

Minutes –January 16th 2024
Johnstown, Cambria County Airport Authority

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Rick McQuaide at 3:30 pm on Tuesday **January 16th, 2024.**

Members Present: Rick McQuaide, Jonathan Gleason via phone Mike Parrish, via phone Jim Brazill, via phone Tim Mcllwain; and Jolene Wesner

Members Absent: Adam Murphy, Ed Cernic Jr and George Arcurio III

Others Present: Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser Airport Operations Supervisor, Bernie Dunegan 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:

Tim Mcllwain made a motion to approve the minutes of the December 19th, 2023, Board Meeting. The motion was seconded by Jolene Wesner and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Tim Mcllwain; and Jolene Wesner (6). 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

Jolene Wesner made a motion to approve the Treasurer's Report, the motion was seconded by Tim Mcllwain and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Tim Mcllwain; and Jolene Wesner (6). Nays: None (0)

Manager's Report: Cory Cree:

Local Share Account (LSA) Grant Program

- As stated at last month's meeting, in November, we submitted grant applications for the Terminal Parking Lot Expansion project and the Jet A Fuel Tank project.
- In December, we addressed some questions from the economic development analyst that is reviewing our application regarding the Terminal Parking Lot Expansion project. We also learned that the Commonwealth Financing Authority (CFA) Board will not make a decision on which applications to approve for funding until at least September 2024.

KSA Group – 2024 Grant Funding Pursuits

- On December 29th, we had a conference call with the KSA Group to review 2024 grant funding pursuits. The list of funding pursuits was reviewed with both the Finance and Facility Committees.

- We have asked the KSA Group to attend a future Airport Authority meeting, possibly in February or March, to provide a presentation on the services they provide.

SkyWest Airlines Marketing

- Per their EAS proposal, SkyWest Airlines committed annual funds for marketing. With those funds, the ArkStar Group is currently running a marketing campaign that will run from December 15, 2023 through March 15, 2024.
- The ArkStar Group has been providing weekly updates on their current digital marketing campaign.
- The ArkStar Group will do another marketing campaign in 2024 using SkyWest's committed marketing funds.

FAA Owned NAVAIDS

- We received the attached letter and Memorandum of Agreement (MOA) for the FAA regarding the existing NAVAIDS (navigational aids) that the FAA owns and maintains.
 - o The MOA is a proposed Agreement between the Airport Authority and the FAA.
 - o The MOA, once executed, would succeed previous agreements.
 - o There is no cost consideration associated with the MOA.
 - o The Term of the MOA would be from October 1, 2022, through September 30, 2042.
 - o The MOA would allow the FAA to construct, operate, and maintain FAA owned NAVAIDS, communication aids, and weather aids for the support of Air Traffic Operations, as they currently do.
- I have reviewed the MOA and found it acceptable.
- Solicitor Leventry has reviewed the MOA and found it acceptable.
- The MOA was presented to the Facility and KOZ Committee at their most recent meeting.

Recommendation: We recommend that the Airport Authority approve the execution of the Memorandum of Agreement.

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

Airport Operations Report:

- On January 4 Cory and I attended the progress meeting for the new 2-unit hangar project and the hangar 15 projects.
- On January 5, Cory and I attended a quarterly briefing from TSA/Homeland security.
- The failed RWY 5/23 LED edge light that was installed with the rehab 5/23 project has been returned to us from the manufacturer. Repairs were made and were covered under warranty.
- A backorder for TWY edge light bulbs has caused us to look beyond our normal suppliers. I was able to locate some reasonably priced bulbs to maintain us until our regular order arrives. It is unknown when we will receive our order which was placed in mid-October.
- Repeated winter weather events have dominated much of our time to maintain a safe and operational facility. All staff members have been working longer hours and on days off to ensure the airport remains open and safe.

Kimball's Engineer's Report: Bernie Dungen

1) FFY 2022 Project – Construct 2-Unit Hangar

- a) The building frame installation is completed; the contractor is waiting on soffit material deliveries to install the roof.
- b) Darr submitted Application and Certification for Payment #6. TranSystems has reviewed the application and recommends payment in the requested amount of \$412,506.82. **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

Tim McIlwain: made a motion that the Airport Authority approve payment in the requested amount of \$412,506.82 to Darr Construction. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Tim McIlwain; and Jolene Wesner (6). Nays: None (0)

2) FFY 2023 Runway 33 Obstruction Removal

- a) The engineering agreement has been sent to the FAA and still waiting their concurrence.
- b) Design and bidding for the project has been completed.
- c) 3 bids were received, Richardson Tree and Landscape Co. Inc. was the low bidder at \$49,848.50.
- d) A grant application has been completed and submitted to the FAA.

3) Terminal Building Hold Room Expansion.

- a) Darr Construction, Inc. will be on-site to review the project area and to develop cost estimates.

4) Rehabilitate Hangar 15, Phase 2

- a) The project has been progressing well with most interior finishes completed.
- b) Final Inspection is scheduled for February 4th.

5) FFY 2024 Fox Run Road Widening and Rehabilitation

- a) TranSystems is working on the preliminary design and is on track to meet the project timelines for funding.
- b) Traffic Study and coordination meeting taking place in the next few weeks.
- c) Boring and infiltration testing takes place the week of January 22nd.
- d) Utility Coordination on going.

6) SFY 2023 Hangar 15 Apron, Parking lot, and Relocate Fence/Gate

- a) TranSystems is working on the preliminary design and is on track to meet the project timelines for funding.
- b) Boring and infiltration testing takes place the week of January 22nd.
- c) Utility Coordination on going.

7) FFY 2024 RJ Hangar - Concrete Pad Floor, Apron, and Taxilane

- a) The engineering agreement has been sent to the FAA and still waiting their concurrence.
- b) TranSystems is working on the preliminary design and is on track to meet the project timelines for funding.
- c) Boring and infiltration testing takes place the week of January 22nd.
- d) Utility Coordination on going.

Solicitor's Report: Attorney Tim Leventry

Temporary License Agreement. We reviewed the Temporary License Agreement prepared by Cory Cree relative to the farming of approximately ten (10) acres of the Airport's property by Dennis Garretson and Alex Hoffman. We made minor changes and returned to Cory Cree to obtain the gentlemen's signatures.

Cooperation Agreement. By letter dated December 28, 2023, we forwarded the Cooperation Agreement finally signed by the Cambria County Commissioners to Cory Cree.

Committee Reports

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

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

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

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

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

FAA Owned NAVAIDS

We recommend that the Airport Authority approve the execution of the Memorandum of Agreement.

Tim McIlwain: made a motion that the Airport Authority approve the execution of the Memorandum of Agreement The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas: Rick McQuaide, Jonathan Gleason Mike Parrish, Jim Brazill, Tim McIlwain; and Jolene Wesner (6). Nays: None (0)

9. Resolutions

10. Adjournment

The meeting was adjourned at 4:05 P.M.

**Minutes approved by
Jonathan Gleason**