

Minutes –July16 th, 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 July 16th 2024.

Members Present: Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr

Members Absent: Rick McQuaide, Adam Murphy

Others Present: Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser Airport Operations Supervisor, Tyler Nesbella, TranSystems; Attorney Brian Litzinger; Solicitor; Dennis Kotzan, Accountant; Dr. Larry Nulton, Nathan Pilkington, JST SkyWest General Manager; Larry Hoover, Airline Committee Member, Scott Hunt, Cambria County Commissioner, and Dave Hurst, Tribune Democrat reporter.

MINUTES:

George Arcurio made a motion to approve the minutes of the June 18th, 2024 Board Meeting. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas, Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7).
Nays: None (0)

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

FBO Report: Dr. Larry Nulton
Treasure’s Report:
Reviewed Financials

George Arcurio made a motion to approve the Treasurer’s Report, the motion was seconded b Tyler Trimbath and passed by the following vote:

Yeas, Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7).
Nays: None (0)

Manager’s Report: Cory Cree:

2024-2026 Audit Engagement Letter

- On July 11, 2024, this item was reviewed with the Finance and Administration Committee.
- Per letter dated June 19, 2024, we received Kotzan CPA & Associates, P.C.’s (Kotzan) Audit Engagement Letter for 2024 through 2026.
- Per their letter, Kotzan proposes the following fee schedule:

Year Ended Dec. 31	Non-Single Audit Fee	Single Audit Fee
2024	\$11,000	\$14,000
2025	\$11,500	\$14,500
2026	\$12,000	\$15,000

- **Recommendation:** We recommend that the Airport Authority approve the fees as outlined in Kotzan CPA & Associates, P.C.’s (Kotzan) June 19, 2024 Audit Engagement Letter and retain Kotzan as the Airport Authority’s auditor for years ending 2024, 2025, and 2026.
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

Certificates of Deposit (CD)

- On July 11, 2024, this item was reviewed with the Finance and Administration Committee.
- We currently have five (5) Certificates of Deposit (CDs) with AmeriServ that will mature in 2024.
- Two (2) CDs will reach maturity on July 20, 2024, and three (3) will reach maturity on September 24, 2024.

- We investigated rates and terms offered by various banks.
- As listed on today's meeting agenda, we request an Executive Session to discuss contract negotiations regarding CD rates and terms.
- **Recommendation:** Pending the results of the Executive Session discussion, we recommend that the Airport Authority approve reinvesting the total amount of the two (2) maturing CDs into three (3) new CDs with the following amounts, rates, terms, and financial institutions, and with a one-time early withdrawal penalty waiver in-place for each CD individually.

CD Investment Amount	Interest Rate	Term	Financial Institution
\$500,000.00	_____ %	6 months	_____
\$250,000.00	_____ %	12 months	_____
\$250,000.00	_____ %	18 months	_____

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

Airport Operations Report:

- Sand for winter operations has been ordered. Typically, we order in the summer to allow time for the wet sand to dry prior to winter usage. 2 Loads have been received and put into storage.
- Drinking water testing per the GSA contract were completed on 6/20/24 as required. Results are expected shortly and will be provided to GSA when they are received.
- Brush removal and fence maintenance continues as weather and staffing allows.
- Active shooter training was provided to and attended by Airport staff, Hertz, and Nulton Aviation team members. Training was conducted by the Fatula Group.
- Ongoing training of our newest employee continues.
- Continued grass cutting, spraying, fence maintenance and normal duties continue as needed and required.

Kimball's Engineer's Report: Tyler Nesbella

1) FFY 2023 Rehabilitate Taxiways A and A1 (Crack Seal, Seal Coat, and Remark Pavement)

- a) Once the punch list items are addressed, the final inspection will be scheduled.
- b) Quaker Sales submitted Application and Certification for Payment #3. TranSystems has reviewed the application and recommends payment in the requested amount of **\$25,381.35. Board Action Requested.**

FAA AIP No.	Total Grant (100%)	FAA Share (95%)	State Share (2.5%)	Sponsor Share (2.5%)
3-42-0045-062-2023	\$440,085.00	\$418,080.00	\$11,002.00	\$11,103.00

Rehabilitate Pavement

Ed Cernic Jr made a motion to approve the Quaker Sales Corp's Payment Application NO. 3 in the amount of \$25,381.35 The motion was seconded by Tyler Trimboth and passed by the following vote:

Yeas, Tim Mcllwain, Tyler Trimboth, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7). Nays: None (0)

2) FFY 2023 Rehabilitate Taxiway B2 (Crack Seal, Seal Coat, and Remark Pavement)

- a) Once the punch list items are addressed, the final inspection will be scheduled.

