

Minutes –June 20th, 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 **June 20th, 2023**

Members Present: Rick McQuaide; Tim McIlwain; Jolene Wesner; Ed Cernic Jr.; Jonathan Gleason; George Arcurio III and Jim Brazill, vis phone.

Members Absent: Adam Murphy and Mike Parrish

Others Present: Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor; Dr. Larry Nulton, Nulton Aviation; Bernie Dunegan TranSystems; Attorney Terry Graffius; Dennis Kotzan, Accountant, vis phone, Nathan Pilkington, JST SkyWest General Manager, Larry Hoover, Enplanement Committee Member and Tom Chernisky, Cambria County Commissioner

Public Comment: N/A

MINUTES:

- George Arcurio made a motion to approve the minutes of the May 16th, 2023, Board Meeting. The motion was seconded Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

- George Arcurio made a motion to approve the minutes of the May 26th, 2023, Special Board Meeting. The motion was seconded Jolene Wesner and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

- George Arcurio made a motion to approve the minutes of the June 7th, 2023, Special Board Meeting. The motion was seconded Ed Cernic and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

SkyWest/United Report: Nathen, JST SkyWest

- Reviewed the SkyWest reports.

FBO Report: N/A

Treasurer's Report:

- Reviewed Financials

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

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

Manager's Report: Cory Cree:

Smoking/Vaping Policy

- On Monday, June 12th, the Personnel Committee met and reviewed the Smoking/Vaping Policy that was approved at the May 16th Airport Authority meeting.

- The Committee agreed that smoking/vaping is unhealthy, is not the image we want to present, and we don't want smoking/vaping to occur directly in-front of the Terminal Building allowing smoke to come into the Terminal Building. However, we do not want to create or enforce a policy that will discourage passengers from using the Airport.
- Attached is the proposed revised smoking/vaping policy that allows individuals to smoke or vape in their personal vehicle when their vehicle is a minimum of 50-feet from any building on all Airport property. Smoking/Vaping would remain not permitted at any other location on Airport property.
- Solicitor Leventry has reviewed the attached Policy Letter and found it acceptable.
- **Recommendation: We recommend that the Airport Authority approve the attached revised Smoking/Vaping Policy.**
- **The action to approve this item is listed on the agenda under the Personnel Committee.**

Training

- I recently attended Active Shooter Training by Bubba Fatula at the Summerhill Borough Fire Department.
 - o The training lasted approximately 2 hours and provided guidance on the RUN, HIDE, FIGHT approach.
- The Personnel Committee agreed that this would be a good training course for our Airport Authority staff, as well as anyone working at the Airport.
- We contacted Bubba Fatula to determine the cost and schedule to offer this training to the Airport Authority staff, as well as anyone from Hertz, TSA, SkyWest, Flair of Country, and Nulton Aviation Services that would desire to attend.
- The Active Shooter Training would cost \$350.00 and would be scheduled for July 2023.
- **Recommendation: We recommend that the Airport Authority approve the Active Shooter Training by Bubba Fatula of The Fatula Group, LLC in the amount of \$350.00.**
- **The action to approve this item is listed on the agenda under the Personnel Committee.**

Executive session called at 3:58 P.M. by Chairman Rick McQuaide. The executive session ended at 4:22 P.M.

Operations Report: Josh Keyser

- Replacement brushes for the snow broom have been delivered. Typically, we get 1 season of usage per brush set.
- Handheld radios programmed to our vehicle/vehicle frequency have been ordered and received. These allowed for efficient communication during special events as well as during normal duties.
- CAF & Aerium events went smoothly. Advanced planning and coordination resulted in safe and well attended events. Positive feedback was received both about the events, and the airport in general.
- Ongoing normal duties to include general cleaning and upkeep, vehicle and equipment service and repairs, grass cutting, etc. continue as needed and required.
- Ongoing fence line clearing, and upkeep continues as staffing allows.

Kimball's Engineer's Report: Bernie Dungen

1) SFY 2017 Project – Upgrade and Enhancement of the FBO Building

- a) SFU provided an invoice for the 2022-2023 school year scholarships for reimbursement. TranSystems has reviewed the invoice and recommends payment in the requested amount of \$46,500.00. **Board Action Requested.**
- b) Summary of Remaining Grant Funds (PennDOT Grant Phase I MMD-2017-JCCAA-00001):
 - 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 \$204,465.78.
 - iv) The remaining Grant Balance of \$45,534.22 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.

