

Minutes –January 21st, 2025
Johnstown, Cambria County Airport Authority

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Tim McIlwain at 3:30 pm on Tuesday January 21st 2025

Members Present: Rick McQuaide Tim McIlwain, Tyler Trimbath, via phone, George Acurio, Mike Parrish, via phone Adam Murphy, Jim Brazill and Jonathan Gleason

Members Absent: Ed Cernic Jr,

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; via phone, Dennis Kotzan, Accountant, Nathan Pilkington, SkyWest, Larry Hoover, Airline Committee Member, and David Hurst, Tribune Democrat and Tom Chernisky, Cambria County Commissioner.

MINUTES:

Rick McQuaide made a motion to approve the minutes of the December 17th, 2024, Board Meeting. The motion was seconded by Jonathan Gleason and passed by the following vote:

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

George Arcurio made a motion to approve the minutes of December 30th, 2024, Special Board Meeting. The motion was seconded by Jonathan Gleason and passed by the following vote:

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

SkyWest/United Report: Nathan Pilkington, JST SkyWest
Reviewed the SkyWest reports.

FBO Report: Dr. Larry Nulton
N/A

Treasure's Report:

Reviewed Financials

Rick McQuaide made a motion to approve the Treasurer's Report, the motion was seconded by Jonathan Gleason and passed by the following vote:

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

Manager's Report: Cory Cree

Marketing Intern

- As you may recall from previous Airport Authority meetings, this past fall, we coordinated with a Mount Aloysius College marketing instructor to have her students complete a class project to develop marketing proposals for the Johnstown Airport. At the end of the semester, the students presented their proposals to a panel of 7 people, including the President of the College, some college professors, Heather, and I. The students all did well.
- We believe a marketing intern would be beneficial to the Airport by providing a younger person's perspective and a marketing student's perspective and help on marketing the Airport. It would also give the student an opportunity to work in the "real world" and put their marketing studies and skills to use.

- Recently, we were contacted by the marketing instructor and were informed that two (2) international students from the marketing class are interested in completing a marketing internship during the Spring Semester with the Airport. We also learned that there are two (2) other students from the marketing class that are interested in an internship over the summer with the Airport.
- For the spring semester, we would like to have one (1) of the marketing students complete an internship with the Airport. The student would work on marketing the Airport on social media, as well as other forms of media, such as radio, newspaper, digital, billboards, etc. Obviously, Heather and I would oversee the intern and all work he/she does. Due to a lack of access to transportation from the College to the Airport, the international student would work remotely from Mount Aloysius College.
- If utilizing an intern is beneficial in the spring semester, we could consider a summer and a fall marketing intern, as well.
- We contacted Solicitor Leventry and asked if there are any steps from a legal standpoint that we need to complete, such as additional insurance coverage? Solicitor Leventry provided his guidance in a letter that is part of the Solicitor's report. We will comply with all of Solicitor Leventry's guidance.
- For any internship, we should also coordinate with the intern's School/College/University on their requirements for internships.
- We received Mount Aloysius College's Internship Supervisor Handbook for Business Administration/Accounting/Health Care Administration/Marketing, which includes:
 - o The intern is required to complete a minimum of 135 hours to earn 3 credits
 - o The College's Internship Coordinator is responsible for approving all internships.
- We have developed a job description for a marketing intern, which we reviewed with the Personnel Committee and the College's Internship Coordinator.
- Compensation
 - o We have discussed financial compensation for an intern with both the Finance and Personnel Committees.
 - o Per email correspondence with the Internship Coordinator, the intern does not need to be paid, but it would be appreciated.
 - o Per Solicitor Leventry's letter, the Airport is not required to pay the intern, and minimum wage is normal.
 - o The minimum wage in Pennsylvania is \$7.25 per hour.
 - o As listed above, Mount Aloysius College requires interns to complete a minimum of 135 hours to receive 3 credits.
 - o 135-hours at \$7.25 per hour equates to \$978.75.
 - o In the 2025 Airport Authority budget, we budgeted \$5,000 per month, which equates to \$60,000 for the year. If the Airport Authority wanted to provide financial compensation to the intern, the money could come from the marketing budget.
 - o The Personnel Committee discussed paying the intern \$100 in January, \$200 in February, \$200 in March, \$200 in April, and \$100 in May for a total of \$800, prior to taxes.
 - o We are coordinating with Kotzan CPA & Associates, P.C. and Mount Aloysius College on how international students are paid and any applicable taxes that must be withheld.
- **Recommendations:**
 - o **We recommend that the Airport Authority grant the Personnel Committee the authority to approve or to deny any intern that Airport Management may propose.**
 - o **We recommend that the Airport Authority grant the Personnel Committee the authority to determine and to grant a paid internship in an amount not to exceed \$1,000.00 to any intern, which the Personnel Committee may approve.**
- **The action to approve this item is listed on the agenda under the Personnel and Finance Committees.**