FAA AIP No.	Total Grant (100%)	FAA Share (95%)	State Share (2.5%)	Sponsor Share (2.5%)
3-42-0045-062-2023	\$440,085.00	\$418,080.00	\$11,002.00	\$11,103.00

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"):

Intrignia, Inc. We reviewed and amended the Restaurant Lease between the Authority and Intrignia, Inc., d/b/a Balance at the Airport.

RTKL Request. By letter dated June 17, 2024, to Janis Farese, we acknowledged receipt of her Request dated June 14th and advised her a response to same would be sent to her no later than July 15, 2024.

Darr Construction. By letter dated July 3, 2024, to Rick Holes of TranSystems Engineers, requesting he make arrangements with Darr Construction to provide either him or the Airport Authority the keys to the Two (2) Unit Hangar. There has been numerous discussions with TranSystems accepting responsibility for the Darr Change Order. Rick Holes has advised he is trying to work out a full resolution between Darr and TranSystems with no contribution from the Airport. As of this time, the Airport's last payment of over \$300,000.00 is still being processed by the FAA. I have told Rick Holes that once payment is made by the FAA, the Airport must have the keys to the hangar. He says he understands.

ATM. By letter dated July 8, 2024, I advised Cory Cree regarding my review of the Agreement from DeLeo Games, Inc. for an ATM Machine. See attached letter regarding my recommendations.

Barry and Nancy Gary.

By letter dated July 10, 2024, to Attorney Mark Valentine, counsel for Barry and Nancy Gary regarding complaints of low-flying aircraft near their house. I advised him:

1. The Airport Authority does not own any aircraft and does not control aircraft movements when flying to and from the Johnstown Airport or flying in the vicinity of the Johnstown Airport.
2. We notified the following parties of Mr. Valentine's concerns:
 - A. Nulton Aviation;
 - B. FAA Tower; and
 - C. Military who operates a facility with helicopters at the Johnstown Airport.
3. His claims the airplane involved is a fixed wing aircraft is very unlikely a military aircraft.
4. The Airport has no firsthand knowledge of any low flying by any aircraft.
5. Nulton Aviation received a letter also. If any action needs to be taken by Nulton Aviation relative to their instructors, they will address.

Grant Documents. We reviewed the Grant Application regarding the Aircraft Rescue and Firefighting Equipment Grant and the Grant Application for the Runway 1533 Runway Obstruction Project. Both Grant Applications were satisfactory and approved

Committee Reports

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

2024-2026 Audit Engagement Letter

Jonathan Gleason made a motion to recommend that the Airport Authority approve the fees as outlined in Kotzan CPA & Associates, P.C.'s (Kotzan) June 19, 2024, Audit Engagement Letter and retain Kotzan as the Airport Authority's auditor for years ending 2024, 2025, and 2026. The motion was seconded Ed Cernic Jr and passed by the following vote

Yeas, Tim McIlwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7).
Nays: None (0)

Certificate of Deposits (CD)

Pending the results of the Executive Session discussion, Jonathan Gleason made a motion to recommend that the Airport Authority approve reinvesting the total amount of the two (2) maturing CDs into three (3) new CDs with the following amounts, rates, terms, and financial institutions, and with a one-time early withdrawal penalty waiver in-place for each CD individually. The motion was seconded Ed Cernic Jr and passed by the following vote
Yeas, Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7).
Nays: None (0)

CD Investments	Interest rates	Terms	Financial Institution
\$500,000.00	5.25%	6 months	AmerServ Financial
\$250,000.00	4.75%	12 months	AmerServ Financial
\$250,000.00	4.50%	18 months	AmerServ Financial

2-Unit Corporate Hangar

Regarding Darr Construction Inc.'s Final Change Order amount of \$40,959.30

Jonatha Gleason made a motion to recommend that the Airport Authority make a contribution in the amount of \$10,959.30 with the addition \$30,000 paid by our engineer. The motion was seconded Ed Cernic Jr and passed by the following vote

Yeas, Tim Mcllwain, Tyler Trimbath, Mike Parrish, George Arcurio Jonathan Gleason via phone. Jim Brazill, and Ed Cernic Jr (7).
Nays: None (0)

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

- N/A

Restaurant Sub Committee: Tim Mcllwain, Jim Brazill and Tyler Trimbath

- N/A

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

- N/A

Military: Adam Murphy, (Chair), Tim Mcllwain

- N/A

Personnel: George Arcurio, (Chair), Ed Cernic Jr, and Tyler Trimbath

- N/A

Executive Session Start 3:58 End 4:34

- Contract negotiations regarding Certificate of Deposit (CDs) rates and terms
- Litigation issues (TranSystems)
- Lease negotiations-self-insuring of aircraft

10. Adjournment

The meeting was adjourned at 4:34 P.M.

**Minutes approved by
Jonathan Gleason**