

Minutes –December 17th 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 December 17th 2024.

Members Present: Rick McQuaide Tim Mcllwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason

Members Absent: Jim Brazill

Others Present: Cory Cree, Airport Manager, Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor, Dr. Larry Nulton, Nulton Aviation Rick Holes, TranSystems; Attorney Tim Leventry; Solicitor; Dennis Kotzan, Accountant, Nathan Pilkington, SkyWest, Larry Hoover, Airline Committee Member, and David Hurst, Tribune Democrat

Reorganizational Meeting

Chairman Rick McQuaide turned the meeting over to Attorney Leventry for the Reorganizational Meeting for Selection of 2025 Airport Authority Officers.

Attorney Leventry asked the Nomination Committee for their recommendation. The Nomination committee, Ed Cernic Jr, Adam Murphy and Tyler Trimbath.

Ed Cernic Jr. made the following recommendations for the 2025 Airport Authority Officers. Tim Mcllwain, Board Chairman, Jonathan Gleason, Vice Chairman, Mike Parrish, Secretary and Rick McQuaide, Treasurer.

The motion was seconded by George Acurio and passed by the following vote.

Yeas, Rick McQuaide Tim Mcllwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

MINUTES:

George Acurio. made a motion to approve the minutes of the November 19th, 2024, Board Meeting. The motion was seconded by Tim Mcllwain and passed by the following vote:

Yeas, Rick McQuaide Tim Mcllwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

Tim Mcllwain. made a motion to approve the minutes of the December 3rd 2024, Special Board Meeting. The motion was seconded by Jonathan Gleason and passed by the following vote:

Yeas, Rick McQuaide Tim Mcllwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

SkyWest/United Report: Megan Koch, JST SkyWest
Reviewed the SkyWest reports.

FBO Report: Dr. Larry Nulton

N/A

Treasure's Report:

Reviewed Financials

George Acurio made a motion to approve the Treasurer's Report, the motion was seconded Ed Cernic Jr, and passed by the following vote:

Yeas, Rick McQuaide Tim Mcllwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

Manager's Report: Cory Cree

Employee Handbook

- The Airport Authority's Employee Handbook states, group term life insurance with a coverage amount of \$50,000 shall be provided for all full-time employees and a coverage amount of \$100,000 shall be provided for the Airport Manager.
- When reviewing proposals for our 2025 insurance, we discovered that our then current insurance policy contained language to automatically reduce coverage when an employee reaches milestone of 65 and 70 years of age, which would not meet the coverage limits specified in the Employee Handbook due to the age of a current employee.
- For 2025, it appears we may have resolved this age issue by obtaining a Life and AD&D Insurance Policy that does not reduce coverage based on age until an employee reaches 70 years of age. Our oldest current employee is 65 years of age.
- However, Solicitor Leventry has recommended that the Employee Handbook be amended to address this issue.
- Life Insurance is listed on Page 8 of the Employee Handbook as Item #2 under Benefits and Payroll Deductions. To address this issue, we suggest that the Employee Handbook be amended by adding the red text as shown on the attached PDF.
- **Recommendation: We recommend that the Airport Authority approve amending the Employee Handbook as attached.**
- **The action to approve this item is listed on the agenda under the Personnel Committee.**

Airfield Letters of Agreement

- We were informed by our FAA Inspector that we are required to have a Letter of Agreement (LOA) for the Runway Safety Area and a LOA for the Movement Area. The FAA is requiring these LOAs for all Part 139 Airports.
- Justification:
 - i) The FAA shared that this requirement is based on 14 CFR Part 139, that the airport is required to establish and implement procedures for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles.
 - ii) The FAA also cited FAA Advisory Circular (AC) 150/5210-20A Section 3.2.1 Airports with an Operating Air Traffic Control Tower (ATCT), which states:
"At airports with an operating ATCT, controllers and vehicle operators can use two-way radios to control vehicles when on the movement area. To accomplish this task, the FAA at each towered airport is creating with the airport operator a letter of agreement outlining standard operating procedures to include delineating movement and non-movement areas. When there is construction on an airport, whether federally funded or not, the airport operator can follow the ground vehicle practices contained in AC 150/5370-2, Operational Safety on Airports During Construction."
- Both LOA's will need to be executed by the PAANG, FAA Tech Ops, and the Airport. Once executed, both LOAs will be placed in our Airport Certification Manual (ACM).
- In preparing the attached LOA's, we coordinated with Jim Streepy, Air Traffic Control Manager, and Joshua Ivy, FAA Inspector.
- Solicitor Leventry reviewed both LOAs and stated:
 - o He found both Agreements to be clear and concise and had no problem with the Airport Authority entering into those Agreements.
 - o Since the LOAs have to do with Airfield Area Operations for the purpose of creating safety zones throughout the Airport property, Solicitor Leventry recommended that the LOAs be formally approved at the next Airport Authority meeting, noting the LOAs are a form of Contract.
- We will be providing the LOAs to FAA Tech Ops and NGB for review then execution.
- The Draft LOAs are attached.
- **Recommendation: We recommend that the Airport Authority approve the execution of both Letters of Agreement pending any required revisions by the Pennsylvania Air National Guard, FAA Tech Ops, and/or the FAA Inspector.**
- **The action to approve this item is listed on the agenda under the Facility and KOZ Committee.**

