

**BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
SEPTEMBER 14, 2015**

Thomas Hite called the Regular Meeting of the Blair County Airport Authority to order at 6:00 PM. The meeting was held in the conference room of the Altoona-Blair County Airport, 310 Airport Drive, Martinsburg, PA 16662. The meeting began with the pledge of alliance to the flag of the United States of America.

Those present included BCAA board members Herbert Bolger, Thomas Hite, Gary Orner, and Ben Stapelfeld. Also present were Tracy Plessinger, BCAA Manager, David Pertile, BCAA Solicitor; Matthew Dunn, of Delta Airport Consultants; and Roger Hull of Kitty Hawk Restaurant.

Herbert Bolger made a motion to approve the agenda for the September 14, 2015, Regular Meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

REGULAR MEETING

Approval of Minutes

- A. Herbert Bolger made a motion to approve the minutes from the August 10, 2015, Regular Meeting. Ben Stapelfeld seconded the motion. All board members present voted Aye. Motion passed.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Detail contained in written "Manager's Report – September 14, 2015.")
- B. Ben Stapelfeld made a motion to approve the Manager's Report. Herbert Bolger seconded the motion. All board members present voted Aye. Motion passed.

Engineer's Report

- A. Matthew Dunn, of Delta Airport Consultants, presented an update to the board on current projects. (Detail contained in written "Project Status Report – August 2015 – Updated September 9, 2015)
- B. Herbert Bolger made a motion to approve the Engineer's Report. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Board Committee Reports

- A. **Property Committee** – Discussions on several items were reserved for executive session.
- B. **Finance Committee** – Ben Stapelfeld, Committee Chair, presented financial statements for the month. A motion is included on the agenda for approval of disbursements for the month.
- C. **Marketing Committee** – Gary Orner, Committee Chair reported that an invitation has been extended to the Allegheny FSDO to hold the Wings Weekend, Pilot Proficiency Program Training, at AOO for the next three years (2016-2018).
- C. **Personnel Committee** – Discussion on a personnel matter was reserved for executive session.
- D. **Communications** – There were no items to report pertaining to the Communications Committee.
- E. Herbert Bolger made a motion to approve the board committee reports. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Floor Opened for Public Comment on Agenda Items

- A. There was no public comment on agenda items.

Old Business

- A. There was no Old Business for the board to discuss or act on.

New Business

- A. Gary Orner made a motion to approve a Transfer Agreement with the FAA, as presented, effective October 1, 2015, and to authorize BCAA officers and employees to take actions and sign documents necessary to execute same. The agreement transfers fencing, air handling and condensing units, engine/generator and power conditioning units, and a fuel storage tank containing fuel from the FAA to the BCAA. The FAA has provided an EDDA (Environment Due Diligence Audit) for the items and areas in question. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Ben Stapelfeld made a motion to approve a lease agreement with the County of Blair to lease space for the Penn State Agricultural Extension Service, as presented, or modified by solicitor, and to authorize BCAA officers and employees to take actions and sign documents necessary to execute same. The lease agreement includes office space in the AFSS Building and additional storage space in the former terminal building adjacent to the maintenance garage. The lease commences on October 1, 2015 and runs through September 30, 2020. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Herbert Bolger made a motion to approve a Collateral Access Agreement between the BCAA and Wells Fargo Bank, and to authorize BCAA officers and employees to take actions and sign documents necessary to execute same. The agreement provides Wells Fargo Bank access to airport property for the purpose of exercising its rights pursuant to a loan agreement with Eagle Automotive LLC, the Hertz franchisee at AOO. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye.
- D. Gary Orner made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$31,813.84, \$19,141.62 of which was paid prior to the meeting and from the FAA Fund in the amount of \$1,000 which was paid prior to the meeting. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye.

General Public Comment

- A. There was no general public comment.

EXECUTIVE SESSION

- A. Gary Orner made a motion to enter executive session for the purpose of considering the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option, as provided in Section 708(a)(3) of the Sunshine Act; and for the purpose of consulting with an attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed, as provided in Section 708(a)(4) of the Sunshine Act. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

- B. Tom Hite made a motion to return to regular session. Gary Orner seconded the motion. A vote was taken. All board members present voted aye.

Adjournment

- A. Herbert Bolger made a motion to adjourn the meeting at 9:00 PM. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye.
- B. The October regular meeting of the BCAA Board will be held on October 12, 2015, at the Altoona-Blair County Airport Conference Room at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, October 12, 2015.

Mike Ritchey, Secretary, BCAA