

Minutes –March 18th, 2025
Johnstown, Cambria County Airport Authority

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Tim McIlwain Chair at 3:30 pm on Tuesday March 18th 2025

Members Present: Tim McIlwain via phone, Adam Murphy, via phone George Acurio, Mike Parrish, and Ed Cernic Jr

Members Absent: Rick McQuaide, Tyler Trimbath, Jonathan Gleason, Jim Brazill,

Others Present: Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor, Tyler Nesbella TranSystems; Attorney Tim Leventry; Solicitor; Dennis Kotzan, Accountant, Jenn Kirkland, SkyWest, Larry Hoover, Airline Committee Member, David Sutor, Tribune Democrat,

MINUTES:

George Acurio made a motion to approve the minutes of the February 18th Board Meeting. The motion was seconded by Ed Cernic Jr and passed by the following vote:

Yeas, Tim McIlwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)

SkyWest/United Report: Jenn Kirkland, JST SkyWest
Reviewed the SkyWest reports.

FBO Report:
N/A

Treasurer's Report:

Reviewed Financials

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

Yeas, Tim McIlwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)

Manager's Report: Cory Cree

Certificate of Deposit (CD)

- As you may recall, we currently have six (6) CDs invested with AmeriServ Financial. They are the only bank that has been willing to waive the penalty fee for one early withdrawal per CD.
- We have one (1) CD with an approximate value of \$300,000.00 that will mature on 3/24/2025.
- From AmeriServ Financial, we have obtained the following CD rate quotes:

Interest Rate	Term (months)
4.15%	6
4.00%	12
3.85%	18

- We originally planned to cash out this CD and to use it for Local Share project costs. However, based on our current financial status of our checking accounts, the timeliness of federal and state reimbursements, and based on the status and timing of the current and upcoming construction projects, we recommend reinvesting the maturing funds into a new CD.

- As we plan for the future Local Share project costs and will eventually need to cash out a CD, we may want to consider Money Market accounts as a way to continue to receive interest until the funds are actually used to pay the Local Share project costs.
- **Recommendation: We recommend that the Airport Authority reinvest the maturing CD funds with AmeriServ Financial at an interest rate of 4.00% for a term of twelve (12) months.**
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

Eastside Development Project – Change Order No. 1

- As you know, the Eastside Development Project includes widening Fox Run Road, reconstructing the Hangar 15 apron, installing fence and gates, and constructing a parking lot on the east side of the Airfield.
- The Construction Contractor, HRI, Inc., has submitted their Change Order No. 1 request, which requests seven (7) additional calendar days to be added to their construction contract time. This time extension is for the relocation of the Breezeline Fiber Optic Cable.
 - o Existing overhead and buried Breezeline communication cables serving Hangar 15 need to be relocated to accommodate the proposed project construction. This change order provides for the installation of new conduit and access manholes at a new location for the Breezeline communication cables. The construction cost will be paid from the Unforeseen Utility Cost item already in the contract. Thus, this change order will not change the original contract amount.
- TranSystems has reviewed the Change Order and recommends approval.
- The Change Order was submitted to the FAA for review. The FAA found the Change Order acceptable.
- **Recommendation: We recommend that the Airport Authority approve HRI, Inc.'s Change Order No. 1, which will add seven (7) calendar days to the original construction contract time but will not change the construction contract dollar amount.**
- **The action to approve this item is listed on the agenda under the Finance and Administration Committee.**

Rehabilitate Aprons Project

- The Rehabilitate Aprons Project includes the pavement rehabilitation of the Terminal Apron in front of the Terminal Building. This project will include crack repair, pavement repair/replacement, pavement seal coating, drainage improvements, and pavement paint markings.
- TranSystems designed the project, administered the bidding process, and conducted the bid opening on March 11, 2025.
- TranSystems prepared the Bid Summary, Bid Tabulation, and Bid Recommendation Letter, which were reviewed with the Finance and Administration Committee.
- This project will be funded with a combination of federal, state, and local funds, as listed in the table below.

