

Minutes –March 19th, 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 March 19th, 2024.

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

Members Absent: N/A

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, Lou Crocco, Kimberly Contino, Troy Smajda, Emily White and Tom Simmons all from the KSA Group and Randy Griffith, Tribune Democrat reporter.

Rick McQuaide introduced Tyler Trimbath as the new Board Member. Tyler replaced Jolene Wesner.

MINUTES:

George Arcurio made a motion to approve the minutes of the February 20th, 2024 Board Meeting. The motion was seconded by Mike Parrish and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio Jonathan Gleason, and Ed Cernic. (9). Nays: None (0)

KSA Presentation

Lou Crocco discussed what their company has been doing for the Airport.

Executive Session called to order at 3:39 by Chairman Rick McQuaide.

Reason for Executive Session-Financial discussion on contract negotiations.

Executive Session ended at 3:49 P.M.

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

FBO Report: Dr. Larry Nulton

- **The Smart Grant announcement was made last Thursday.**

Treasure's Report:

Reviewed Financials

Tim McIlwain made a motion to approve the Treasurer's Report, the motion was seconded by Adam Murphy and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio Jonathan Gleason, and Ed Cernic. (9). Nays: None (0)

Manager's Report: Cory Cree:

Airline Marketing

- As you may recall, the ArkStar Group ran a marketing campaign that ran from December 12, 2023, through March 15, 2024. As of March 11, 2024, some data to highlight the campaign-to-date performance:
 - o Total Impressions Served: 1,267,423
 - o Clicks: 29,645
 - o Click-Through Rate: 2.34%
 - o The campaign has generated over 1.26M impressions to date, with United.com accessed almost 30k times directly through the ads. This equates to a click-through rate of 2.34%.

Airport Operations Employee Search

- As reported at last month's meeting, we had one Airport Operations Employee resign.
- We have since advertised the position, reviewed the resumes received, narrowed the search to the four (4) top candidates, which we interviewed.
- We called the top two (2) candidates back for a second interview.
- On March 14th, we made an offer to the top candidate, who will begin work on Monday, April 1, 2024.

Restaurant / Café - Request for Proposals (RFP)

- A Request for Proposals for a Restaurant/Café tenant for 2025 and beyond was prepared, presented to the Restaurant Subcommittee, was reviewed by Solicitor Leventry, and then was advertised and issued to potential future tenants.
- We developed a list of 38 prospective tenants and have been hand-delivering and mailing the RFP to prospective tenants.
- The RFP was also provided to the Airport Authority members. Please feel free to distribute the RFP to any interested parties.
- We will conduct a non-mandatory pre-proposal meeting at 11 a.m. on Monday, April 8, 2024.
- Proposals are due by 3:30 p.m. on Friday, April 26, 2024.

Airport Operations Report:

- Our annual FAA part 139 inspection occurred on February 20-22. The inspection went smoothly with minimal findings. Notams were issued for faded airfield markings as a recommendation from the inspector until things are remarked in the spring/summer. A few findings related to fueling are actively being addressed.
- A surveyor from PennDOT was onsite 2/20 as part of the annual inspection. The approach obstacle survey was completed, and results have been received.
- On 2/20/24, one of our Airport Operations staff gave his 2-week notice. His last day was 3/3/24. Interviews have been conducted.
- On 2/26/24 Com Pros was onsite to install new emergency frequency radios in the ARFF trucks. This is part of the county wide system upgrade for emergency communications.
- Spare runway edge light fixtures that were ordered in 2023 have begun to arrive.
- The garage door opener for the car wash building has failed. Multiple attempts to reprogram and repair were unsuccessful. We were able to acquire a replacement from the manufacturer that was covered under warranty. Operation staff was able to replace the failed unit and controls thus returning the door to normal operation.

Kimball's Engineer's Report: Angela Rok

1) Rehabilitate Hangar 15, Phase 2

- a) TranSystems is preparing the final documents and the grant closeout paperwork for this project
- b) Darr submitted Application and Certification for Payment #6 - Final. TranSystems has reviewed the application and recommends payment in the requested amount of \$4,375.00. **Board Action Requested.**

Hangar 15 Renovations- Darr Construction, Inc.'s Payment Application No. 6-Final \$4,375.00
Recommend approval of payment.

Mike Parrish made a motion to approve Hangar 15 Renovations- Darr Construction, Inc.'s Payment Application No. 6-Final \$4,375.00 the motion was seconded by Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio Jonathan Gleason, and Ed Cernic. (9). Nays: None (0)

2) FFY 2022 Project – Construct 2-Unit Hangar

- a) The contractor is installing interior finishes and final exterior details.
- b) Darr submitted Application and Certification for Payment #8. TranSystems has reviewed the application and recommends payment in the requested amount of \$54,729.50. **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 Hangars Darr Construction, Inc.'s Payment Application No. 8 \$54,729.50.
Recommend approval of payment.

Ed Cernic made a motion to approve the 2-Unit Corporate Hangars Darr Construction, Inc.'s Payment Application No. 8 \$54,729.50, the motion was seconded by Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, Jim Brazill, Adam Murphy, George Arcurio Jonathan Gleason, and Ed Cernic. (9). 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"):

Restaurant/Café RFP. By email dated March 8, 2024, we reviewed the Request for Proposal from Cory Cree, which was reviewed by the Restaurant Subcommittee. We made the following suggestions:

Adding a better definition of the equipment that is included. While some equipment was referenced, the more specific the description the better. If a potential tenant knows they do not have to purchase a lot of equipment, this would be helpful in attracting prospective tenants.

In addition to the plan for disseminating the RFP, placing a short ad in the paper saying the Airport is soliciting RFPs for the operation of a restaurant at the airport and interested parties should call the Airport to receive the RFP terms and conditions. This would not be a costly ad, and it would open the market noticed of the requests for RFPs and eliminates arguments regarding public bidding.

Otherwise, the RFP was acceptable.

Committee Reports

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

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

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

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

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

10. Adjournment

The meeting was adjourned at 4:55 P.M.

**Minutes approved by
Jonathan Gleason**