

**Minutes –February 20<sup>th</sup> 2024**  
**Johnstown, Cambria County Airport Authority**

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The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Rick McQuaide at 3:30 pm on Tuesday **February 20<sup>th</sup>, 2024.**

**Members Present:** Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr via phone.

**Members Absent:** Tim Mcllwain

**Others Present:** Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser Airport Operations Supervisor, Angela Rok TranSystems; Attorney Tim Leventry, Solicitor; Dennis Kotzan, Accountant; Nathan Pilkington, JST SkyWest General Manager, Larry Hoover, Airline Committee Member, and Dave Hurst, Tribune Democrat reporter.

**MINUTES:**

George Arcurio made a motion to approve the minutes of the January 16th,2024 Board Meeting. The motion was seconded by Mike Parrish and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

**SkyWest/United Report:** Nathen, JST SkyWest  
Reviewed the SkyWest reports.

**FBO Report: Dr. Larry Nulton**  
N/A

**Treasurer's Report:**  
Reviewed Financials

George Arcurio made a motion to approve the Treasurer's Report, the motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

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

**Acquire ARFF Safety Equipment (PPE)**

- For 2024, we have planned for the replacement of the Airport Aircraft Rescue and Firefighting (ARFF) Personal Protective Equipment (PPE). The purchase of the ARFF PPE is a budgeted expense and an FAA Federal Fiscal Year (FFY) 2024 project, that will be funded with a 95% FAA Share, 2.5% State Share, and 2.5% Local Share. Additionally, for this equipment acquisition, our office will handle all administrative and grant paperwork. Thus, the only project cost will be to acquire the equipment.
- The purpose of this project is to replace Airport Aircraft Rescue and Firefighting (ARFF) gear that is nearing the end of its useful life. FAA Part 139 and NFPA 1971 and 1851 require firefighting gear to be retired 10 years from the date of manufacture. This gear is essential for the protection of Airport Operations Personnel required to perform firefighter duties during Airport emergency incidents and accidents. This gear will also be utilized for continued and ongoing training to maintain firefighter knowledge and skills, thus making the response to an aircraft incident and accident by the Airport Operations Personnel safe and efficient. Thus, the airport users, i.e., the

public, will benefit from this equipment acquisition by having properly equipped Airport Operations Personnel to provide firefighting during an emergency.

- We obtained two (2) quotes for this project.
  - o The FireStore submitted a quote of \$37,749.00, which is PA Co-Stars pricing.
    - When using PA Co-Stars, we are not required to obtain additional quotes, since PA Co-Stars is a public procurement program.
    - Our Airport Operations staff requested the purchase of the PPE from The FireStore, since the PPE quoted is a recognized name brand, which they are familiar with and comfortable using.
  - o All American Fire Equipment submitted a quote of \$31,465.00, which is Sourcewell pricing.
    - For a previous electrical vehicle charging grant application, Solicitor Leventry investigated the use of Sourcewell pricing for our projects.
      - Per Solicitor Leventry’s June 12, 2023 letter, he concluded that the Airport Authority may enter into a contract with a Sourcewell Contractor for the electrical vehicle contract without further bidding. In the future, if the Airport Authority elects to utilize a Sourcewell Contractor, he believes we should do so on a case-by-case basis by confirming with Sourcewell their bid process for the respective type of contract the Airport may be considering.
    - Our Airport Operations staff did not want to purchase the PPE quoted by the All American Fire Equipment, since the brand was unfamiliar.
    - Based on the brand of our current self-contained breathing apparatus (SCBA), the All American Fire Equipment was unable to provide a quote for the eye glass spectacle kit.
- Proposed Project Cost

Description	Total
Acquire ARFF PPE	\$37,749.00
Total Project Cost	\$37,749.00
FAA Share (95%)	\$35,861.00
State Share (2.5%)	\$944.00
Local Share (2.5%)	\$944.00

- **Recommendation:** We recommend that the Airport Authority approve the submission of a grant application for the purchase of ARFF PPE from The FireStore per their submitted quote of \$37,749.00 and approve the award of the project to The FireStore pending the FAA’s approval of the grant application and issuance of a grant offer.
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

**ARFF (Airport Aircraft Rescue and Firefighting) Training**

- On February 6<sup>th</sup>, we met with Richland Township Fire Department’s (FD) Training and Safety Officer. He informed us of an Airport Fire Fighter 40-Hour Course offered at the Pittsburgh International Airport FAA Regional Fire Training Facility. The course is being offered June 3-7, 2024, and September 23-27, 2024.
- The Richland Township FD would like to have their four (4) full-time fire fighters take this course and have asked the Airport to participate in paying for the course, since Richland Township FD has a mutual aid agreement in-place to provide firefighting services at the Airport. It was also mentioned that the Richland Township FD may also want to send some of its volunteer fire fighters to this course.
- We only have one (1) Airport Operations Staff who previously completed this course.
- We have three (3) Airport Operations Staff who would benefit from and would like to take this course.
- The estimated cost breakdown is below.