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%)
MMD-2017-JCCAA-00002	\$0.00	\$375,000.00	\$125,000.00	\$500,000.00

- TranSystems has reviewed Saint Francis University's Invoice No. 7 (SFU Invoice #08: 02-5185-1120) for Scholarships and/or Marketing, which are grant reimbursable. The invoiced amounts are within the Grant's budgeted amount for SFU Scholarships and/or Marketing. Therefore, TranSystems recommends payment in the requested amount of **\$46,500.00**.

Ed Cernic Jr. made a motion to approve payment #8 for Saint Francis University in the amount of \$46,500.00. The motion was seconded Tim Mcllwain and passed by the following vote:

Yeas: Rick McQuaide, Tim Mcllwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

2)SFY 2020 Project - Terminal Building HVAC Upgrades

a) TranSystems is preparing the grant closeout paperwork.

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

1) FFY 2022 – Terminal Building Renovations

- a) Darr Construction completed work on the lighting for this project and a final punch list was completed.
- b) Darr Construction has submitted Payment Application #2 for work completed. TranSystems has reviewed the Application and recommends payment in the requested amount of \$51,395.73. **Board Action Requested**
- c) Darr will work with Flair of County for the exterior door replacement.
- d) Darr construction will be replacing 2 flat roofs on the terminal building.

Terminal Building Lighting – Contract C-1

- TranSystems has reviewed Darr Construction, Inc.'s Payment Application No. 2-Final and recommends payment in the requested amount of **\$51,395.73**.

Jonathan Gleason made a motion to approve payment Application No. 2 to Darr Construction for in the amount of \$51,395.73. The motion was seconded Tim Mcllwain and passed by the following vote:

Yeas: Rick McQuaide, Tim Mcllwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
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"):

Donald McAnulty Properties. We completed title searches on the two (2) properties the Donald McAnulty Estate have up for online auction sale. By letter dated June 12, 2023, we advised Cory Cree regarding the title search results for the properties owned by Donald McAnulty, who passed away February 21, 2023 (attached). The properties are not subject to any mortgages, judgments, tax liens or delinquent taxes; therefore, the Airport Authority would be able to receive clear title to the properties if purchased via the online auction site. The inheritance taxes on the properties, however, will be the responsibility of Mr. McAnulty's Estate.

Electrical Vehicle Charging Stations Grant / Sourcewell as a Cooperative Procurement Agency. By letter dated June 12, 2023 (attached), we advised Cory Cree and Heather Tomasko regarding the use of Sourcewell, a cooperative purchasing agency out of Minnesota relative to obtaining the services of a contractor for the Electrical Vehicle Charging Stations for 80/20 grant monies. The contractor has to assume the 20% cost so the Airport Authority has no out-of-pocket costs. We had various telephone conversations with Sourcewell, COSTARS and Sourcewell contractors doing this work. Based on our research and queries, we determined the Airport Authority may utilize Sourcewell for this project without competitive bidding.

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

Smoking/Vaping Policy

- We recommend that the Airport Authority approve the attached revised Smoking/Vaping Policy.

Ed Cernic Jr. made a motion to approve the revised Smoking/Vaping Policy. The motion was seconded Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

Training

- We recommend that the Airport Authority approve the Active Shooter Training by Bubba Fatula of The Fatula Group, LLC in the amount of \$350.00.

Jolene Wesner made a motion to approve the Active Shooter Training in the amount of \$350.00. The motion was seconded Ed Cernic Jr and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
Nays: None (0)

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

Potential Property Acquisition

- We recommend that the Airport Authority approve bidding to purchase the Tax Map Parcel Numbers 50-3-121.4 and 50-2-145. When making the motion, a bid amount not to exceed should be determined.

Jonathan Gleason made a motion to authorize our Manager and Committee Members to further investigate the possible purchase of property Tax Map Parcel Numbers 50-3-121.4 and 50-2-145 and to approve the Manager and Committee Members to possibly purchase just the listed parcel numbers up to an acceptable amount. The motion was seconded by Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain; Jolene Wesner; Ed Cernic Jr; Jonathan Gleason, Jim Brazill and George Arcurio III. (7).
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

9. Resolutions

10. Adjournment

The meeting was adjourned at 4:40 pm

**Minutes approved by
Jonathan Gleason**