



# ALTOONA BLAIR COUNTY AIRPORT AUTHORITY

310 AIRPORT DRIVE, SUITE 6

MARTINSBURG, PA 16662

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Vice-Chairman

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Solicitor

*David Pertile*

## Manager's Report

November 9, 2015

### General

1. Sun Air's completion rate continued to be high at 92% for October, while passenger numbers held steady. Passenger reservations are remaining steady for future months for both inbound and outbound traffic and AOO is now the #2 performing airport in the PIT Connector system. The report of completed flights, enplanements, and total passengers is included with this report.
2. We held our triennial emergency exercise to test our Airport Emergency Plan (AEP) last Saturday. The exercise included Airport ARFF equipment and personnel, as well as local fire and police companies, and Nason Hospital. County Emergency Management Personnel assisted in the planning and execution of the event and will provide a report and recommendations for changes to the AEP based on the results of the exercise.
3. The BCAA/AOO Christmas party will be held at the Kitty Hawk Restaurant prior to the December Board Meeting, from 5:00 PM to 6:30 PM.

### Marketing/Promotion

1. Sun Air Express is currently running radio advertising and promotions as well as newspaper and TV advertising to promote the PIT Connector service.. Sun has also extended its Friends and Family Fare through December 31, 2015. This fare offers substantial discounts for family members traveling together and will be an excellent promotion for the Holiday travel season.
2. Henrik Vejlstrup, from the Allegheny FSDO, is in attendance this evening to discuss the possibility of holding Wings Weekend Pilot Proficiency Program Training at AOO.

### Property

1. There are motions on tonight's agenda for leases for AOO Kitty Hawk for the terminal gift shop and for IG Flight Services for office and training space in the former AFSS Building.
2. There is a motion on tonight's agenda to allocate funds from the county's 2015 allocation to the airport to cover October through December lease payments for Penn State Extension service.
3. Based on input at last month's meeting, we have received an updated quote to alter one of the airport's snow plow trucks to mount our existing Tenco Snow Plow. This option will allow us to use keep the large plow/brush unit intact for possible sale at a later date and will still will give us another truck to use for snow removal and greatly speed the process. There is a motion on tonight's agenda to approve this work.
4. Document Solutions has made a proposal to lease us a printer/copier. This is a machine that was in the Penn State office. Penn State got a new machine when they moved to their new location on the airport. There is a motion on the agenda tonight to approve this agreement.
5. Wells Fargo Bank has agreed to the original Collateral Access Agreement that the board approved two months ago. Two signed originals of the agreement have been sent to Wells Fargo for signature.
6. We have completed the fee simple purchase of the property designated in this round of our RPZ land acquisition area. We are waiting for subordination agreements from the mortgage-holders of the two property owners from which were are seeking avigation and non-development easements.
7. USDA-RD requested additional information relating to our pre-application to acquire funds for the local share of the cost to construct new General Aviation T-Hangars. This information has been submitted and pending approval of the pre-application, the next step in the funding process is for a USDA Representative to do a site visit to begin the process of evaluating the feasibility of the project.
8. Mike Barta Inc. has been contacted about an evaluation of the new fuel farm systems. We have provided detailed information about the systems and are awaiting a date for a site visit.
9. The leases for the AFSS Building for both the FAA and Blair County on behalf of the Penn State Extension Service have been fully executed and are in place. The FAA has vacated all areas of the building that they are no longer leasing and Penn State Extension has moved into their offices. The office furniture that was remaining in the building has been donated to the airport by the FAA.

**10.** The 30kw regulator that controls the lights on Runway 21/03 has failed. We are currently operating the main runway lights with power from the Runway 30/12, 15kw regulator. We have issued a NOTAM for Runway 30/12. Delta Engineers has determined that a 30kw regulator is required. A new regulator has been ordered.

**Personnel**

1. The Personnel Committee has interviewed a candidate for a part-time cleaning position. There is a motion on tonight's agenda regarding this position.
2. The Personnel Committee has discussed the possibility of adding a Marketing & Events Coordinator position to be shared with Sun Air and has interviewed a potential candidate for this position.

**Finance**

1. In addition to the usual financial documents, there is a preliminary budget included with tonight's documents. There is a motion on tonight's agenda for the board to approve the preliminary budget. Based on continued board and management input, this budget may be altered before presented for final approval at next month's meeting.
2. Financial reports for the month are included in meeting information. Total General Fund Expenditures are \$.

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Tracy A. Plessinger, Manager