Funding Source	Funding Percentage
FAA	95%
PennDOT BOA	2.5%
Local (Airport Authority)	2.5%

- Available FAA funding:
 - o \$331,900 in carryover Airport Improvement Program (AIP), which comes from \$181,920 in FY23 Primary entitlement + \$150,000 in FY24 Non-Primary entitlement funds.
 - o \$1,446,909 in FY25 Primary entitlement funds.
 - o We also have BIL-AIG funding, which we may use for any project work area that is not eligible for FAA AIP funding.
- The Federal Year (FY) 2025 FAA grant applications, the deadline is April 28, 2025.
- Three (3) construction contractors submitted bids. Quaker Sales Corporation was the low bidder and submitted a bid below the engineer's estimate. TranSystems reviewed the lower bidder's costs and confirmed with the low bidder, Quaker Sales Corporation, that they were confident in their bid amounts and did not miss anything in their bid price development.

Project Summary Table

Construction Costs	Subtotal	Total
Base Bid (Terminal Apron) - Quaker Sales Corporation	\$285,824.50	\$929,716.00
Add Alt. Bid No. 1 (Fuel Farm) - Quaker Sales Corporation	\$154,634.00	
Add Alt. Bid No. 2 (FBO Apron) - Quaker Sales Corporation	\$189,450.50	
Add Alt. Bid No. 3 (Small Aircraft Tie-Down Apron) - Quaker Sales Corporation	\$79,535.50	
Add Alt. Bid No. 4 (Small Aircraft Tie-Down Apron) - Quaker Sales Corporation	\$82,676.50	
Add Alt. Bid No. 5 (Concrete Areas) - Quaker Sales Corporation	\$137,595.00	
Engineering Costs		
TranSystems - Design, Bidding and Construction Phase Services	\$99,909.00	\$107,909.00
TranSystems - DBE Program Update	\$8,000.00	
Airport Administration Costs		
Independent Fee Estimate (IFE) - Midstate Consultants, Inc.	\$3,675.00	\$11,679.75
2023-2024 PA UCP Annual Assessment Period: 07/01/2023 - 06/30/2024	\$3,600.00	
2024-2025 PA UCP Annual Assessment Period: 07/01/2024 - 06/30/2025	\$3,000.00	
Bid Advertisement - Tribune-Democrat	\$1,404.75	
	Total	\$1,049,304.75

Notes:

1. Add Alt. Bid No. 2 (FBO Apron) is the first 50 feet in front of the FBO hangar. This area is not eligible for FAA AIP funding, since it is considered, revenue generating. However, this area is eligible for FAA BIL-AIG funding.
2. Add Alt. Bid No. 5 (Concrete Areas) is the concrete pad area where the commuter aircraft (SkyWest Airlines) parks. The FAA requires their concrete construction specifications to be used and followed for the work to be eligible for FAA funding. The FAA's concrete construction specification requires the contractor to develop a concrete job mix formula complying with the FAA's specifications and to have it renewed every six (6) months. Only the very large concrete manufacturers produce enough concrete for FAA compliant concrete to be feasible. Based on the small quantity of concrete required for this project and the lack of concrete manufacturers in the area that produce FAA compliant concrete, TranSystems will prepare and submit to the FAA a Modification of Design Standards (MODS) form to request approval to use PennDOT concrete. Add Alt. Bid No. 5 should only be awarded if the MODS is approved by the FAA.