Certificate of Deposit (CD)

- As you may recall, we currently have six (6) CDs invested with AmeriServ Financial, which various maturity dates.
- As listed in the below table, we have one (1) CD that will mature on 1/22/2025.

| Amount | Interest Rate | Term (months) | Maturity Date |
|--------------|---------------|---------------|---------------|
| \$564,590.84 | 5.25% | 6 | 1/22/2025 |

- From AmeriServ Financial, we have obtained the following CD rate quotes:

| Interest Rate | Term (months) |
|----------------------|----------------------|
| 4.25% | 6 |
| 4.00% | 12 |
| 3.75% | 18 |

- **Recommendation: Based on our discussions with the Finance Committee, we recommend that the Airport Authority reinvest the maturing CD with AmeriServ Financial at an interest rate of 4.25% for a term of six (6) months.**
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

Airport Operations Report: Josh Keyser

- Snow removal efforts have dominated much of our time during the last month. All staff have been working overtime to ensure the safety of the airport and facility. Multiple late arrivals coupled with winter weather has required us to staff 24/7 for many days in recent months.
- Replacement brushes on the snow broom head have been changed. These are a wear item and typically last half to a full season, depending on weather. Replacements will be ordered in the spring to have on hand for the following season.
- We assisted with the move out of FOC and the move in of Balance.
- We participated in multiple meetings with contractors and suppliers related to the reopening of the restaurant facility.
- Preparation for the FAA inspection is underway. The inspection is scheduled for January 21-23, 2025. Paperwork has been completed and submitted to the inspector.
- The tractor and mower that was damaged by a lightning strike were repaired and delivered.
- A wheel bearing failure on one of the large snowplow caster wheels occurred. Our spare was installed, and a replacement spare was ordered.
- Routine upkeep and cleaning continue as needed and required.

Kimball's Engineer's Report: Rick Holes

1) FFY 2024 Fox Run Road Widening and Rehabilitation

- a) Construction began on October 1st.
- b) The utility and driveway HOP has been issued.
- c) 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 we are negotiating with HRI. 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.

2) SFY 2023 Hangar 15 Apron, Parking lot, and Relocate Fence/Gate

- a) Construction began on October 1st.
- b) All the Apron work will be delayed until 2025.
- c) The project is currently under a stop work. Work will resume when the weather permits.

3) Apron Rehabilitation

- a) TranSystems completed a site review on December 17th.
- b) Sixty percent review plans were sent for review on January 16th.
- c) It is anticipated that the Design work will be completed, and the project advertised for bids in the February/March 2025 timeframe.

4) 8-Unit Hangar

- a) The project is being redesigned to add a restroom as requested by the Airport. The project anticipated to bid in the spring.

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"):

Authorized Official Resolution. We reviewed and modified the Authorized Official Resolution relative to the application for a Pennsylvania Strategic Investments to Enhance Sites Grant. On December 30, 2024, I attended the Authority's special meeting regarding the Grant Application for the new hangar.

