**Minutes –February 21, 2023**

**Johnstown, Cambria County Airport Authority**

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Chairman Rick McQuaide at 3:30 pm on Tuesday February 21st, 2023.

**Members Present:** Rick McQuaide; Jolene Wesner; Ed Cernic Jr.; Jim Brazill; Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason

**Members Absent**: Tim McIlwain

* **Others Present:** Cory Cree, Airport Manager; Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor; Jim Hood, L.R Kimball Engineer, Via Phone; Attorney Tim Leventry, Solicitor; Dennis Kotzan, Accountant, VIA Phone; Nathan JST SkyWest, Dr. Larry Nulton, Nulton Aviation, Larry Hoover, Randy Griffith, Tribune Democrat Reporter, Via Phone; Philip Brezovic: Cambria County Commissioner Tom Chernisky.

**Public Comment:** N/A

**MINUTES:**

* Jonathan Gleason made a motion to approve the minutes of the January 17th, 2023, Board Meeting. The motion was seconded by Jolene Wesner and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

* Jonathan Gleason made a motion to approve the minutes of the February 9th, 2023, special Board Meeting. The motion was seconded by Jolene Wesner and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

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

* Reviewed the SkyWest reports.

**FBO Report: Dr. Larry Nulton**

* Finishing the Hangar 15 project**.**
* Working with St. Francis on the Maintenance Training Facility

**Treasure’s Report:**

* Reviewed Financials

Ed Cernic Jr. made a motion to approve the Treasure’s Report. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

**Manager’s Report: Cory Cree:**

**Line of Credit**

* As approved at last month’s Airport Authority meeting, we in the process of setting up a Line of Credit (LOC) through AmeriServ Financial. AmeriServ needs a Resolution executed by the Airport Authority to authorize the appropriate parties to sign the documents for the LOC. We prepared a Resolution, which was reviewed and revised by Solicitor Leventry. (See attached.)

**Recommendation: We recommend that the Airport Authority approve the execution of the attached Resolution.**

**The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

**Certificate of Deposit (CD) Rates**

* As approved at last month’s Airport Authority meeting, we acquired two (2) CDs with AmeriServ Financial.

At the beginning of February, the Federal Reserve raised interest rates 0.25%. Based on that rate increase, we are coordinating with AmeriServ to determine if they will offer any higher CD interest rates.

We will coordinate with the Finance and Administration Committee and anticipate having a recommendation for the Airport Authority’s March meeting.

**Routes Americas 2023 – Air Service Development Conference**

* On March 21 – 23, 2023, Gary Foss (ArkStar Group), Rick McQuaide, and I will be attending the Routes Americas 2023 Conference in Chicago, Illinois. We will be meeting with Ultra-Low-Cost Carriers during the conference. Thus, we may not be able to participate in the March 21st Airport Authority meeting.

**Operations Report: Josh**

* Fire extinguishers that were used during the deicer truck fire have been recharged by Blues Fire Service and returned to service.
* A failure of one of the large garage doors at the operations building required a service call to Overhead Door Company. The failed garage door had one of the large snowplow trucks blocked in the building with forecasted winter weather coming. The cause of the failure was one of the large garage door springs and the connection components between the 2 springs.
* A failed hydraulic fitting on the snow broom air blast system required replacement. Parts were overnighted from the manufacturer, MB, and were installed thus returning the machine to full operation.

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

# SFY 2020 Project - Terminal Building HVAC Upgrades

* 1. All punch list items have been completed.
	2. Darr Construction has submitted Payment Application Number 8 - Final for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of **$10,168.80. (Board Action Requested)**

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |

Jonathan Gleason made a motion to approve the Payment Application Number 8 to Darr Construction in the amount of $10,168.80. The motion was seconded by Jolene Wesner and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

# FFY 2022 – Terminal Building Renovations

* 1. Darr Construction has submitted Payment Application Number 1 for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of **$122,004.27. (Board Action Requested)**

Ed Cernic Jr made a motion to approve Payment Application Number 1 to Darr Construction in the amount of $122,004.24. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

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

**General Session Matters:**

During the previous month, our office worked on the following items on behalf of the Johnstown-Cambria County Airport Authority (the "Authority"):

**Resolution.** Our office prepared a resolution authorizing and directing Cory Cree, Heather Tomasko or Chairman Rick McQuaide to sign all credit agreements, loan documents, accounts and investments pertaining to the Airport.

**Right to Know Request.** By letter dated January 20, 2023, our office responded to a Right to Know Request from Janis Farese of American Transparency dated the same day.

**Development Agreement.** We prepared a Development Agreement between the Airport Authority and Nulton Aviation Services, LLC ("Nulton") relative to needed renovations for the Hangar 15 Complex to support a Joint Venture between the Airport, Nulton Aviation Services and St. Francis University offering specialized aviation maintenance and other aviation related courses leading to licensed certification and/or degrees from the University.

**Committee Reports:**

**Finance and Administration** Jonathan Gleason, (Chair), George Arcurio, Ed Cernic Jr., and Dennis Kotzan

**Line of Credit**

**We recommend that the Airport Authority approve the execution of the attached Resolution.**

Jonathan Gleason made a motion to approve the execution of the attached Resolution. The motion was seconded by George Arcurio III and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Mike Parrish; George Arcurio III; Jonathan Gleason (8). Nays: None (0)

**Enplanements:** Mike Parrish, (Chair), Jonathan Gleason, Adam Murphy, Larry Hoover, and Larry Nulton

 **N/A**

**Facility and KOZ:** Tim McIlwain, (Chair), Mike Parrish, Jim Brazill and Dennis Kotzan

 **N/A**

**Military:** Adam Murphy, (Chair), Tim McIlwain, and Jolene Wesner

 **N/A**

**Personnel:** George Arcurio, (Chair), Ed Cernic Jr, Jolene Wesner

**N/A**

**9. Resolutions**

**10. Adjournment**

The meeting was adjourned at 4:32 pm **The meeting was Minutes approved by**

 **Jonathan Gleason**