Restaurant Update

- As you know, the Balance Restaurant is coming to the Airport in January 2025.
- They plan to first open the café, which will be a marketplace selling food, coffee, nonalcoholic and alcoholic beverages, newspapers, magazines, etc. After some renovations are completed in the restaurant area, they plan to open it.
- Also, as you know, the Airport Authority received, with the support of PA Congressman Jim Rigby, a Community and Economic Assistance Program Grant Contract to be used for New Equipment Purchase and Restaurant Furniture and Renovations.
- We have been coordinating with the owner of Balance Restaurant to identify the equipment, furniture, and renovations that will be accomplished with the grant funds.

- On December 9th, as a requirement of obtaining a liquor license at the Airport, the restaurant owner met with the Pennsylvania Liquor Control Board (PLCB) representative at the Airport.
- During the meeting, the restaurant owner expressed her desire to set up a seating area between the baggage belt and the restaurant area (8-feet by 33-feet) especially, but not only, for while the restaurant is being renovated. The owner would also like to be able to serve liquor in that area.
- To be able to serve liquor in any space, the area needs to be included within the permitted area of the liquor license.
- The PLCB representative had with him maps showing the footprints of two of the former liquor licenses, one of which included the conference room area, and one did not. If we desire to be able to service liquor in the conference room, he advised it would be appropriate to include the Conference Room within the boundary of the liquor license at this time rather than to seek a modification to the liquor license in the future.
- The PLCB representative did require a copy of the lease agreement, which we provided. He stated that the permitted area of the liquor license should be shown on the map. The PLCB representative also stated he needs the map by December 20, 2024, which is based on the liquor license review time period.
- We think it would be appropriate to add the 8-feet by 33-feet area between the baggage belt and the restaurant area to the exclusive lease area. However, we also recommend that after the restaurant is opened, the Airport Authority may, at its sole discretion and with 30-days written notice, issue an Addendum to the July 29, 2024 Restaurant/Café Lease Agreement that the 8-feet by 33-feet area be removed and excluded from the lease agreement. It should be noted that it is the Airport Authority's intention to only execute this provision if the area is needed as a result of other renovations to the Terminal Building.
- We also think it would be appropriate to add the conference room to the lease as a non-exclusive use area with the qualification that to use the Conference Room, the Lessee will need to follow the requirements of Paragraph 11 Conference Room on the July 29, 2024 Restaurant/Café Lease Agreement.
 - o Paragraph 11 stated:

“The Conference Room in the terminal building is not included as part of the leased Premises. All Requests to use the conference room in the terminal building by the Lessee or by a third party shall be made through Lessor on a first come, first served basis. If Lessee desires to use the Conference Room, Lessee shall contact Lessor for availability and rental rates. In the event that food and beverage services are requested at the conference room by a third party, said third party shall be provided the Lessee's contact information for said food and beverage service. However, said third party may also choose someone other than the Lessee for food and beverage service.”
- We have prepared a draft Addendum, which Solicitor Leventry has reviewed and revised as attached.
- **Recommendation: We recommend that the Airport Authority approve the execution of the First Addendum to July 29, 2024 Restaurant/Café Lease Agreement as attached.**
- **The action to approve this item is listed on the agenda under the Facility and KOZ Committee.**

Marketing to Attract Tourists Grant Program

- On December 9th, Department of Community and Economic Development (DCED) Deputy of Tourism Anne Ryan announced that applications are being accepted to this Grant Program, which is investing \$6 million to this program.
- The KSA Group alerted us to this Marketing to Attract Tourists Grant Program.
- This Grant Program provides funding to support and develop international tourism, sports marketing, outdoor recreation, and cultural attractions.
- This Program is funded and administered through the DCED.
- Eligibility: Non-profit organizations with a significant interest in the development of tourism products that provide a visitor experience to a tourist region, destination and/or attractions are eligible to apply. Funds may be used to support events, facility enhancements, new construction and/or renovations, or for the development of marketing, advertising, and public relations campaigns. A primary goal of the program is to promote overnight stays.
- Applications will be reviewed and grants awarded throughout the fiscal year.
- Contracts funded with commonwealth funds totaling \$100,000 and over are required to have a Project Audit performed. The Project Audit must be done in accordance with DCED Audit Guidelines. For contracts funded with commonwealth funds totaling less than \$100,000, a Grant Close-out Report (GCR) must be completed
- The Pennsylvania Tourism Office has developed a distinctive brand to position Pennsylvania as a top tourism destination. All promotional and marketing materials must include the commonwealth's branded logo that includes a link to the state's tourism web site visitpa.com. Successful applicants are also required to have a direct link to visitpa.com on the home page of their web site.
- We plan to meet with and coordinate with the KSA Group to determine the best approach to this grant application.
- The Grant Program Guidelines do not discuss any match requirement. Thus, the grant program appears to be 0% local share grant and similar to the previous marketing grant that the Airport Authority received.

