

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

MAY 23, 2016

Tom Hite called the Regular Meeting of the Blair County Airport Authority to order at 5:00 PM. The meeting was held in the Blair County Airport Authority Offices at 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, Mike Ritchey, Ben Stapelfeld, and Drew Swope. Also present were Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; and Kay Stephens of the Altoona Mirror.

REGULAR MEETING

Approval of Agenda

- A. Herbert Bolger made a motion to approve the agenda for the May 23, 2016, Regular Meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Herbert Bolger made a motion to approve the minutes from the April 11, 2016, Regular Meeting. Mike Ritchey seconded the motion. All board members present voted Aye. Motion passed.

Visitors

- A. None scheduled.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – May 23, 2016.")
- B. Mike Ritchey made a motion to approve the Manager's Report. Ben Stapelfeld seconded the motion. All board members present voted Aye. Motion passed.

Engineer's Report

- A. There was no Engineer's Report presented.

Board Committee Reports

- A. **Property Committee** – Drew Swope, Committee Chair, presented the report of the Property committee. The DeGol fuel system has been sold, and a contract has been presented for repairs to the FBO Fuel Farm.
- 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 planning is continuing for the Wings of Freedom event to be held August 19-21. Also, Southern Airways Express will be holding a kick-off party at AOO on June 28, to launch their service at AOO.
- D. **Personnel Committee** – Herbert Bolger, Committee Chair, reported that an applicant for a maintenance position has declined to take the position due to his need for medical insurance.
- E. **Communications** – Nothing to report.

- F. Drew Swope made a motion to approve the board committee reports. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Floor Opened for Public Comment on Agenda Items

- A. Kay Stephens, of the Altoona Mirror, asked several questions relating to the DOT order regarding EAS service at AOO, and the new bids that have been received for EAS service.

Old Business

- A. There was no old business for discussion or action.

New Business

- A. Herbert Bolger made a motion to increase the manager's salary by 3%, effective April 11, 2016. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Drew Swope made a motion to approve a contract with Safe Q, LLC, for repairs to the FBO Fuel Farm, in the amount of \$77,472.30, and to authorize BCAA officers, employees, and agents to execute all documents necessary to complete the transaction. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Ben Stapelfeld made a motion to approve a sales agreement in the amount of \$80,000 with Flightway, LLC, for the purchase of the Degol jet A Fuel System, and to authorize BCAA officers, employees, and agents to execute all documents necessary to complete the transaction. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Herbert Bolger made a motion to approve a resolution authorizing Tracy Plessinger, Airport Manager, to execute all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Mike Ritchey made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$47,813.04, \$35,639.69 of which was paid prior to the meeting; from the FAA Project Fund in the amount of \$9,299.10; and from the Local Project Account, in the amount of \$136,427.77, \$136,000.00, of which was paid prior to the meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. None.

Adjournment/Executive Session

- A. Herbert Bolger made a motion to adjourn the meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The June regular meeting of the BCAA will be held on June 14, 2016, in the Blair County Airport Authority Offices at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, June 14, 2016.

Mike Ritchey, Secretary, BCAA