Richland Township Fire Department (assume 4 attendees)

Course Cost (Per Person)	Certification Test <sup>1</sup> (Per Person)	Hotel Cost <sup>2</sup> (Per Person)	Per Diem (Per Person)	Subtotal (Per Person)	Number of Attendees	Total Estimated Cost
\$950.00	\$175.00	\$0.00	\$250.00	\$1,375.00	4	\$5,500.00

Airport Operations Staff (assume 3 attendees)

Course Cost (Per Person)	Certification Test <sup>1</sup> Per Person)	Hotel Cost (Per Person)	Per Diem (Per Person)	Mileage (Per Person)	Subtotal (Per Person)	Number of Attendees	Total Estimated Cost
\$950.00	\$175.00	\$1,000.00	\$250.00	\$175.00	\$2,550.00	1	\$2,550.00
\$950.00	\$0.00	\$1,000.00	\$250.00	\$175.00	\$2,375.00	2	\$4,750.00

Notes

1. Only fire fighters with IFSAC/Pro-Board Fire Fighter II are eligible to take the Certification Test.
2. The Richland Township FD staff plan to stay at a local fire house, thus eliminating the hotel cost.

Total Estimated Training Cost

Richland Township Fire Department (assume 4 attendees)	\$5,500.00
Airport Operations Staff (assume 3 attendees)	\$2,550.00
Airport Operations Staff (assume 3 attendees)	\$4,750.00
<b>Estimated Total</b>	<b>\$12,800.00</b>

- On February 8<sup>th</sup>, I discussed this training with the FAA. The training is not eligible for funding through the FAA AIP (Airport Improvement Program) nor the FAA BIL (Bipartisan Infrastructure Law) Program. The FAA did suggest that the Airport Operations Staff training should be eligible through the CARES Act.
- On February 9<sup>th</sup>, we received email confirmation from the CARES Act Team that Airport Operations Staff training is eligible for funding through the CARES Act. We were also reminded that payroll, utilities, cleaning services, and debt service are expenses eligible for reimbursement.
- We currently have approximately \$38,500 remaining in our CARES Act Grant. We could submit current payroll and utilities expenses to redeem the remaining grant funds and then apply them to any Airport expenses, such as this training.
- **Recommendation No. 1: We recommend that the Airport Authority approve a donation of \$5,500.00 to the Richland Township Fire Department for their four (4) full-time fire fighters to take the Airport Fire Fighter 40-Hour Course.**
- **Recommendation No. 2: We recommend that the Airport Authority approve for three (3) Airport Operations Staff to attend the Airport Fire Fighter 40-Hour Course.**
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

**Airport Operations Report:**

- A garage door spring on the rear of the terminal building failed. SkyWest uses this door for their aircraft ground support equipment. The springs were replaced, and the door readjusted and tested. Repairs were made by Overhead Door Co.
- The roll up garage door on the car wash building has suffered a substantial failure. The drum that the door rolls up onto has separated and became unusable. The manufacturer was contacted, and the parts and repairs will be covered under warranty. Temporary repairs were been made to make the door usable while waiting for the manufacturer to make permanent repairs. Repairs were made on 2/7/24.
- A failed high voltage electrical connection that is used by the airline for heating the aircraft deicer fluid failed. Electricians were contacted and have removed the faulty components and have installed the replacement parts. This cost will be covered by the airline.
- Preparations for the annual FAA inspection are underway. Paperwork is being complied for the inspector.