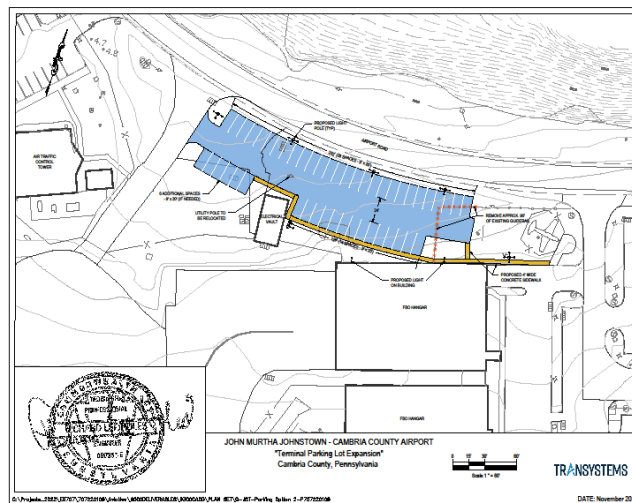
- **Recommendations:**

- o **We recommend that the Airport Authority approve the submission of two (2) FAA grant applications. One FAA grant application for FAA AIP funds in an amount of \$859,854.25, which will include all FAA Airport Improvement Program (AIP) eligible work items, i.e., all items except Add Alternate Bid No. 2 (FBO Apron). The other FAA grant application for FAA BIL-AIG funds in an amount of \$189,450.50, which will include only Add Alternate Bid No. 2 (FBO Apron), which is eligible under the BIL-AIG program.**
- o **We recommend that the Airport Authority approve the Award of the construction contract to Quaker Sales Corporation in an amount of \$929,716.00, which includes the Base Bid and All Add Alternate Bids, pending the FAA issuing AIP and BIL-AIG grants for the FAA's 95% share of the award amount and pending the FAA's approval of a Modification of Design Standards (MODS) for the use of PennDOT concrete for Add Alternate Bid No. 5. If the FAA does not approve the MODS, we recommend not awarding Add Alternate Bid No. 5 (Concrete Areas).**

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

Terminal Building Parking Lot

- Through the first two months of this year, our Airport has seen an increase in enplanements year-over-year. We had 1,357 and 1,219 enplanements, respectively, in January and February 2025. As you know, we also have Hertz Rental Car and a new restaurant tenant, Balance, in the Terminal Building. All these are contributing to an increase in vehicles parked at the Airport. On any given day, we can be down to single digit numbers of parking stalls available, and January and February are historically lower passenger volume months.
- With the current shortage of parking, we need to expand the parking lot to accommodate the number of airport users.
- On March 13, 2025, we met with the Finance and Administration Committee and discussed a couple different options.
 - o We are coordinating with the FAA and with TranSystems to potentially move parking lot expansion project from 2026 to 2025, which could be funded with FAA BIL-AIG funds. This project would add approximately 48 paved parking stalls in the currently grassed area that is located between the FBO Hangar, the Buzz Wagner Memorial Aircraft, Airport Road, and the paved access road to the gate below the Air Traffic Control Tower.



- o We are also coordinating with the FAA and TranSystems to potentially move the fence along the south side of the Terminal Building's long-term parking lot to provide additional parking by moving the existing fence approximately 12 feet further south (see red line) to provide enough space for a third row of parking stalls (see yellow rectangle). We are determining if our Airport Operations staff could complete this work, which would eliminate the design and bidding costs, as well as the costs to a third-party contractor, which would dramatically reduce the amount of time to complete this project. We are also coordinating with the FAA regarding any requirements they may have.



- **Recommendation:** We recommend that the Airport Authority approve the relocation of the long-term parking lot southern boundary fence to provide additional parking pending Airport Operations staff can complete the fence relocation work and Airport Management can coordinate with the FAA and Richland Township to satisfy any requirements.

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

Airport Operations Report: Josh Keyser

- The cutting edge for our Loader #17 bucket required replacement. This has been ordered, received, and installed.
- Beginning April 1, 2025, Airport Operations will transition to a 24/7 staff schedule. This staffing schedule will better accommodate the flight schedule of an early morning departure and a late evening arrival. This staffing schedule will also help to reduce overtime, which was needed to accommodate late arriving flights and passengers within the terminal.
- Our staff has assisted with renovations and repairs to the restaurant area to meet all Richland Township inspection requirements.
- With the increase in passenger and restaurant traffic, the parking lot has had reaching near capacity. With Cory's assistance, we laid out and marked an additional 14 parking stalls to the East of the Terminal Building.

