

**Minutes –January 17th, 2023**

**Johnstown, Cambria County Airport Authority**

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The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Chairman Rick McQuaide at 3:30 pm on Tuesday January 17th, 2023.

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

**Members Absent:** N/A

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

**Public Comment:** N/A

**MINUTES:**

George Arcurio made a motion to approve the minutes of the December 20<sup>th</sup>, 2022, Board Meeting. The motion was seconded by Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim McIlwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

- Reviewed the SkyWest reports.

**FBO Report: Dr. Larry Nulton**

- Working on introducing Educational Aviation Codes called CIP to High Schools.

**Treasure's Report:**

- Reviewed Financials

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

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim McIlwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

**Certificate of Deposit (CD) Rates**

- On January 12<sup>th</sup>, the Finance and Administration Committee met and discussed this item.
- We currently have three CDs with AmeriServ Financial with interest rates ranging from 0.48% to 0.65%, each having a one-time waiver of the penalty for early withdrawal.
- With interest rates on the rise, we have compiled interest rates offered for various periods from multiple financial institutions.
- The highest interest rate offered is 4.25% with a term of 18-months from AmeriServ Financial.
- On December 2<sup>nd</sup>, December 28<sup>th</sup>, and January 12<sup>th</sup>, we spoke with Kurt Fetzer, Vice President, Commercial Loan Officer, AmeriServ Financial, regarding CD Rates and a Line of Credit (LOC).
- We have also examined the Airport Authority general checking account balance over the last several years and are of the opinion that we can move from the general checking account to a CD \$500k and not affect the Airport Authority's operating budget.

- **Recommendation:**

- **We recommend that the Airport Authority take the \$1.4M from the existing three CDs and \$500k from general checking and invest them in four CDs with AmeriServ Financial as listed below.**
  - **\$250,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$250,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$650,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$750,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**

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

#### **Line of Credit**

- On January 12<sup>th</sup>, the Finance and Administration Committee met and discussed this item.
- We have a Line of Credit (LOC) in an amount of \$750,000.00 with the First Commonwealth Bank.
  - o On October 25<sup>th</sup>, the First Commonwealth Bank notified our office that the current LOC is under a London Interbank Offered Rate (LIBOR) index, which is going away.
  - o To keep the LOC with the First Commonwealth Bank, the index would need to change to a One Month Secured Overnight Financing Rate (SOFR) plus 2.50%. As of November 8, 2022, the SOFR was 3.42%. Thus, the LOC rate would be 3.42% + 2.50% = 5.92%.
  - o The annual renewal fee for the LOC with First Commonwealth Bank is \$100.00.
- On December 2<sup>nd</sup>, December 28<sup>th</sup>, and January 12<sup>th</sup>, we spoke with Kurt Fetzter, Vice President, Commercial Loan Officer, AmeriServ Financial, regarding CD Rates and a Line of Credit (LOC). Mr. Fetzter presented three (3) options for our LOC, namely:
  - o Option 1 - Floating at Wall Street Journal Prime (7.50% as of 1/3/2023)
  - o Option 2 - One Month Term SOFR (4.36% as of 1/3/2023) plus 2.00%
  - o Option 3 - AmeriServ Deposit Account APY plus 2.00%
  - o The commitment fee for the LOC with AmeriServ Financial is \$100.00.
- **Recommendations:**
  - o **Since the annual fee/committee fee is only \$100.00, we recommend that the Airport Authority establish a Line of Credit (LOC) in the amount of \$750,000.00 through AmeriServ Financial via Option 3 as listed above and as outlined on the January 3, 2023 letter from AmeriServ Financial.**
  - o **We also recommend that the Airport Authority closes the Line of Credit account with the First Commonwealth Bank.**

