

**BLAIR COUNTY AIRPORT AUTHORITY**  
**REORGANIZATION AND REGULAR MEETING**

**JANUARY 9, 2017**

Gary Orner called the Reorganization and Regular Meeting of the Blair County Airport Authority to order at 6:00 PM. The meeting was held in offices of the Blair County Airport Authority 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, Mike Ritchey, Ben Stapelfeld, and Drew Swope. Also present were Seth Smith, proposed BCAA board member; Ted Beam, Blair County Commissioners' Representative to the BCAA Board; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Roger Hull, of the Kitty Hawk Restaurant; Kay Stephens, of the Altoona Mirror; and David Jones, of Delta Airport Consultants, who joined the meeting by phone for the engineer's report.

**REORGANIZATION MEETING**

**Election of Officers**

- A. Drew Swope made a motion to nominate Gary Orner as Chairman for 2017. Thomas Hite seconded the motion.
- B. Herbert Bolger made a motion to close nominations for Chairman. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Thomas Hite made a motion to appoint Gary Orner as Chairman for 2017. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Drew Swope made a motion to nominate Thomas Hite as Vice Chairman for 2017. Mike Ritchey seconded the motion.
- E. Herbert Bolger made a motion to close nominations for Vice Chairman. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- F. Ben Stapelfeld, Jr. made a motion to appoint Thomas Hite as Vice Chairman for 2017. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- G. Drew Swope made a motion to nominate Mike Ritchey as Secretary for 2017. Thomas Hite seconded the motion.
- H. Herbert Bolger made a motion to close nominations for Secretary. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- I. Ben Stapelfeld, Jr. made a motion to appoint Mike Ritchey as Secretary for 2017. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- J. Thomas Hite made a motion to nominate Seth Smith as Treasurer for 2017. Mike Ritchey seconded the motion.
- K. Drew Swope made a motion to close nominations for Treasurer. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye.
- L. Mike Ritchey made a motion to appoint Seth Smith as Treasurer for 2017, pending his approval by the Blair County Commissioners as a BCAA Board Member. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **Selection of Depository**

- A. Thomas Hite made a motion to appoint M&T Bank as the depository for all authority funds for 2017. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger made a motion to approve the BCAA Officers as check signers for all M&T accounts. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **Approval of 2017 Meetings**

- A. Mike Ritchey made a motion to hold monthly authority meetings in 2017 on the second Monday of each month, at 6:00 PM, prevailing time, in the BCAA offices at the Altoona-Blair County Airport located at 310 Airport Drive, Martinsburg, PA. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### **Adjournment**

- A. Herbert Bolger made a motion to adjourn the reorganization meeting and begin the regular monthly meeting. Ben Stapelfeld Jr. seconded the motion. A vote was taken. All board members present voted aye. Motion passed.

## **REGULAR MEETING**

### **Approval of Agenda**

- A. Thomas Hite made a motion to approve the agenda for the January 09, 2017, Regular Meeting. Mike Ritchey 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 December 19, 2016, Regular Meeting. Ben Stapelfeld, Jr. 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 – January 9, 2017.")
- B. Thomas Hite made a motion to approve the Manager's Report. Ben Stapelfeld, Jr. seconded the motion. All board members present voted Aye. Motion passed.

### **Engineer's Report**

- A. David Jones provided a report from Delta Airport Consultants by phone. (Detail contained in written "Project Status Report – December 2016 – Updated January 6, 2017")
- B. Mike Ritchey made a motion to approve the Engineer's Report. Tom 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. Most of the items were covered in the Manager's Report.
- 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** – Nothing to report.

- D. **Personnel Committee** – Herbert Bolger, Committee Chair, reported that there is motion on the agenda to set the Manager’s Salary for 2017.
- E. **Communications** – Nothing to report.
- F. Herbert Bolger made a motion to approve the board committee reports. Thomas Hite 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 the reasons for the reduced flight completion rates for Southern Airways. The manager responded that it is a combination of a pilot shortage and winter weather.
- B. Kay Stephens, of the Altoona Mirror, asked for further explanation of the new policy for advertising committee meetings, which had been presented by Atty. Pertile during the reorganization meeting. All committee meetings, except those dealing with subjects specifically exempted by the Sunshine Act, will be advertised as public meetings. As such, all BCAA Board Members will be invited to attend the committee meetings, even if their attendance creates a quorum of the full BCAA Board.

**Old Business**

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

**New Business**

- A. Herbert Bolger made a motion to approve a 3% compensation increase for the Airport Manager, to take effect January 1, 2017. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Ben Stapelfeld made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$32,697.39, \$6,388.24 of which was paid before the meeting; from the FAA Account in the amount of \$11,074.01, which was paid prior to the meeting; from the State Project Account in the amount of \$7,823.77, which was paid prior to the meeting, from the Local Project Account in the amount of \$3,228.22, which was paid prior to the meeting; and from the PFC Account in the amount of \$7,264.00, which was paid prior to the meeting. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**General Public Comment**

- A. There was no general public comment.

**Executive Session**

- A. Thomas Hite made a motion to 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. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger and Seth Smith exited the meeting during the executive session.
- C. Thomas Hite made a motion to leave Executive Session and resume the Regular Public Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**Regular Meeting New Business Continued**

- A. Drew Swope made a motion to match funds expended by AOO Kitty Hawk for restaurant remodeling up to \$6,600. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

**Adjournment**

- A. Thomas Hite made a motion to adjourn the meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, February 13, 2017, at 6:00 PM, in the BCAA Offices.

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, February 13, 2017.

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Mike Ritchey, Secretary, BCAA