

# BLAIR COUNTY AIRPORT AUTHORITY

## REGULAR MEETING

**JULY 11, 2016**

Gary Orner called the Regular Meeting of the Blair County Airport Authority to order at 6:00 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, Gary Orner, Martin Marasco, Mike Ritchey, Ben Stapelfeld, Jr., and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA Board; Tracy Plessinger, BCAA Manager; and David Pertile, BCAA Solicitor.

## REGULAR MEETING

### Approval of Agenda

- A. Martin Marasco made a motion to approve the agenda for the July 11, 2016, Regular Meeting. Herbert Bolger 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 May 23, 2016, Regular Meeting. Ben Stapelfeld, Jr. 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 – July 11, 2016.")
- B. Martin Marasco 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. Tracy Plessinger presented a written report from Delta Airport Consultants. (Detail contained in written "Project Status Report – June 2016 – Updated July 6, 2016")
- B. Drew Swope made a motion to approve the Engineer's Report. Ben Stapelfeld, Jr. 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. The committee is recommending that Delta Airport Consultants continue as our consultant for the hangar project. A motion is included on the agenda for this item.
- B. **Finance Committee** – Ben Stapelfeld, Jr., 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.
- D. **Personnel Committee** – The committee discussed the possibility of initiating a "Paid Time Off Bank" for employees to share paid time off. The committee recommends investigating short term disability insurance as an alternative.
- E. **Communications** – Nothing to report.
- F. Herbert Bolger 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. No Comments.

## **Old Business**

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

## **New Business**

- A. Martin Marasco made a motion to approve a new T-Hangar lease as presented by Atty. Pertile and to require all T-Hangar tenants to sign the revised lease or vacate their hangars by August 31, 2016. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Drew Swope made a motion to approve an amendment to the Delta Airport Consultants' Aviation Services Agreement to provide engineering services for the proposed hangar construction project. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Mike Ritchey made a motion authorize the Airport Manager to enter into a contact to provide uniforms for the AOO Maintenance Staff after evaluating the various options available. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Ben Stapelfeld, Jr. made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$42,683.29, \$7,387.04 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. None.

## **Adjournment/Executive Session**

- A. Herbert Bolger 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. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The August regular meeting of the BCAA will be held on August 8, 2016, in the Blair County Airport Authority Offices at 6:00PM.

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, August 8, 2016.

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Mike Ritchey, Secretary, BCAA