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

##### **Hold Room Expansion Study Proposal**

- On January 12<sup>th</sup>, the Finance and Administration Committee, as well as the Facility and KOZ Committee, met and discussed this item.
- As we pursue an Ultra-Low-Cost Carrier (ULCC), we know the Terminal Building Hold Room for passengers after they go through TSA screening is insufficient in size and seating for the number of passengers anticipated with both an ULCC and our current air carrier. Therefore, we asked TranSystems to provide a proposal to increase the seating capacity and size of the Hold Room without the expansion of the overall footprint of the building.
- On December 19<sup>th</sup>, TranSystems provided a Letter Agreement for Professional Consulting Services for the Concept Design of Hold Room Expansion. The proposed fee is \$9,800.00.
  - o If the Airport Authority also engages TranSystems for a larger Master Plan/Feasibility Study to expand the Terminal Building, this will be credited back to the Airport Authority as a reduction to the Master Plan/Feasibility Study fee in the amount of \$9,600.00.
- **Recommendation:**
  - o **We recommend that the Airport Authority approve the execution of the December 19, 2022 TranSystems Letter Agreement for Professional Consulting Services for the Concept Design of Hold Room Expansion in the amount of \$9,800.00.**

#### **The action to approve this item is listed on the agenda under the Facility and KOZ Committee**

##### **Hangar 15 Renovations**

- On January 12<sup>th</sup>, the Finance and Administration Committee, as well as the Facility and KOZ Committee, met and discussed this item.
- As you may recall, in 2020 and 2021, a portion of Hangar 15 was renovated with a Multimodal Transportation Fund (MTF) Grant through the Commonwealth of Pennsylvania administered by the Commonwealth Financing Authority (CFA).
- Since then, additional grant funds were pursued to complete the renovations.

- By letter dated December 6, 2021, Nulton Aviation Services, Inc. (NAS) was notified of approval of a \$575,000 Redevelopment Assistance Capital Program (RACP) grant for Hangar 15C Renovations. This a 50% RACP Share / 50% Local Share grant. Thus, the State Share is \$575,000 and the Local Share is \$575,000.
  - o Dr. Larry Nulton had an appraisal of the hangar completed, which may be counted as the Local Share. Thus, \$575,000 (State Share) is available for eligible construction costs.
  - o Engineering and Architectural Fees are not an eligible cost.
    - Cambria County has allocated \$68,583.66 of ARPA funding to the Airport Authority to be used for renovations to the Hangar 15 Complex.
  - o On February 10, 2022 the Airport Authority and NAS entered into a RACP Grant Agreement for Hangar 15C in which the Airport Authority will be the Grant Applicant and Grant Recipient, if a grant is received, and NAS will be responsible for the Local Share and all project and/or grant cost overruns.
- On March 15, 2022, the Airport Authority executed a Resolution for the grant amount of \$575,000, as required per the RACP grant requirements.
- The RACP Grant has two (2) requirements unique to RACP funding, namely a Fidelity Bond and Article VIII regarding the selling and leasing of property. Solicitor Leventry was consulted on both of these items.
  - o Fidelity Bond - We plan to request the State to waive the Fidelity Bond requirement, since the Airport Authority is not required to have a Fidelity Bond for any other grant programs from which we receive funding. If the State does not waive the requirement, we will ask the State to provide the amount of coverage required. We have contacted our Insurance Broker who verified they can provide a quote for a Fidelity Bond, if the state requires a bond.
  - o Article VIII
    - To fund the RACP Program, the Commonwealth sells tax-exempt GO bonds to support its program reimbursements. In order to maintain the tax-exempt status of the bonds, the Commonwealth has implemented requirements regarding the sale and lease of property that receives funding through an RACP grant.
    - For the leasing of property, the RACP grant requires the lease amount to be a discounted amount based on the amount of RACP funds received. However, since the current lease with Nulton Aviation was in-place prior to any improvements to Hangar 15, Solicitor Leventry believes the current lease with Nulton Aviation is in compliance with the grant requirements. In the event the Airport Authority would want to lease a portion of this property in the future, we would have to review the discounted lease calculation formula to determine the appropriate lease rate.
- The RACP grant is a reimbursement program, which allows the Grantee to begin design and construction work prior to the grant application being approved and the grant agreement being executed. As a reimbursement program, the Grantee must first incur and pay for the expenses then be reimbursed by the State.
  - o On January 11<sup>th</sup>, I spoke with Dr. Nulton, who plans to obtain a bridge loan for the project.
- We have been coordinating with TranSystems and Dr. Nulton regarding the project scope of work and the associated engineering work order and fee. On January 10<sup>th</sup>, TranSystems provided an engineering work order for the referenced project.
  - o The engineering work order amount of \$62,880.00 is less than the amount allocated (\$68,583.66) by the County for this project. The remaining allocated funds could be used for the bid advertisement and any other project costs required of the Airport Authority.
  - o We have reviewed the engineering work order and find it satisfactory.
- **Recommendation**
  - o **We recommend that the Airport Authority approve the execution of the January 10, 2023 TranSystems Engineering Work Order in the amount of \$62,880.00.**

