022.
- b) Addendum No. 1 was issued on July12th.

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 award the project to the lowest responsible bidder based upon the funds available. (Board Action Requested)

4) FFY 2022 – Terminal Building Renovations

- a) Airport Management and TranSystems worked with TSA for the revisions of the secure area.
- b) Addendum No. 1 was issued on July 6th.
- c) Addendum No. 2 was issued on July 13th.
- d) Addendum No. 3 was issued on July14th.

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 award the project to the lowest responsible bidder based upon funds available. (Board Action Requested)

Solicitor’s Report: Attorney Tim Leventry

Flair of Country Reciprocal Deed of Right of Way and Easement Agreement ("Agreement"). By email dated July 1, 2022, we forwarded a draft Reciprocal Deed of Right of Way and Easement Agreement with Flair of Country Catering and Event Planning, LLC ("FOC") to Attorney Michael J. Parrish, Jr. requesting the following items:

1. All recording information for the property FOC purchased to construct their building (instrument number, record book number and tax parcel number).
 2. The drawing attached to the email to be updated by CME Engineering to include the metes and bounds descriptions if the right of way area and the parcel purchased by FOC; and
 3. He pays special attention to the requirements of section 4 of the Agreement.
- Upon receipt of these items, we will be able to put the Agreement into final form.

Insurance Update Regarding Cardiac Event. By email dated July 8, 2022, to Dave Kalina, Cory Cree, Rick McQuaide, and Heather Tomasko, I responded to the email of same date from Dave Kalina and Cory Cree (of which I and others were copied) regarding the cardiac event of an employee at the Airport. Both Dave and I agreed Cory did the right thing in reporting the incident to both the health insurance and workers compensation carriers. The prior medical history of the employee and the specific circumstances surrounding the incident will determine which carrier is responsible. If deemed work-related, workers compensations will be responsible for payments to the employee. If it did not deem a work-related incident, the health carrier will be responsible for the medical costs and the Airport's policy on time off will be applicable. Giving the employee more time off than the policy dictates, except for unpaid time, could be precedent- setting and not something the Airport will want to do

Abandoned Vehicle. We researched the issue of the abandoned black jeep on the Airport's property and communicated our findings to Cory Cree by letter dated July 8, 2022, which is attached hereto.

New Business/Announcements/Discussion Items:

N/A

Committee Reports

Enplanements

Pursuit of ULCC

- Recommendation: Based upon ArkStar's good relationship with our EAS Air Carrier, SkyWest Airlines, our good working relationship with ArkStar, and ArkStar previously prepared and presenting a good proposal to Allegiant, we recommend Airport Authority approve the concept of hiring ArkStar at \$5,000 per month with a \$15,000 payment if they are successful at securing a Low-Cost Carrier for Johnstown. The terms of the contract will be identified in writing and shared with our solicitor in advance of anyone signing the contract.

Mike Parrish made a motion to approve to concept to retain ArkStar at \$5,000 per month with a \$15,000 payment if they are successful on finding a ULCC to service JST. Terms to be identified in writing and shared with our Solicitor in advance of anyone signing the contract. The motion was seconded by Jim Loncella and passed by the following vote:

Yeas: Adam Murphy, Jim Loncella, Tim McIlwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6).
Nays: None (0)

Enterprise:

N/A

KOZ:

A KOZ meeting was held. Dr. Nulton briefed the committee the promotion of the KOZ. In March Dr Nulton retained Alton Aviation to do a feasible study regarding building a Maintenance Repair and overhaul Facility (MRO)

Military:

N/A

Personnel:

N/A

Facility & Administration:

Support for Access Road for Keystone Opportunity Expansion Zone (KOEZ)

- Recommendation: For Airport Authority, as the airport property owner, to approve of the proposed development project on Airport property, as well as to accept the responsibility of ownership and maintenance of the Access Road upon the successful completion of this construction project as stated in the letter attached to the Manager's Report.

Jim Loncella made a motion to accept the development project and forward the letter of support to the DCED. The motion was seconded by Dave Kalina and passed by the following vote:

Yeas: Adam Murphy, Jim Loncella, Tim McIlwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6). Nays: None (0)

Executive Session Called to order by chairman Rick McQuaide at 4:58 to discuss the gas line extension agreement. Executive session ended at 5:18

Gas Line Extension Agreement

Jim Loncella made a motion to recommend that the Airport Authority moves forward with execution the agreement with Peoples Natural gas to install a line to support our development. In accordance with the agreement, they provided. The motion was seconded by Dave Kalina and passed by the following vote:

Yeas: Adam Murphy, Jim Loncella, Tim McIlwain, Dave Kalina, Rick McQuaide, and Mike Parrish (6). Nays: None (0)

The meeting was adjourned at 5:20 P.M.

Minutes approved by
Jonathan Gleason