

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
NOVEMBER 14, 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, Thomas Hite, 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; David Pertile, BCAA Solicitor; David Jones, of Delta Airport Consultants, and Kay Stephens, of the Altoona Mirror.

REGULAR MEETING

Approval of Agenda

- A. Tom Hite made a motion to approve the agenda for the November 14, 2016, Regular Meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Herb Bolger made a motion to approve the minutes from the October 10, 2016, Regular Meeting. Tom Hite 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 – November 14, 2016.")
- B. Tom Hite made a motion to approve the Manager's Report. Martin Marasco seconded the motion. All board members present voted Aye. Motion passed.

Engineer's Report

- A. David Jones presented a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – October 2016 – November 7, 2016")
- 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** – David Jones discussed the upcoming hangar/office construction projects.
- 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** – Nothing to report.

- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Tom Hite 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. Kay Stephens, of the Altoona Mirror, asked about prices for new flights to BWI. The manager responded that the pricing will be based on how far in advance the tickets are booked, with prices starting at \$29 for advanced booking.

Old Business

- A. Mike Ritchey made a motion to change the December meeting to December 14, 2016, at 6:30 PM and advertise same as required. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Tom Hite made a motion to authorize a committee consisting of Drew Swope, Herb Bolger, and Ben Stapelfeld, Jr., with Gary Orner as an alternate member, to interview and recommend a candidate for submission to the Blair County Commissioners as a replacement for Martin Marasco when his term expires at the end of the year. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

New Business

- A. Drew Swope made a motion to approve a preliminary budget for 2016 projecting total revenue of \$473,027, and total expenditures of \$472,539. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Mike Ritchey made a motion to approve a 5-year agreement with Delta Airport Consultants for engineering/consulting services. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Drew Swope made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$32,143.71, \$5,265.71 of which was paid prior to the meeting. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. None.

Adjournment/Executive Session

- A. Drew Swope made a motion to adjourn the meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The November regular meeting of the BCAA will be held on December 14 2016, in the Blair County Airport Authority Offices at 6:00PM.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, December 19, 2016.

Mike Ritchey, Secretary, BCAA