

**BLAIR COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**DECEMBER 19, 2016**

Gary Orner called the Regular Meeting of the Blair County Airport Authority to order at 6:30 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; Mark Cestari, of Southern Airways Express; Roger Hull, of the Kitty Hawk Restaurant; and Kay Stephens, of the Altoona Mirror.

**REGULAR MEETING**

**Approval of Agenda**

- A. Thomas Hite made a motion to approve the agenda for the December 19, 2016, Regular Meeting. Mike Ritchey 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 November 14, 2016, Regular Meeting. Thomas Hite seconded the motion. All board members present voted Aye. Motion passed.

**Visitors**

- A. Mark Cestari reported on several Southern Airways items. The BWI service has started and Southern is still in the process for working out the glitches in the new connections. Interline agreements have been signed, or are under negotiation with all the legacy airlines. Southern has hired 46 pilot to serve its new cities and expanded service. Southern has developed a new Express Pass product to provide discounted fares to frequent flyers. PIT Connector advertising is progressing, including TV advertising featuring AOO, JST, and DUJ Airports. Southern is also working directly with Saint Francis University and Smith Transport to provide discounted rates for their use.

**Manager's Report**

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – December 19, 2016.")
- B. Drew Swope 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 – November 2016 – Updated December 13, 2016")
- B. Herb Bolger 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. Drew Swope reported that the committee is currently in negotiations with Sheetz to extend its hangar lease.
- 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 reported that he will be contacting the Collings Foundation about a visit next year.
- D. **Personnel Committee** – Herb Bolger reported that the committee recommends approval of the compensation schedule for next year as presented by the Manager.
- E. **Communications** – Nothing to report.
- F. Thomas Hite made a motion to approve the board committee reports. Gary Orner 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 the progress of the new BWI service and whether that service is adversely affecting the service to PIT. The BWI service is progressing well and it is acting as a supplement to the PIT service.
- B. Kay Stephens, of the Altoona Mirror, asked about the agenda item relating to the acquisition of a liquor license. The BCAA is supporting the placement of a question on the North Woodbury Township Spring Primary Ballot to allow the authority to apply for a liquor license for the airport restaurant.

### **Old Business**

- A. None

### **New Business**

- A. Ben Stapelfeld, Jr. made a motion to approve the final budget for 2017, projecting total revenues in the amount of \$539,527 and expenditures in the amount of \$475,671. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger made a motion to approve the employee compensation schedule as presented. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Thomas Hite made a motion to recommend J. Seth Smith to the Blair County Commissioners for appointment to the BCAA Board to fill the seat currently held by Martin Marasco. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Drew Swope made a motion to authorize the manager and solicitor to proceed with the steps necessary to place a question on the Spring Election Ballot regarding the issuing of a liquor license to an Airport Authority in North Woodbury Township. Martin Marasco seconded the motion. A vote was taken. All board members present voted Aye.
- E. Thomas Hite made a motion to approve payment of invoices for Airport Operations from the General Fund in the amount of \$44,765.74, \$17,159.35 of which was paid prior to the meeting. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **General Public Comment**

- A. None.

### **Adjournment/Executive Session**

- A. Martin Marasco made a motion to adjourn the public meeting and enter into Executive Session for the purpose of considering the lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option, as provided in Section 708(a)(3) of the Sunshine Act; and for the purpose of discussing a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, as provided in Section 708(a)(1) of the Sunshine Act. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The January reorganization and regular meeting of the BCAA will be held on January 9, 2016, in the Blair County Airport Authority Offices at 6:00PM.

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, January 9, 2017.

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Mike Ritchey, Secretary, BCAA