

Minutes –January 19th 2021, 2020

Johnstown, Cambria County Airport Authority

The regular meeting of the Johnstown Cambria County Airport Authority was called to order by Rick McQuaide, Chairman at 3:30 pm on Tuesday January 19th 2021.

Members Present: Rick McQuaide; Jack Babich; Jim Loncella, via phone; Tim Mcilwain, via phone; Dave Kalina, via phone; Michael Parrish, via phone; Jonathan Gleason, Via Phone,, via Phone; Melissa Komar, Via Phone,, via phone; George Arcurio III, via Phone

Members Absent: N/A

- **Others Present:** Chad Gontkovic, Airport Manager; Heather Tomasko, Assistant Airport Manager; Josh Keyser, Airport Operations Supervisor; Attorney Tim Leventry, Solicitor; Kandy Hobelman, SkyWest; Dennis Kotzan, Kotzan and Associates, Via Phone; Cory Cree, L.R. Kimball, via phone; Jake Arden, L.R. Kimball, via phone; Larry Hoover, Airline Committee Member, via Phone.

Public Comment: N/A

SkyWest/United Report

- Kandy Hobelman from SkyWest presented flight stats and the passenger count for the month of December.

MINUTES:

George Arcurio III made a motion to approve the Minutes of the December 15th 2020 regular Meeting. The motion was seconded by Jack Babich and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio, Rick McQuaide and Jonathan Gleason (9).

Nays: None (0)

FBO Report: Larry Nulton

- Nulton Aviation added 2 jets to the charter ticket.
- Continuing to work with Boutique about their long term plans on the airfield.
 - Will hopefully have an update in a month or 2
- Larry Nulton has been helping Shawn Simpson from Boutique work with Allegheny FISDO to help Boutique become a part 145, which is a maintenance facility.

Treasure's Report: Dennis Kotzan

- Reviewed Financials

Jack Babich made a motion to approve the December Treasure's Report. The motion was seconded by Tim Mcilwain and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio, Rick McQuaide and Jonathan Gleason (9). Nays: None (0)

Manager’s Report: Chad Gontkovic:

- Our office is working with Angela McKool to redesign our website.
 - We are reviewing her proposal.
- Our office had a call with Sherri Hillegas from Comcast about our digital marketing in 2021. A meeting will be set up in the coming days to review the proposal from Comcast.
- Our office met with Bridge Prospective for our digital advertising.
- We continue to have discussion with SIA about the Agreement.

Maintenance Report: Josh Keyser:

- New Deal RWY deicer was used for Christmas day due to flash freeze forecast. The chemical treatment allowed us to keep airfield open and safe throughout the snow event. Replacement chemicals have been ordered and delivered.
- A failure of the Fox Run RD gate opener occurred on 12/27/20. We were able to diagnosis and return to operation on 12/28. With the Boutique maintenance facility operational, the gate has seen a substantial increase in usage.
- Several leaks have developed in the radiator for the terminal emergency generator. All efforts were made to repair the leaks, however, the condition of the radiator required a replacement. Parts have been ordered and are expected within the next week. The generator and components are original to the terminal building construction in 1999.

Kimball’s Engineer’s Report: Cory Cree, Engineer, L.R. Kimball

1) Terminal Building HVAC System

- a) On December 16, 2020, the Engineering Agreement was executed between the Airport Authority and L.R. Kimball.
- b) L.R. Kimball is coordinating with KTH Architects and Pyramid Engineering on the design of the project.

| PennDOT BOA TA Number | FAA Share (0%) | State Share (50%) | Sponsor Share (50%) | Total Project (100%) |
|------------------------------|-----------------------|--------------------------|----------------------------|-----------------------------|
| TA-ACB-2018-JCCAA-00006 | \$0.00 | \$150,00.00 | \$150,000.00 | \$300,000.00 |

2) Renovate Hangar 15A and Building 15B

a) Payment Request Process

- i) At the end of December 2020, vendors received payments from the County. (Payment Requests were initially submitted to the County in July 2020.)
- ii) On Tuesday, January 12, 2021, a conference call was held with representatives of Cambia County, Nulton Aviation, KTH Architects, and L.R. Kimball to discuss the payment process moving forward. Based upon that meeting, we plan to proceed to the bidding phase of the project.

b) Previously Reported: Asbestos, Lead Paint and Hazardous Materials

- i) Per the Asbestos, Lead Paint and Hazardous Materials Survey Report for Hangar 15A and Building 15B, it is recommended a licensed asbestos abatement contractor be contracted to remove asbestos-containing materials (ACM). The County would be responsible for paying for the abatement. The Survey Report estimated the abatement cost at \$13,000, which is below the public bidding threshold. Therefore, it would be appropriate for the Airport Authority to obtain and document three (3) written quotes for the abatement. The cost of the abatement is eligible for reimbursement through the grant.

3) FFY 2021 Project - Remove Obstructions – Former Blair and Horner Properties

- a) On January 6, 2021, L.R. Kimball prepared and provided an Engineering Agreement to the Airport Authority's office.
 - i) The Engineering Agreement will need to be submitted to Tim DeWire, FAA, for his review and approval.
 - ii) An Independent Fee Estimate (IFE) will need to be completed and submitted to Tim DeWire, FAA. The IFE involves a third-party reviewing the project scope of work and preparing a cost estimate of the engineering fee. If the IFE is plus or minus 10% of the Engineering Agreement Fee, the FAA will consider the fee reasonable and justified.
 - iii) ***Board Action is requested for the approval and execution of the Engineering Agreement pending FAA approval.***

NO Board action was taken on the Remove Obstructions-Former Blair and Horner Properties.

Solicitors report: Presented by Attorney Tim Leventry

- Engineer of Record. We are currently preparing bid specifications for the Airport Engineer position. The current Kimball contract is set to expire May 3, 2021. This will be done by way of a Request for Qualifications.

RESOLUTIONS AND MOTIONS:

- A. A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE APPROVAL OF THE CAPITAL ASSETS AND DEPRECIATION POLICY IN ACCORDANCE WITH STANDING RESOLUTION NUMBER 0002.

Jack Babich made a motion to approve the resolution. The motion was seconded by Melissa Komar and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Dave Kalina, Mike Parrish, George Arcurio, Rick McQuaide and Jonathan Gleason (9).

Nays: None (0)

Jim Loncella pointed out that the policy was not in the packet as it was stated in the resolution. The Policy was emailed to all Board Members and reviewed by all members.

The Capital Assets and Depreciation Policy will be added to the packet as "Exhibit A" as stated in the Resolution.

- B. A RESOLUTION OF THE JOHNSTOWN CAMBRIA COUNTY AIRPORT AUTHORITY BOARD AUTHORIZING THE AUTHORITY OFFICE TO MOVE FORWARD WITH THE INSULATION OF HANGER 13 DOOR ACCORDING TO RESOLUTION NUMBER 0003.

Jack Babich made a motion to approve the resolution with the changes being the Authority granted Johnstown Construction the job over the lowest bidder because of the amount of insulation that Johnstown Construction recommended using compared to the lowest quote. The motion was seconded by Melissa Komar and passed by the following vote:

Yeas: Melissa Komar, Jack Babich, Tim Mcilwain, Jim Loncella, Mike Parrish, George Arcurio and Rick McQuaide (7).

Nays: Dave Kalina, Jonathan Gleason (2)

Committee Reports:

Enplanements:

N/A

Enterprise:

N/A

Personnel:

N/A

Facility and Administration:

N/A

Military

N/A

**The meeting was adjourned at
5:05 P.M.**

**Minutes approved by:
Jonathan Gleason**