**The action to approve this item is listed on the agenda under the Facility and KOZ Committee Airport Rehabilitate Taxiways A & A1 (Crack Sealing, Seal Coating and Pavement Marking)**

- On January 12<sup>th</sup>, the Finance and Administration Committee, as well as the Facility and KOZ Committee, met and discussed this item.
- One of our FAA Federal Fiscal Year (FFY) 2023 projects is to Rehabilitate Taxiway A and A1. This project will include pavement crack sealing, pavement seal coating, and pavement marking.
- This project is budgeted for in our FAA ACIP (Airport Capital Improvement Program) and in our 2023 Airport Authority Budget. This project will be funded at a minimum of 90% FAA Share, 5% State Share, and 5% Local (Airport Authority) Share.
- TranSystems has provided an Engineering Work Order for the design, bidding, and construction administration phase services for this project.

- We have reviewed the Engineering Work Order and have found it satisfactory.
- Prior to the FAA providing their concurrence, the FAA will require an IFE (Independent Fee Estimate) to be completed.
- **Recommendation: We recommend that the Airport Authority approve the execution of TranSystems' Engineering Work Order in the amount of \$50,193.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order.**

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

**Rehabilitate Taxiway B2 (Crack Sealing, Seal Coating and Pavement Marking)**

- On January 12<sup>th</sup>, the Finance and Administration Committee, as well as the Facility and KOZ Committee, met and discussed this item.
- One of our FAA Federal Fiscal Year (FFY) 2023 projects is to Rehabilitate Taxiway B2. This project will include pavement crack sealing, pavement seal coating, and pavement marking.
- This project is budgeted for in our FAA ACIP (Airport Capital Improvement Program) and in our 2023 Airport Authority Budget. This project will be funded at a minimum of 90% FAA Share, 5% State Share, and 5% Local (Airport Authority) Share.
- TranSystems has provided an Engineering Work Order for the design, bidding, and construction administration phase services for this project.
  - We have reviewed the Engineering Work Order and have found it satisfactory.
  - Prior to the FAA providing their concurrence, the FAA will require an IFE (Independent Fee Estimate) to be completed.
- **Recommendation: We recommend that the Airport Authority approve the execution of TranSystems' Engineering Work Order in the amount of \$11,744.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order.**

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

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

- On January 10<sup>th</sup>, Gary Foss, The ArkStar Group, provided some preliminary information of an air service development conference titled Routes Americas 2023.
- Information on the conference may be found at [www.routesonline.com](http://www.routesonline.com)
- General Information: March 21 – March 23, 2023  
Chicago, Illinois  
Registration Fee: TBD (Gary Foss is working on determining the registration fee.)
- Purpose of attending the conference: Discuss and negotiate future air services with senior professionals from the region's leading airlines, airports and other aviation stakeholders at Routes Americas 2023. Meet and network with your key targets during an exclusive program of face-to-face meetings and hospitality events, hear from high-profile speakers and industry leaders during the Routes Americas 2023 conference program and showcase your brand's unique marketing messages to a qualified audience through a range of sponsorship and exhibition opportunities.
- **Recommendation:**
  - **We recommend that the Airport Authority approve to pay for the expenses of registration, transportation (air fare), lodging, and meals for Gary Foss, Cory Cree, and one Airport Authority member to attend the Routes Americas 2023 conference in Chicago, Illinois. (Since the registration fee is unknown at this time, the Airport Authority may want to provide their approval contingent on the registration fee not exceeding a predetermined amount.)**

**The action to approve this item is listed on the agenda under the Enplanement Committee**

**Operations Report: Josh**

- On Christmas eve a frozen water line in the control tower ruptured and cause substantial damage to the tower. The RAPCON was able to be reopened after a few days but the control tower is still closed while repairs to the physical environment as well as repairs and replacement of electronic equipment continues. The tower is expected to be open before the end of the month. NOTAM's have been sent and impacts to flights has been minimal.

