

Minutes –August 20th, 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 August 20th 2024.

Members Present: Rick McQuaide, Tim McIlwain, Tyler Trimbath, Adam Murphy Jonathan Gleason via phone, late (3:49). Jim Brazill, and Ed Cernic Jr

Members Absent: Mike Parrish, George Arcurio

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; via phone, Nathan Pilkington, JST SkyWest General Manager; Larry Hoover, Airline Committee Member, and Dave Hurst, Tribune Democrat reporter.

MINUTES:

Ed Cernic Jr. made a motion to approve the minutes of the July 23rd, 2024, Board Meeting. The motion was seconded by Tim McIlwain and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, Adam Murphy. Jim Brazill, and Ed Cernic Jr (6). Nays: None (0)

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

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

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

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, Adam Murphy. Jim Brazill, and Ed Cernic Jr (6). Nays: None (0)

SkyWest/United Report: Nathen, JST SkyWest

Manager's Report: Cory Cree:

Disposal of Snow Removal Equipment (SRE)

- With a 2001 FAA AIP Grant, the Airport Authority acquired a 2002 Kodiak Snow Blower for \$365,000.00 and a 2002 Kodiak Snow Broom for \$327,000.00. Both pieces of equipment are unusable in their current state.
- The 2002 Snow Blower has an electrical issue that neither our staff nor others have been able to resolve. The electrical issue causes intermittent failure of all controls. This snow blower is no longer used for snow removal, and simply takes up space. Thus, we would like to dispose of this piece of equipment.
- The 2002 Snow Broom's air blast system is non-functional. Additionally, we can no longer get parts for the broom head. This snow broom is no longer used for snow removal, and simply takes up space. Thus, we would like to dispose of this piece of equipment.
- The FAA AIP (Airport Improvement Program) Handbook provides guidance on the disposal of airport equipment acquired with federal funds. Additionally, on July 24th, Tim DeWire, FAA, provided guidance and direction on the disposal process.
- Disposal Options
 - o We could obtain from three (3) sources an offer, bid, quote, or trade-in value for the equipment. Then, we could sell the equipment to the highest bidder. This method appears to be the most practical.
 - o We could take the equipment to an auction and sell the equipment to the highest bidder. We would need to either pay for an auctioneer to come to the airport and to attract bidders to the airport or transport the equipment to an auction. Both methods would cost the airport money.
 - o We could sale the equipment as scrap metal. This method appears to be the least profitable.

- We could donate the equipment to another airport sponsor. One issue with this disposal method is that the airport sponsor would need to be eligible for that type of snow removal equipment as determined by the FAA. For example, we could not simply give the equipment to the Ebensburg Airport. Additionally, with this option, we would be giving someone else our problem.
- After we dispose of the equipment, we will be required to submit to the FAA documentation of the disposal method and the disposal price.
- If the disposal price is less than \$5,000.00, no funds need to be reimbursed to the FAA.
- If the disposal price is \$5,000.00 or more, we would be required to reimburse to the FAA 90% or 95% of the disposal price. The FAA would determine the percentage.
- **Recommendation: We recommend that the Airport Authority approve the disposal of the 2002 Kodiak Snow Blower and the 2002 Kodiak Snow Broom at the discretion of the Airport Manager.**
- **The action to approve this item is listed on the agenda under the Facility and KOZ Committee.**

FY 2023 Capital Budget Project

- On May 29, 2024, the Pennsylvania Department of Transportation (PennDOT) announced a nearly \$10 million state investment in projects at 10 public use airports for facility improvements, infrastructure preservation, and development.
- The announcement included \$1.1 million of state funds for the site preparation for a new hangar at the Johnstown Airport.
- This project will be Part A of a two-part project. This Part A project will include the Site Preparation required for the installation of corporate, unit, and/or T-hangars. If a Part B project grant is awarded in the future, it would be for the hangar acquisition and erection.
- PennDOT Hangar Site Preparation grants are funded at a 75% State Share and a 25% Local (Airport Sponsor) Share. The total Part A grant amount is \$1.5 million, with a \$1,125,000 75% State Share and a \$375,000 25% Local Share.
- Rob Betz, PennDOT BOA Planner, said that if we use the Part A funds quickly, the Airport Authority would be better positioned for consideration of being awarded the Part B grant.
- To continue to move forward and to access the grant funds, we need to select a project for the use of the grant funds.
- We recommend these grant funds be assigned and dedicated for the 8-Unit (Box) Hangars north of the ARFF Building for the following reasons:
 - TranSystems previously completed a 90% design this project, before the project was put on hold.
 - Some of the permits such as the Highway Occupancy Permit (HOP) and NPDES Permit are already in-place.
 - TranSystems would be able to prepare the bidding documents and bid the project in a relatively short period of time. (Bid timeframe would be early 2025.)
 - Proceeding with the project in a timely manner will better position the Airport for the Part B project funds, which would be for the acquisition and erection of hangars.
- We have coordinated with TranSystems on the cost to provide final design, bidding, and construction phase services and the estimated construction costs. Below is the estimated project cost summary.

