

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
MARCH 13, 2017

Gary Orner called the Regular Meeting of the Blair County Airport Authority to order at 6:00 PM. The meeting was held in THE Kitty Hawk Restaurant 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 Thomas Hite, Mike Ritchey, Seth Smith, 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.

Approval of Agenda

- A. Ben Stapelfeld, Jr. made a motion to approve the agenda for the March 13, 2017, Regular Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Drew Swope made a motion to approve the minutes from the February 13, 2017, Regular Meeting. Seth Smith 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 – March 13, 2017.")
- B. Mike Ritchey 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. (Detail contained in written "Project Status Report – February 2017 – Updated March 8, 2016")
- B. Seth Smith made a motion to approve the Engineer's Report. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Board Committee Reports

- A. **Property Committee** – Property items related to leases will be discussed in executive session.
- B. **Finance Committee** – Seth Smith, 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** – The manager reported that planning will begin soon for the Wings of Freedom visit on August 18,19 & 20.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Drew Swope 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. There was no public comment on agenda items.

Old Business

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

New Business

- A. Mike Ritchey made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$38,457.59, \$7,956.76 of which was paid before the meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Drew Swope made a motion to enter 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 for 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.
- C. Seth Smith made a motion to exit executive session, and return to regular session. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Ben Stapelfeld, Jr. made a motion to amend the agenda to include motions relating to leases for Sheetz Aviation, Inc., and International Group, LLC. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Drew Swope made a motion to approve a lease with Sheetz Aviation, Inc. for a hangar at the Altoona-Blair County Airport, containing approximately 10,000 square feet of aircraft storage/maintenance space, approximately 2,000 square feet of office space, and approximately 34,500 square feet of land area, including the building footprint. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- F. Mike Ritchey made a motion to terminate the lease with the International Group, LLC, for approximately 2,100 square feet of space in the former Automated Flight Service Station, effective March 15, 2017. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. Kay Stevens, of the Altoona Mirror, asked why the International Group lease was being terminated. The manager explained that the International Group is consolidating all of its operations into the FBO Welcome Center.
- B. Kay Stevens, of the Altoona Mirror, asked for financial details of the new Sheetz Aviation lease. The manager will E-mail the monthly lease payment rate to Kay.

Adjournment

- A. Seth Smith 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, April 10, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, April 10, 2017.

Mike Ritchey, Secretary, BCAA