

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

DECEMBER 14, 2015

Gary Orner called the Regular Meeting of the Blair County Airport Authority to order at 6:30 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, Gary Orner, Mike Ritchey, Ben Stapelfeld, and Drew Swope. Also present were Ted Beam, Blair County Commissioner; Tracy Plessinger, BCAA Manager; David Jones and Matthew Dunn, of Delta Airport Consultants; Bruno DeGol and Jeff Piazza of DeGol Aviation, and Kay Stephens, of the Altoona Mirror. Roger Hull, of Kitty Hawk Restaurant arrived at 7:00 PM.

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

REGULAR MEETING

Approval of Minutes

- A. Ben Stapelfeld made a motion to approve the minutes from the November 9, 2015, Regular Meeting. Herbert Bolger 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 – December 14, 2015.")
- B. Drew Swope made a motion to approve the Manager's Report. Mike Ritchey seconded the motion. All board members present voted Aye. Motion passed.

Engineer's Report

- A. David Jones and Matthew Dunn, of Delta Airport Consultants, presented an update to the board on current projects. (Detail contained in written "Project Status Report – November 2015 – Updated December 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. There was also a discussion of the final budget for 2016 presented by the Manager. A motion is included on the agenda for approval of disbursements for the month and the budget.
- C. **Marketing Committee** – Gary Orner, Committee Chair, reported that the Collings Foundation will be visiting the airport August 19-21. He has also contacted the Greater Military Preservation Association about participating in the event. Ted Beam reported that the PSU Extension service is also interested in holding their annual event in conjunction with the airport's event.
- C. **Personnel Committee** – Herb Bolger, Committee Chair, presented recommendations for staff compensation levels for 2016. There is a motion on tonight's agenda to approve the recommendation.

- D. **Communications** – Nothing to report.
- E. Mike Ritchey 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. Kay Stephens, of the Altoona Mirror, asked for an explanation of the Novation referred to in the Manager’s Report. The Novation refers to replacing the previous owner/landlord for the PSP Hangar with the BCAA, which is now the owner of the Hangar.

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 an updated lease agreement with the International Group for space in the former AFSS Building as presented and prepared by the BCAA solicitor and to authorize BCAA officers and employees to take all necessary actions to execute same. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Ben Stapelfeld made a motion to approve the final budget for 2016, projecting total revenues of \$540,246, and total expenditures of \$472,118. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Herbert Bolger made a motion to approve the compensation schedule for BCAA employees for 2016 as presented. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Ben Stapelfeld made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$23,714.83, \$10,362.94 of which was paid prior to the meeting. Mike Ritchey 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 adjourn the meeting and enter Executive Session 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. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The January regular and reorganization meeting of the BCAA will be held on Monday, January 11, 2016, at 6:00 PM, in the Conference Room at AOO.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, January 11, 2016.

Mike Ritchey, Secretary, BCAA