

**BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
MAY 11, 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, Martin Marasco, Ben Stapelfeld, and Blair County Commissioner's Representative, Diane Meling. BCAA board member Drew Swope arrived at 6:05 PM. BCAA board members Gary Orner and Mike Ritchey were absent. Also present were Tracy Plessinger, BCAA Manager, David Pertile, BCAA Solicitor; Matt Dunn, Adam Switzer, and David Jones, of Delta Airport Consultants; Sandy Weyandt of New Wings; Roger Hull of Kitty Hawk Restaurant; and Kay Stephens, of the Altoona Mirror.

Board Chairman, Thomas Hite, announced that an executive session of the board was held on Monday, May 4, at 9:00 AM, at ABCD Corp., 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.

Herbert Bolger made a motion to approve the agenda for the May 11, 2015, Regular Meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed. (Drew Swope was not present for this vote.)

REGULAR MEETING

Approval of Minutes

- A. Herbert Bolger made a motion to approve the minutes from the March 9, 2015, Regular Meeting. Martin Marasco seconded the motion. All board members present voted Aye. Motion passed. (Drew Swope was not present for this vote.)

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Detail contained in written "Manager's Report – May 11, 2015.")
- B. Drew Swope 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. Delta Airport Consultants presented an update to the board on current projects. (Detail contained in written "Project Status Report – April 2015 – Updated May 8, 2015)
- B. Marty Marasco made a motion to approve the Engineer's Report. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Board Committee Reports

- A. **Property Committee** - Martin Marasco, Committee Chair, presented the report of the Property committee. There are several lease renewals which are on the agenda for approval this evening. Several other lease items will be discussed in 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** – In the absence of Gary Orner, Committee Chair, the Manager reported that efforts plans are underway for an airport drive-in/fly-in to be held June 27.
- C. **Personnel Committee** – Herbert Bolger, Committee Chair, reported that the committee has interviewed Francis Jenkins for a full-time maintenance position and recommends his approval by the full board. There is a motion on the agenda to approve his hiring.
- D. **Communications** – There were no items to report pertaining to the Communications Committee.
- E. Ben Stapelfeld made a motion to approve the board committee reports. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Floor Opened for Public Comment on Agenda Items

- A. None.

Old Business

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

New Business

- A. Drew Swope made a motion to approve a lease agreement with AOO Kitty Hawk, as presented, to operate a restaurant and limousine service at the Altoona-Blair County Airport. 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 Ward Corporation of Pennsylvania D/B/A Hertz, as presented, to operate a car rental service at the Altoona-Blair County Airport. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Herbert Bolger made a motion to approve a lease agreement with Mokulele Airlines as presented for storage of aircraft maintenance items. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Martin Marasco made a motion to authorize Delta Airport Consultants to prepare a scope and sequence of work to construct, demolish, and replace general aviation hangars at AOO. The final scope and sequence will be submitted to the BCAA board for approval before being submitted to PennDOT for inclusion in a capital budget grant application. The cost of Delta's work to prepare the requested scope and sequence is not to exceed \$3,500. Herbert Bolger seconded the motion. A vote was taken. All board members voted Aye. Motion passed.
- E. Martin Marasco made a motion to direct the solicitor to send a letter to Oak Grove Investments LLC, outlining our expectation that Oak Grove will be vacating their leased premises at the end of this year and that the BCAA intends to assume possession as of January 2, 2016. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- F. Herbert Bolger made a motion to approve the Fly-in/Drive-in Explore Altoona Airport Event scheduled for June 27, 2015. All activities and events to be developed and approved by the Airport Manager and Marketing Committee. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- G. Drew Swope made a motion to approve the Altoona-Blair County Airport's participation in the Explore Altoona/Sun Air Express – Summer 2015, marketing program. All activities and events to be developed and approved by the Airport Manager and marketing Committee. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

- H. Herbert Bolger made a motion to accept the resignation of Corey Butler as a maintenance employee at the Altoona-Blair County Airport. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- I. Herbert Bolger made a motion to approve hiring Francis Jenkins as a maintenance employee at the Altoona-Blair County Airport, pending approval of all back ground checks, with an effective date of May 18, 2015, and to begin a 90-day probationary period on that date. Drew Swop seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- J. Ben Stapelfeld made a motion to approve payment of invoice for Airport Operations from the general Fund in the amount of \$21,202.07, \$5,207.83 of which was paid prior to the meeting; and from the FAA Project Account for \$14,038.57. Martin Marasco seconded the motion. A vote was taken. All board members voted Aye. Motion passed.

General Public Comment

- A. None.

Adjournment

- A. Martin Marasco made a motion to adjourn the regular meeting and 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. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed. Meeting adjourned at 8:30 PM.
- B. The June regular meeting of the BCAA Board will be held on June 8, 2015, at the Altoona-Blair County Airport Conference Room at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, June 8, 2015.

Mike Ritchey, Secretary, BCAA