



Airport Authority Board of Directors

Minutes of September 16, 2020

Via Teleconference: Vin Petrini, David White, Anthony Verderame, Dan Adams, Sean Scanlon, Mark Sklarz, Peter Leonardi, Gerald Weiner, John Picard, Jim Yeske, Rich Jacob, Serena Neal-Sanjuro, Matt Hoey, Kevin Arnold

Directors Absent: Karen O'Connell

Others in Attendance: Jeremy Nielson, Jeff Woods, Johnson Chang-Fong, Felipe Suriel, Eliot Jameson, Mark Zaretsky, Evan Warren, Karen Wait, Bryan Hoffman

Chairman John Picard called the meeting to order at 1603L.

A motion to approve the meeting minutes from August 19th was approved.

1. Executive Director's Report

- Mr. Scanlon reported that American Airlines, which temporarily suspended October service to Tweed, has not made a final decision regarding November.
 - While the airport has been in frequent contact with American, future federal funding will probably drive their decision on when to restart service.
- American Airlines began daily service to Charlotte, North Carolina on August 7th.
 - While multiple factors may be impacting demand, within the first week of service load factors increased by 8% compared to the previous week's flights to Philadelphia.
- The airport has submitted a request for proposals to perform work in the administrative building. This work will allow the airport to better utilize facility space.
- The FAA has scheduled funding for an environmental assessment in 2021. This required assessment will determine if the airport can move forward with the runway extension project that is slotted into the FAA's funding schedule for 2023.

2. Master Plan Update from Consultant Jeff Woods

- Mr. Woods provided an updated timeline on for the master plan process.



- He expects to deliver updated forecasts within the next few days, facility requirements by the end of September, and then alternatives. From those alternatives, a preferred plan and updated Airport Layout Plan will be developed. All these documents should be ready for FAA review in March.
- Mr. Woods expressed optimism regarding the FAA's position on the plans.
- Mr. Woods stressed the importance of face-to-face public input, especially during the environmental assessment.
 - He intends to hold advisory committee meetings closer to the end of the year and, if possible, in-person public meetings early next year.

3. Chairman's Report:

- Chairman John Picard agreed with the importance of holding the public meetings in-person when it is possible to do so.
- Chairman Picard also thanked Executive Director Scanlon for all his hard work in response to American's service suspension.

4. Audit and Finance:

- Mr. Arnold reported that the airport ended July \$42,000 in the black while using \$77,000, or 1/12th, of the Cares Act funding.
- While revenue has remained steady from May, Mr. Arnold cautioned that the service suspension will negatively impact revenue from passenger facility charges, car rentals, parking, fuel flowage, and landing fees.

5. Report and Action Items

No action items.

Airport Manager's Report

- Mr. Nielson emphasized that resources are being utilized strategically and cost savings in other operational areas will be looked into should American not restart service in November.
- Mr. Nielson updated the board on planned events including a virtual FAA administrative inspection in October, an in-person certification inspection probably in the spring, airfield painting, and a full-scale emergency exercise.

6. Other Business:

None.



7. **Public Comment:**

No public comments.

Meeting adjourned at 16:30L by Mr. Picard.

Respectfully submitted-

Felipe Suriel

Assistant Airport Manager