- New LED exterior lighting has been installed in the commuter parking area as part of the terminal upgrade project. This increased nighttime visibility thus making a safer environment for passengers and staff. The temporary light plant has been put away.
- On 1/6 a representative from Cincinnati Insurance was onsite to inspect and register the terminal buildings boilers and the operations building air compressor. There were 3 discrepancies identified with the boilers and all are minor and are being actively corrected to bring the boilers into compliance. They have requested a lock out style electrical disconnects, and manual resets on the boiler protection and on the low water cutouts.

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

**1) FFY 2021 Project - Remove Obstructions – Former Blair and Horner Properties**

- The contractor submitted a substantially complete notice on January 4<sup>th</sup>. TranSystems will conduct a substantially complete inspection on January 13<sup>th</sup>.
- While working to remove trees, the Contractor identified that the trees inside Airport Road’s right of way (ROW) were not included in the contract. TranSystems is waiting on the Contractor to provide the necessary backup to prepare a change order.
- Marsh Contracting has submitted Payment Application Number 2 for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of **\$29,484.08. (Board Action Requested)**

FAA AIP No.	Total Grant (100%)	FAA Share (100%)	State Share (0%)	Sponsor Share (0%)
3-42-0045-061-2021	\$96,695.20	\$96,695.20	\$0.00	\$0.00

George Arcurio made a motion to approve the Treasure’s Report. The motion was seconded by Adam Murphy and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

**RCAP Grant for Hangar 15 Complex.**

By letter dated January 5, 2023 (attached hereto), we advised Cory Cree and Rick McQuaide concerning this matter.

On January 11, 2023, after discussion with Bill Locher of Somerset Trust and Cory Cree from the Airport Authority, the following was determined:

1. The Commonwealth of Pennsylvania through Governor Wolfs office on December 6, 2021, has issued an approval of a \$575,000 Redevelopment Assistance Capital Grant Program (RACP Grant). This letter was written to Nulton Aviation Services and was not formal and final approval. Cory Cree and Larry Nulton's office have obtained extensions from the State relative w finalizing the application for the RCAP Grant.
2. Cory Cree has advised that he and Nulton Aviation are working with Lou Crocco in finalizing the formal application for the Grant to the State and same should be completed in the relatively near future.
3. After speaking with Bill Locher, Senior Vice President of Somerset Trust, he advises that Somerset Trust would be willing to give a \$575,000 bridge loan until the RCAP money is obtained. The bridge loan will have to be to the Airport Authority. I advised Mr. Locher the structure of this loan must require Larry Nulton or Nulton Aviation to pledge additional collateral through a "Hypothecation" Agreement to the bank to secure the \$575,000 bridge loan. The \$575,000 bridge loan will be an interest only loan until the RCAP final approval is obtained. Once the final approval is obtained whatever collateral Larry Nulton or Nulton Aviation pledges collateral for the

\$575,000 bridge loan will be released and replaced by the RCAP Grant. Upon receipt of the RCAP Grant monies, Somerset Trust bridge loan will be paid off.

Mr. Locher will discuss these terms with Larry Nulton. The timing and the need for the money by Nulton Aviation to complete Hangar 15 will determine how expeditiously this bridge loan is documented and completed.

In consultation with Dennis Kotzan, we reviewed the Pennsylvania Municipal Authority's Act relative to authorized investments by Municipal Authorities including the Airport Authority. For purposes of clarity, I am attaching herewith a copy of the Statute itself so the Board Members can read exactly what the Statutes states relative to investments by a Municipal Authority. The question originally posed to me was whether or not the Municipal Authority could invest in a money market account and the answer is yes, provided it is insured by the FDIC. Banks will also provide additional collateral security to cover larger accounts, so if we wish to maintain higher balances in the accounts than \$250,000, I can make arrangements with the bank for them to provide additional security relative to said accounts.

