

## Minutes –May 21st, 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 May 21st, 2024.

**Members Present:** Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, via phone George Arcurio and Jonathan Gleason via phone.

**Members Absent:** Jim Brazill, Adam Murphy and Ed Cernic Jr

**Others Present:** Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser Airport Operations Supervisor, Rick Holes TranSystems; Attorney Tim Leventry, Solicitor; Dennis Kotzan, Accountant; Nathan Pilkington, JST SkyWest General Manager, Larry Hoover, Airline Committee Member, Tom Chernisky Cambria County Commissioner Keith Rager, Cambria County Commissioner, and Randy Griffith, Tribune Democrat reporter.

### MINUTES:

George Arcurio made a motion to approve the minutes of the April 16<sup>th</sup>, 2024 Board Meeting. The motion was seconded by Tim McIlwain and passed by the following vote:

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, George Arcurio and Jonathan Gleason. (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

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

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, George Arcurio and Jonathan Gleason. (6).

Nays: None (0)

### Manager's Report: Cory Cree:

#### RACP Grant - Hangar Shell Building

- As you may recall, the Cambrian Hills Development Group LLC (Cambria Hills) was previously awarded a \$1.5M Redevelopment Assistance Capital Program (RACP) for a Hangar Shell Building project.
- Also previously, the Airport Authority agreed to serve as the applicant for the RACP grant.
- This grant funding requires that a building must be constructed/erected with the \$1.5M funds.
- To date, we have not used these funds.
- The application deadline for this \$1.5M of funding is May 29, 2024. However, a 6-month extension may be requested, which we recommend.
- **Recommendation: We recommend that the Airport Authority approve the submission of a 6-month extension request on the completion of the \$1.5M Hangar Shell Building application to the Redevelopment Assistance Capital Program (RACP).**

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

#### **Restaurant / Café - Proposals**

- In March, we issued a Request for Proposals (RFP) to lease and operate a restaurant and/or café in the Terminal Building, with proposals being due by April 26, 2024.
- Four (4) written proposals were received.
- On May 8<sup>th</sup>, the Restaurant Subcommittee met and reviewed the proposals.
- We need to discuss the economic lease terms of each proposal, which will be discussed in executive session as listed on the agenda.

#### **Fox Run Road**

- We investigated renaming Fox Run Road, since:
  - o There is also a “Fox Run” located in nearby Conemaugh Township,
  - o When using Google Maps, or other driving direction programs, it is possible to be directed to Fox Run in Conemaugh Township, and
  - o A name change could help to eliminate confusing directions, especially if new students will be trying to travel to the SFU A&P Maintenance Program by using an app for directions.
- In corresponding with Tim Spangler, Cambria County GIS Analyst, we learned the following:
  - o The Fox Run Road name can be changed.
  - o The process would involve approvals from Richland Township and the U.S. Postal Service, which Tim would coordinate with the municipality and the Postal Service.
  - o We simply provide Tim with the name we want for the road. He generally asks for 3 names in case there is a problem with the new name(s) being similar to existing names. If we feel confident that the new name we would like to use is unique, Tim can start with one name.
  - o The downside to the name change is that it will take some time to be recognized by the direction and routing service providers. These services generally obtain their information from the Postal Service database and would be dependent on how often they update their information. Tim can easily see a 6-to-9-month transition period for the new road name and addresses to be recognized.
  - o Also, any existing address for Fox Run Road will be changed to addresses using the new road name. There would also be a transition period for the changed addresses to be recognized.
- The Facility and KOZ Committee’s first choice in a new name is Innovation Drive and their second choice is Innovation Road.
- For their Aviation Maintenance Technician Certificate Program, the Saint Francis University (SFU) needs to coordinate with and obtain approvals from the U.S. Department of Education (USDE) and the Middle States Commission on Higher Education (MSCHE). Due to that process, SFU has asked that we continue forward with having the road renamed, but that the new road name not take effect until June 2025.
- **Recommendation: We recommend that the Airport Authority approve renaming Fox Run Road to any of the two following names with the following priority: 1) Innovation Drive and 2) Innovation Road and to direct the Airport Manager to coordinate with Tim Spangler, Cambria County GIS Analyst, to have the new name not take effect until June 2025.**

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

#### **Airport Operations Report:**

- On 4/13 ARFF was alerted for a smoke smell within the control tower. Units from RFD, RPD, and East Hills EMS responded. The building was swept with nothing found.
- On 4/14 ARFF was requested for standby assistance upon the discovery of a fuel leak on an aircraft. ARFF remained on scene while mechanics addressed the leak and assisted with cleanup.
- Annual FAA required recurrent ARFF training was completed by 3 staff members and initial training was completed by our newest staff member on April 30.

- The FAA required tri-annual emergency exercise occurred on 5/18. This exercise simulates a full-scale emergency scene with responses from ARFF, RFD, RPD, East Hills Ambulance, local hospitals, corner, etc.

### **Kimball's Engineer's Report: Rick Holes**

#### **1) FFY 2023 Runway 33 Obstruction Removal**

- A preconstruction conference was conducted on April 24<sup>th</sup>.
- Construction started on April 29<sup>th</sup> and was complete on May 2<sup>nd</sup>.
- Construction is complete. The final inspection was conducted on May 8<sup>th</sup>.
- Richardson Tree submitted Application and Certification for Payment #1. TranSystems has reviewed the application and recommends payment in the requested amount of **\$41,766.50. Board Action Requested.**
- TranSystems is preparing the closeout documents.

#### **RWY 33 Obstruction Removal Project**

#### **RW 33 Obstruction Removal Richardson Tree and Landscaping Co. Inc.'s Payment Application No 1 \$41,766.50 Recommend approval of payment.**

Yeas: Rick McQuaide, Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio and Jonathan Gleason. (6). 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"):

**Liquor License.** Reviewed emails with Cory Cree and emailed Cory Cree regarding liquor license issues for restaurants, including an Airport Liquor License. Prepared correspondence to Cory Cree regarding using an existing Airport Liquor License relative to the Airport Terminal Building.

**Restaurant Proposals.** Reviewed restaurant proposals with Cory Cree by telephone, discussing the pros and cons of each proposal.

**Audit.** We received a letter from Cory Cree regarding the annual audit by Kotzan CPA & Associates, PC. We are in the process of responding accordingly.

### **Committee Reports**

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

#### **Fox Run Road**

**We recommend that the Airport Authority approve renaming Fox Run Road to any of the two following names with the following priority: 1) Innovation Drive and 2) Innovation Road and to direct the Airport Manager to coordinate with Tim Spangler, Cambria County GIS Analyst, to have the new name not take effect until June 2025.**

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, , George Arcurio and Jonathan Gleason. (6).  
Nays: None (0)

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

**RACP Grant - Hangar Shell Building**

**We recommend that the Airport Authority approve the submission of a 6-month extension request on the completion of the \$1.5M Hangar Shell Building application to the Redevelopment Assistance Capital Program (RACP).**

Yeas: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Mike Parrish, George Arcurio and Jonathan Gleason. (6). Nays:  
None (0)

**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

**Executive Session Start 4:08 End 4:39**

- Restaurant / Café – Proposals – To discuss the economic lease terms of each proposal.

**10. Adjournment**

The meeting was adjourned at 4:40 P.M.

**Minutes approved by  
Jonathan Gleason**