

**BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
AUGUST 10, 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, Mike Ritchey, Ben Stapelfeld, and Drew Swope. Commissioners Diane Meling and Ted Beam were present representing the Blair County Commissioners. Also present were Tracy Plessinger, BCAA Manager, David Pertile, BCAA Solicitor; Adam Switzer, of Delta Airport Consultants; and Bruno Degol and Jeff Piazza of DeGol Jet Center II.

Herbert Bolger made a motion to approve the agenda for the August 10, 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. Mike Ritchey made a motion to approve the minutes from the July 13, 2015, Regular Meeting. Drew Swope 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 – August 10, 2015.")
- B. Herbert Bolger 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 – July 2015 – Updated August 6, 2015)
- B. Drew Swope made a motion to approve the Engineer's Report. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Board Committee Reports

- A. **Property Committee** – Drew Swope, Committee Chair, presented the report of the 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 we are still seeking a WWII organization to provide planes for a possible Fall event at the airport.
- C. **Personnel Committee** – The personnel committee is recommending several employee actions as listed below. There are motions on tonight's agenda for each of these recommendations.
 - a. Termination of Kenneth Heuston as a full-time maintenance employee.
 - b. Acceptance of the resignation of Frank Jenkins as a full-time maintenance employee.
 - c. Hiring of Jeff Steffen as a maintenance employee.
 - d. Hiring of Wendi Hunsicker as a maintenance employee.

- 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. 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. Herbert Bolger made a motion to terminate the employment of Kenneth Heuston effective July 31, 2015. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger made a motion to approve the resignation of Frank Jenkins effective July 6, 2015. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Mike Ritchey made a motion to approve hiring Jeffrey Steffen as a maintenance employee at the Altoona Blair County Airport, pending approval of all background checks, with an effective date of August 17, 2015, and to begin a 90-day probationary period on that date. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye.
- D. Mike Ritchey made a motion to approve hiring Wendi Hunsicker as a maintenance employee at the Altoona Blair County Airport, pending approval of all background checks, with an effective date of August 17, 2015, and to begin a 90-day probationary period on that date. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye.
- E. Drew Swope made a motion to approve assignment of the current Hertz Car Rental Lease at the Altoona-Blair County Airport from The Ward Corporation of Pennsylvania to Eagle Automotive LLC.
- F. Ben Stapelfeld made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$13,442.88, \$5,800.01 of which was paid prior to the meeting; from the FAA Fund in the amount of \$35,585.75, \$33,650.87 of which was paid prior to the meeting; and from the Local Project Account in the amount of \$1,869.48, which was paid prior to the meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. There was no general public comment.

EXECUTIVE SESSION

- A. Drew Swope 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. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

- B. Herb Bolger made a motion to return to regular session. Mike Ritchey seconded the motion. A vote was taken. All board members present voted aye.

REGULAR MEETING RESUMED

- G. Ben Stapelfeld made a motion to terminate the contract with Fourth River Company and to authorize the authority's Engineer, Solicitor, and Manager to contact the Fourth River Company's bonding company to arrange for remediation of all outstanding issues remaining with the Fuel Farm project. Drew Swope seconded the motion. David Brown, of the Fourth River Company, joined the public meeting after the executive session and commented on the motion. He commented that he believes that the Fourth River Company should be permitted to complete the Fuel Farm project and asserted his company's ability to do so. A vote was taken. All board members present voted Aye. Motion passed.
- H. Drew Swope made a motion to authorize the Manager to file a pre-application with USDA-RD seeking funding for the local share of proposed T-Hangar construction. Ben Stapelfeld seconded the motion. A vote was taken. All board member present voted Aye. Motion passed.
- I. Herbert Bolger made a motion to authorize the Manager to negotiate a lease agreement with the FAA for space in the AFSS building and to authorize authority officers to execute the resulting lease agreement. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Adjournment

- A. Herbert Bolger made a motion to adjourn the meeting at 8:35 PM. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye.
- B. The September regular meeting of the BCAA Board will be held on September 14, 2015, at the Altoona-Blair County Airport Conference Room at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, September 14, 2015.

Mike Ritchey, Secretary, BCAA