Intern. By letter dated January 6, 2025, I advised Cory Cree regarding the Airport bringing in an intern to support Airport operations, providing an outline of some key legal requirements to be aware of to ensure legal compliance and create a positive experience for the intern:

1. *Fair Labor Standards Act (FSLA).* Non-profit companies may pay an intern, however, since the internship primarily benefits the intern rather than the employer, many do not. You do not have to pay them. If the Airport decides to pay the intern, minimum wage is normal.
2. *Non Discrimination and Equal Opportunity.* Our internship program must comply with non-discrimination laws, providing equal opportunities regardless of race, color, national origin, religion, age, gender, sexual orientation, veteran status or disability.
3. *Confidentiality Agreements.* If an intern has access to sensitive information, it may be wise to have them sign a confidentiality agreement to protect the Airport's proprietary information.
4. *Liability and Safety.* The Airport must provide a safe working environment and adequate supervision. Ensuring that interns are covered under our company's liability insurance and workers compensation is important. An unpaid intern is considered a "volunteer" for workers compensation purposes.
5. *Unemployment Eligibility.* Interns are generally not eligible for unemployment benefits after their internship ends. This should be clearly communicated to them.
6. *Workplace Harassment Policies.* Interns should be informed about Airport policies, including workplace harassment and how to report any issues.

7. *Academic Credit.* If the internship is for academic credit, please ensure the work meets the educational institution's requirements and provides meaningful learning experiences.

Channeling Agreement. By emails dated January 10, 2025:

1. Cory Cree informed me the Channeling Agreement with PennDOT will expire on June 30, 2025, and PennDOT is requesting we submit a new Aviation Channeling Agreement Application. He enquired if this is something requiring formal Airport Authority approval, or if he could proceed with the Application without formal Airport Authority approval.
2. I advised Cory Cree he may proceed with completing the Application without presenting to the board for formal approval. The document is more of a Management processing document and is needed for day to day business. The document itself does not require money to be spent just for signing this document.

Eastside Development Project. By emails dated January 6, 2025:

1. Cory Cree enquired when Construction Change Orders require and do not require formal Airport Authority approval relative to:
 - A. If formal Airport Authority approval is required for proposed Change Orders if the predetermined amount is not exceeded, since the predetermined amount was budgeted in the construction contract award amount for Unforeseen Site Costs and Unforeseen Utility Costs; and
 - B. If formal Airport Authority approval should be obtained for any Change Order that would exceed the predetermined amount for either item and for any Change Order that includes any Contract Time Extension, since a Contract Time Extension will result in a delayed completion date and additional Project Engineer Inspector time and costs.
2. Relative to A. above, I advised no additional approval is required since the Board approved the 250,000 for work on this project for unforeseen utility and site costs. As long as the change orders are for work generally associated with Utility and Site costs and the change orders are below the predetermined amount of \$250,000 no further Board approval is necessary.

Relative to B above, I advised Board approval would be needed if a change order is not for unforeseen utility and site costs.

Committee Reports

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

Certificate of Deposit (CD)

Jonathan Gleason made a motion to approve the Airport Authority reinvest the maturing CD with AmeriServ Financial at an interest rate of 4.25% for a term of six (6) months. The motion was seconded by Adam Murphy and passed by the following vote:

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

Marketing Intern

Jim Brazill made a motion to approve the Airport Authority grant the Personnel Committee the authority to determine and to grant a paid internship in an amount not to exceed \$1,000.00 to any intern, which the Personnel Committee may approve. The motion was seconded by Rick McQuaide and passed by the following vote:

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

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

Marketing Intern

Jonathan Gleason made a motion to approve the Airport Authority grant the Personnel Committee the authority to approve or to deny any intern that Airport Management may propose. The motion was seconded by Adam Murphy and passed by the following vote:

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

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

- N/A

10. Adjournment

The meeting was adjourned at 4:35 P.M.

**Minutes approved by
Michael Parrish**