Recommendations: We recommend that the Airport Authority approve the submission of a grant application to the Marketing to Attract Tourists Grant Program.
The action to approve this item is listed on the agenda under the Facility and KOZ Committee.

Airport Operations Report: Josh Keyser

- Our first snowfall of the season occurred on 11/21 and 22 and resulted in 12+ inches of accumulation. We focused efforts on RWY 15/33 and the main ramp which allowed us to remain open and safe throughout the event.
- Our federal wildlife permit renewal has been received. This is completed annually with the assistance of the USDA and PA Game Commission.
- Two more companies were contacted about disposal of the old, unusable snow equipment. To date, 6 companies have been contacted about possibly purchasing and/or scrapping the equipment with nobody interested. We are still actively working on the disposal of this equipment.

Kimball's Engineer's Report: Rick Holes

1) FFY 2024 Fox Run Road Widening and Rehabilitation

- a) Construction began on October 1st.
- b) Richland Township has signed the authorization form to submit a utility HOP in their name and the form and submission package has been provided to PennDOT. PennDOT is awaiting the Letter of Credit from the Airport Authority to issue the permit. The Letter of Credit was emailed and mailed to PennDOT 12-10-24. Issuance of the HOP is limiting what work HRI can perform.
- c) The temporary construction entrance for the waste disposal area temporary HOP has been issued. HRI began construction in this area.
- d) Utility coordination
 - a) Peoples Natural Gas – the gas meter for the St. Francis Facility will be in the middle of the parking lot. Relocation is to be performed to another location to be finalized. Peoples has contacted us and require an approximate \$1,200 fee for connecting a new service line to the building. This cost will be taken from the Unforeseen Utility Costs item in the contract.
 - b) The Breezeline fiberoptic line serving Hangar 15 needs to be relocated. This will require installation of new conduit from near the existing security gate to Hangar 15 with two utility manholes. HRI has provided a quote to install conduit and manholes which is under review. TranSystems has requested clarifications and additional supporting information from HRI. Breezeline has provided an estimate of \$13,000 for the installation of a new fiberoptic cable and perform splicing. This will be performed at a time that St. Francis classes are not in session.

Solicitor's Report: Attorney Tim Leventry

Letter Agreements. By letter dated December 6, 2024, I advised Cory Cree of my review of the Letter Agreements concerning the following:

1. 258th Air Traffic Control Squadron Operating in the Runway Safety Areas; and
2. Movement and Non Movement Area Operations

Both Agreements were clear and concise, and I do not have a problem with the Airport Authority entering into these Agreements.

Letter of Credit. On December 3rd, I participated in the Airport Special Meeting relative to approving the Letter of Credit with Ameriserv for the East Side Development Project.

Employee Handbook. We worked on amending the Employee Handbook relative to the reduced life insurance coverage based on a particular age. This is due to insurance industry standards, keeping the policy sustainable and premiums manageable for everyone, coverage for certain employees at particular ages will be reduced as follows:

1. Age 65: Coverage reduces to 65%; and
2. Age 70: Coverage reduces to 50%.

Restaurant/Cafe Lease Agreement. We reviewed and modified the First Addendum to the July 29, 2024 Restaurant/Café Lease Agreement.

PA COSTARS. I reviewed the PA COSTARS for purchases below \$12,600.00 and over \$23,200.00 relative to the \$100,000.00 Grant from the DCED for the Restaurant.

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, and Tyler Trimbath

Employee Handbook

George Acurio made a motion to approve amending the Employee Handbook as attached. The motion was seconded Tim McIlwain, and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

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

Airfield Letters of Agreement

Tim McIlwain made a motion to approve the execution of both Letters of Agreement pending any required revisions by the Pennsylvania Air National Guard, FAA Tech Ops, and/or the FAA Inspector. The motion was seconded Adam Murphy, and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

Tim McIlwain made a motion to approve the execution of the First Addendum to July 29, 2024, Restaurant/Café Lease Agreement as attached. The motion was seconded Adam Murphy, and passed by the following vote:

Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

Marketing to Attract Tourists Grant Program

Tim McIlwain made a motion to approve the submission of a grant application to the Marketing to Attract Tourists Grant Program. The motion was seconded Adam Murphy, and passed by the following vote:

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- Yeas, Rick McQuaide Tim McIlwain, Tyler Trimbath, George Acurio, Ed Cernic Jr, Mike Parrish, Adam Murphy, and Jonathan Gleason (8). Nays: None (0)

10. Adjournment

The meeting was adjourned at 4:20 P.M.

**Minutes approved by
Jonathan Gleason**