

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

FEBRUARY 8, 2016

Gary Orner called the Regular Meeting of the Blair County Airport Authority to order at 6:35 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 Thomas Hite (6:55 PM), Gary Orner, Mike Ritchey, Ben Stapelfeld, and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA Board; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; David Jones and Matthew Dunn, Delta Airport Consultants; and Kay Stephens of the Altoona Mirror.

REGULAR MEETING

Approval of Agenda

- A. Thomas Hite made a motion to approve the agenda for the February 9, 2016, Regular Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Mike Ritchey made a motion to approve the minutes from the January 11, 2016, Reorganization and Regular Meeting. Thomas Hite 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. (Details contained in written "Manager's Report – February 9, 2016.")
- B. Thomas Hite 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. Matthew Dunn provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – February 2016 – Updated February 2, 2016")
- B. Drew Swope made a motion to approve the Engineer's Report. Thomas Hite 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. Discussion of several items was 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 planning is under way for the Wings of Freedom event to be held August 19-21.
- D. **Personnel Committee** – Tracy Plessinger, Manager, reported that there is a motion on the agenda to increase the wage of Diane Miller.
- E. **Communications** – Nothing to report.

- F. Mike Ritchey made a motion to approve the board committee reports. Thomas Swope 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 discussion or action.

New Business

- A. Thomas Hite made a motion to approve a lease amendment with AOO Kitty Hawk for office space in the terminal building as presented and prepared by the BCAA Solicitor and to authorize BCAA officers and employees to take all necessary actions to execute same. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Mike Ritchey made a motion to approve an hourly wage rate for Diane Miller of \$10.00/hour, effective February 1, 2016. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Thomas Hite made a motion to approve payment from the General Fund Account for airport operations in the amount \$56,043.81, \$11,712.23 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. Kay Stephens asked why the final payment for the regulator replacement exceeded the amount that had been approved at last month's meeting. It was explained that there were additional shipping/delivery charges that had been added to the final cost.
- B. Kay Stephens asked about the RPZ. It was explained that the RPZ (Runway Protection Zone) is an area at the end of each runway allowing for an area of safety during landing and takeoff operations. FAA regulations require the airport to either acquire outright through purchase, or acquire non-development and aviation easements for, all properties in the RPZ.

Executive Session

- A. Drew Swope made a motion to 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. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Regular Session Resumed

- A. Thomas Hite made a motion to approve a settlement in principle with the Fourth River Company and to instruct the BCAA solicitor to prepare the agreement for signature. The agreement will provide a \$75,000 payment to the BCAA, transfer any remaining parts to the BCAA, and provide no further liability on the part of Fourth River Company. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Adjournment

- B. The February regular meeting of the BCAA will be held on February 8, 2016, at the Altoona-Blair County Airport Conference Room at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, March 14, 2016.

Mike Ritchey, Secretary, BCAA