### **Committee Reports:**

**Enplanements:** Mike Parrish, (Chair), Jonathan Gleason, Adam Murphy, Larry Hoover, and Larry Nulton  
**Routes Americas 2023 – Air Service Development Conference**

#### **Recommendation:**

- **We recommend that the Airport Authority approve to pay for the expenses of registration, transportation (air fare), lodging, and meals for Gary Foss, Cory Cree, and one Airport Authority member to attend the Routes Americas 2023 conference in Chicago, Illinois. The cost should not exceed \$10,500.**

Ed Cernic Jr. made a motion to approve the The motion was seconded by George Arcurio and passed by the following vote:

- Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

### **Certificate of Deposit (CD)**

#### **Recommendation:**

- **We recommend that the Airport Authority take the \$1.4M from the existing three CDs and \$500k from general checking and invest them in four CDs with AmeriServ Financial as listed below.**
  - **\$250,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$250,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$650,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**
  - **\$750,000 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal**

We recommend that The Airport Authority invest \$750,000 into an 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal and \$250,000 in to an 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal with AmeriServ Financial and remove \$500,000 from general checking to be placed into the CD.

Ed Cernic Jr. made a motion to approve The Airport Authority invest \$750,000 into an 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal and \$250,000 in to an 18-month CD at 4.25% interest rate with a one-time waiver of the penalty for early withdrawal with AmeriServ Financial and remove \$500,000 from general checking to be placed into the CD. The motion was seconded by Tim Mcllwain and passed by the following vote:

- Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

### **Line of Credit**

#### **Recommendations:**

- **We recommend that the Airport Authority establish a Line of Credit (LOC) in the amount of \$750,000.00 through AmeriServ Financial based on our Certificate of Deposit Account with a APY plus 2.00% interest rate.**
- **We also recommend that the Airport Authority closes the Line of Credit account with the First Commonwealth Bank.**
- George Arcurio made a motion to approve the Airport Authority establish a Line of Credit (LOC) in the amount of \$750,000.00 through AmeriServ Financial based on our Certificate of Deposit Account with a APY plus 2.00% interest rate.

We also recommend that the Airport Authority closes the Line of Credit account with the First Commonwealth Bank the motion was seconded by Mike Parrish and passed by the following vote:

- Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

### Hold Room Expansion Study Proposal

**Recommendation:**

**We recommend that the Airport Authority approve the execution of the December 19, 2022 TranSystems Letter Agreement for Professional Consulting Services for the Concept Design of Hold Room Expansion in the amount of \$9,800.00.**

George Arcurio made a motion to approve the execution of the December 19, 2022 TranSystems Letter Agreement for Professional Consulting Services for the Concept Design of Hold Room Expansion in the amount of \$9,800.00. The motion was seconded by Mike Parrish and passed by the following vote:

- Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

### Hangar 15 Renovations

**Recommendation:**

**We recommend that the Airport Authority approve the execution of the January 10, 2023, TranSystems Engineering Work Order in the amount of \$62,880.00.**

- George Arcurio made a motion to approve the execution of the January 10, 2023, TranSystems Engineering Work Order in the amount of \$62,880.00. The motion was seconded by Mike Parrish and passed by the following vote:

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

### Rehabilitate Taxiways A & A1

**Recommendation:**

**Recommendation: We recommend that the Airport Authority approve the execution of TranSystems' Engineering Work Order in the amount of \$50,193.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order.**

George Arcurio made a motion to approve the execution of TranSystems' Engineering Work Order in the amount of \$50,193.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order The motion was seconded by Mike Parrish and passed by the following vote.

Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

### Rehabilitate Taxiway B2

**Recommendation:**

**Recommendation: We recommend that the Airport Authority approve the execution of TranSystems' Engineering Work Order in the amount of \$11,744.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order**

Ed Cernic Jr. made a motion to approve the execution of TranSystems' Engineering Work Order in the amount of \$11,744.00 pending the completion of an IFE and the FAA providing their concurrence of the Engineering Work Order motion was seconded by George Arcurio and passed by the following vote:

- Yeas: Rick McQuaide; Jolene Wesner; Ed Cernic Jr; Jim Brazill Adam Murphy; Tim Mcllwain; Mike Parrish; George Arcurio III; Jonathan Gleason (9). Nays: None (0)

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

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

**9. Resolutions**

The meeting was adjourned at 5:28 pm

**The meeting was Minutes approved by  
Jonathan Gleason**