Kimball's Engineer's Report: Rick Holes

1) SFY 2017 Project – Upgrade and Enhancement of the FBO Building

- a) Once final reimbursement is received from the PennDOT BOA the grant will be closed out.

PennDOT BOA Grant Number	FAA Share (0%)	State Share (100%)	Sponsor Share (0%)	Total Project (100%)
MMD-2017-JCCAA-00001	\$0.00	\$2,058,300.00	\$0.00	\$2,058,300.00
PennDOT BOA Grant Number	FAA Share (0%)	State Share (75%)	Sponsor Share (25%)	Total Project (100%)
MMD-2017-JCCAA-00002	\$0.00	\$375,000.00	\$125,000.00	\$500,000.00

2) FFY 2022 Project – Construct 2-Unit Hangar

- a) Awaiting FAA approval of closeout documentation.

FAA AIP No.	Total Grant (100%)	FAA Share (100%)	State Share (0%)	Sponsor Share (0%)
3-42-0045-063-2023	\$2,452,823.00	\$2,452,823.00	\$0.00	\$0.00

Solicitors' Report: Attorney Tim Leventry

Silver Airways. Reviewed additional Silver Airways Bankruptcy Information

Slip and Fall Case. Reviewed Incident Report for Slip and Fall case involving TSA employees, viewed video and emails regarding same.

Committee Reports

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

Certificate of Deposit (CD)

Ed Cernic recommended that the Airport Authority approve reinvesting the maturing CD funds with AmeriServ Financial at an interest rate of 4.00% for a term of twelve (12) months. The motion was seconded by Mike Parrish and passed by the following vote

Yeas, Tim Mcllwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)
Ed Cernic recommended that the Airport Authority approve HRI, INC's Change order No 1

Eastside Development Project – Change Order No. 1

Ed Cernic recommended that the Airport Authority approve HRI, INC's Change order No 1 which will add seven (7) calendar days to the original construction contract time but will not change the construction contract dollar amount. The motion was seconded by Mike Parrish and passed by the following vote

Yeas, Tim Mcllwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)

Terminal Building Parking Lot

Ed Cernic recommended that the Airport Authority approve the relocation of the long-term parking lot southern boundary fence to provide additional parking pending Airport Operations staff can complete the fence relocation work and Airport Management can coordinate with the FAA and Richland Township to satisfy any requirements. The motion was seconded by Mike Parrish and passed by the following vote

Yeas, Tim Mcllwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)

Rehabilitate Aprons Project

Ed Cernic recommended that the Airport Authority approve the submission of two (2) FAA grant applications. One FAA grant application for FAA AIP funds in an amount of \$859,854.25, which will include all FAA Airport Improvement Program (AIP) eligible work items, i.e., all items except Add Alternate Bid No. 2 (FBO Apron). The other FAA grant application for FAA BIL-AIG funds in an amount of \$189,450.50, which will include only Add Alternate Bid No. 2 (FBO Apron), which is eligible under the BIL-AIG program. And recommend that the Airport Authority approve the Award of the construction contract to Quaker Sales Corporation in an amount of \$929,716.00, which includes the Base Bid and All Add Alternate Bids, pending the FAA issuing AIP and BIL-AIG grants for the FAA's 95% share of the award amount and pending the FAA's approval of a Modification of Design Standards (MODS) for the use of PennDOT concrete for Add Alternate Bid No. 5. If the FAA does not approve the MODS, we recommend not awarding Add Alternate Bid No. 5 (Concrete Areas). The motion was seconded by Mike Parrish and passed by the following vote

Yeas, Tim Mcllwain Ed Cernic Jr, George Acurio, Mike Parrish, and Adam Murphy, (5). Nays: None (0)

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

- N/A

Military: Adam Murphy, (Chair), Tim Mcllwain

- N/A

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

- N/A

The meeting was adjourned at 4:13 P.M.

**Minutes approved by
Mike Parrish**