Airport Administration Fees - Bid Advertisement	\$2,500.00
Engineering Services – TranSystems - Final Design, Bidding, Construction Phase Services	\$93,637.00
Construction Costs - Site Preparation	\$1,403,863.00
Total Project/Grant Amount	\$1,500,000.00
State Share (75%)	\$1,125,000.00
*Local Share (25%)	\$375,000.00

*We are coordinating with the FAA to determine if the Local Share may be funded with the Federal Supplemental 2024 Congressional Directed Spending.

- **On August 14th, we received the PennDOT BOA's concurrence of the Engineering Work Order.**
- **Recommendations:**
 - **We recommend that the Airport Authority approve using the capital budget grant funds for the site preparation of the 8-Unit (Box) Hangars north of the ARFF Building.**
 - **We recommend that the Airport Authority approve TranSystems engineering work order with a fee in the amount of \$93,637.00.**
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

Airport Operations Report:

- Remarking of the airfield pavement is nearly completed. Extra effort from all staff members was necessary to complete this large-scale project. RWY and TWY closures were necessary for the work and all attempts to minimize impacts to operations were used.
- A lightning strike caused a failure of the gate operator computer at the operations building. Repair attempts were made but were unsuccessful. A replacement computer has been ordered. Unfortunately, this is an outdated model, and the only available replacements are used. The card reader and remote receiver were also damaged and have been replaced and the gate returned to normal operation.
- In preparation of the upcoming construction at the East side, we have received FAA approval and have begun temporarily converting the apron in front of hangar 15 into a parking lot for Saint Francis and the flight school. Barricades and fencing will be installed to prevent unauthorized airfield access. The emergency response route through this area will be maintained.
- Routine and ongoing upkeep of buildings and grounds continues both as needed and required.
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Kimball's Engineer's Report: Tyler Nesbella

1) SFY 2022 Rehabilitate Airport Pavement (Non-AIP Eligible)

- a) A final inspection was conducted on August 7th. An additional punch list item was identified during the inspection.
- b) Punch list work is scheduled to be completed on August 20th.

Quaker Sales submitted Application and Certification for Payment #4 - Final. TranSystems has reviewed the application and recommends payment in the requested amount of **\$50,281.97, pending completion of punch list work. Board Action Requested**

Tim McIlwain made a motion to approve the Quaker Sales Corp's payment #4 in the amount of \$50,281.97. The motion was seconded by Ed Cernic Jr. and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, Adam Murphy. Jim Brazill, Adam Murphy and Ed Cernic Jr (8). 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"):

RTKL Request. By letter dated June 23, 2024, to Janis Farese, we acknowledged receipt of her Request dated July 19, 2024 and advised her a response to same would be sent to her no later than August 23, 2024.

Darr Construction. We reviewed and modified the Agreement prepared by Rick Holes for Darr Construction, TranSystems and the Airport Authority. Cory Cree has been working with Rick Holes to obtain the TranSystems check. TranSystems' merger appears to have slowed this process; however, it is my understanding TranSystems has approved the Settlement Agreement and is issuing the check.

Airport Liquor License. By letter dated July 30, 2024, I advised Cory Cree regarding my discussion with the Pennsylvania Liquor Control Board regarding the liquor license for the Airport.

The liquor license is not put into “safekeeping” for an airport but the right to an airport license is reserved for the Airport Facility by the Liquor Control Board. This means there is no existing license number associated with the Airport’s facility and a new operator of the restaurant needs to apply for a new Airport Retail Liquor License and the PLCB will approve a license for this location. To that end, Intrignia will make an application for a new license at the Airport facility and go through the normal processes associated with any license (i.e. proper funding, construction, etc.) We will assist if necessary.

Intrigna Restaurant Lease. The final Lease was signed on July 29, 2024. The Lease will start January 1, 2025.

John Prater Self-Insuring. Discussions and emails with Cory Cree regarding John Prater self-insuring his airport hangar. The primary issue is liability insurance being purchased. John Prater ultimately agreed to provide commercial insurance. John has provided a certificate of insurance to the Airport.

FAA Supplemental Agreement. I reviewed the AIP Supplemental 2022 Grant Offer for Grant Agreement 3-42-0045-067-2024, signed and approved as the Airport’s attorney.

Committee Reports

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

FY 2023 Capital Budget Project

Jonathan Gleason made a motion to approve using the capital budget grant funds for the site preparation of the 8-Unit (Box) Hangars north of the ARFF Building and approve TranSystems engineering work order with a fee in the amount of \$93,637.00, pending the PennDOT Bureau of Aviation’s concurrence. The motion was seconded by Ed Cernic Jr. and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, Adam Murphy. Jim Brazill, Adam Murphy and Ed Cernic Jr (8). Nays: None (0)

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

Disposal of Snow Removal Equipment (SRE)

Tim Mcllwain made a motion to approve the disposal of the 2002 Kodiak Snow Blower and the 2002 Kodiak Snow Broom at the discretion of the Airport Manager. The motion was seconded by Adam Murphy and passed by the following vote:

Yeas, Rick McQuaide Tim Mcllwain, Tyler Trimbath, Adam Murphy. Jim Brazill, Adam Murphy and Ed Cernic Jr (8). Nays: None (0)

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 4:15 End 4:34

Lease negotiation- economic terms and conditions of lease agreement

10. Adjournment

The meeting was adjourned at 4:38 P.M.

Minutes approved by
Jonathan Gleason