**Kimball's Engineer's Report: Angela Rok**

**1) FFY 2022 Project – Construct 2-Unit Hangar**

- a) The contractor is installing roofing and exterior as weather allows.
- b) Darr submitted Application and Certification for Payment #7. TranSystems has reviewed the application and recommends payment in the requested amount of \$62,867.32. **Board Action Requested.**

FAA AIP No.	Total Grant (100%)	FAA Share (100%)	State Share (0%)	Sponsor Share (0%)
3-42-0045-063-2023	\$2,452,823.00	\$2,452,823.00	\$0.00	\$0.00

**2-Unit Corporate Hangar - Darr Construction, Inc.'s Payment Application No. 7 \$62,867.32**

**Recommend approval of payment.**

Mike Parrish made a motion to approve Darr Construction, Inc.'s Payment Application No. 7 \$62,867.32. The motion was seconded by Adam Murphy and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

**2) Rehabilitate Hangar 15, Phase 2**

- a) Final Inspection was held on February 4<sup>th</sup>.
- b) TranSystems is preparing the final documents and the grant closeout paperwork for this project.
- c) Darr submitted Application and Certification for Payment #5. TranSystems has reviewed the application and recommends payment in the requested amount of \$51,889.90. **Board Action Requested.**

**Hangar 15 Renovations - Darr Construction, Inc.'s Payment Application No. 5 \$51,889.90**

**Recommend approval of payment.**

Mike Parrish made a motion to approve Darr Construction, Inc.'s Payment Application No. 5 \$51,889.90 The motion was seconded by Adam Murphy and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

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

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

**Flair of Country.** By email dated February 7, 2024, I advised Cory Cree the Board may go into executive session to discuss lease economics pertaining to Flair of Country.

**Allen Wright.** By email dated February 16, 2024 from Heather Tomasko, we received a request for various medical records from The MCS Group, Inc. ("MCS") pertaining to Allen G. Wright. By letter dated February 19, 2024, I advised Theresa Bacha of MCS the Authority went through the last six (6) years of its records without finding anything pertaining to Mr. Wright. I also advised the MCS request did not indicate a starting state for the records requested. I suggested if Mr. Wright worked at the Johnstown-Cambria County Airport Authority prior to six years ago, we would need to know the dates so Airport Authority personnel can attempt to locate same in older stored records. The Airport Authority is willing to comply with the request, provided we have accurate information. I also proposed Mr. Wright may have worked for a private company who performed business at the actual Airport but did not work for the Airport Authority (i.e. the FBO). I requested Ms. Bacha ascertain exactly who Mr. Wright worked for and when he worked there and if he did not work for the Airport Authority, please let us know that as well.

## **Committee Reports**

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

### **Acquire ARFF Safety Equipment (PPE)**

**We recommend that the Airport Authority approve the submission of a grant application for the purchase of ARFF PPE from The Fire Store per their submitted quote of \$37,749.00 and approve the award of the project to The Fire Store pending the FAA's approval of the grant application and issuance of a grant offer.**

George Arcurio made a motion to the submission of a grant application for the purchase of ARFF PPE from The Fire Store per their submitted quote of \$37,749.00 and approve the award of the project to The Fire Store pending the FAA's approval of the grant application and issuance of a grant offer. The motion was seconded by Ed Cernic Jr. and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

### **ARFF (Airport Aircraft Rescue and Firefighting) Training**

**We recommend that the Airport Authority approve a donation of \$5,500.00 to the Richland Township Fire Department for their four (4) full-time fire fighters to take the Airport Fire Fighter 40-Hour Course. And we recommend that the Airport Authority approve for up to three (3) Airport Operations Staff to attend the Airport Fire Fighter 40-Hour Course.**

George Arcurio made a motion to approve a donation of \$5,500.00 to the Richland Township Fire Department for their four (4) full-time fire fighters to take the Airport Fire Fighter 40-Hour Course and approve for up to three (3) Airport Operations Staff to attend the Airport Fire Fighter 40-Hour Course The motion was seconded by Ed Cernic Jr. and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

**Aviation Council of Pennsylvania (ACP)**

**We recommend that the Airport Authority approve a donation of \$1,000 to the Aviation Council of Pennsylvania (ACP) for their advocacy fundraising campaign.**

George Arcurio made a motion to approve the minutes of the January 16th,2024 Board Meeting. The motion was seconded by Mike Parrish and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio and Ed Cernic Jr (7). Nays: None (0)

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

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

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

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

Restaurant Sub-Committee met on January 3<sup>rd</sup>,2024.

Executive Session was called to order at 4:07 PM to discuss the Restaurant area lease.  
Executive session ended at 4:42 P.M.

**9. Resolutions**

**10. Adjournment**

The meeting was adjourned at 4:43 P.M.

**Minutes approved by  
Jonathan Gleason**