

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
MAY 8, 2017

Gary Orner called the 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, Mike Ritchey, and Seth Smith. Thomas Hite joined the meeting by phone. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA Board; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; and David Jones, of Delta Airport Consultants, and Kay Stephens.

Executive Session

- A. Tracy Plessinger, Airport Manager, announced that an Executive Session of the BCAA was held on Friday, May 5, 2017, 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 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.

Approval of Agenda

- A. Herb Bolger made a motion to approve the agenda for the May 8, 2017, Regular Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present and voting by phone voted Aye. Motion passed.

Approval of Minutes

- A. Seth Smith made a motion to approve the minutes from the April 10, 2017, Regular Meeting. Drew Swope seconded the motion. All board members present and voting by phone voted Aye. Motion passed.

Visitors

- A. Dave Scott, Young, Oakes, Brown & Company, presented and reported on the 2016 audit. (Details contained in written "Blair County Airport Authority, A Component Unit of County of Blair, Annual Financial Report for the Year Ended December 31, 2016.")

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – May 8, 2017.")

Engineer's Report

- A. David Jones provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – April 2017 – Updated May 1, 2017")

Board Committee Reports

- A. **Property Committee** – Items relating to the new construction projects were discussed in the Manager and Engineer Reports.

- 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** – Nothing to report.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Herb Bolger 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. No comments.

Old Business

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

New Business

- A. Mike Ritchey made a motion to issue a Notice to Proceed to Delta Airport Consultants for contracts previously approved for design and construction administration and management of the T-Hangar, Corporate Hangar, and Office Building projects. Herbert Bolger seconded the motion. A vote was taken. All board members present and voting by phone voted Aye. Motion passed.
- B. Mike Ritchey made a motion to approve design and installation of a fuel tank constructed on Degol Aviation's leased premises, pursuant to the Third Amendment to the Degol Aviation Lease Agreement, dated September 10, 2013, and to set the date of installation for said fuel tank as May 15, 2017. Seth Smith seconded the motion. A vote was taken. All board members present and voting by phone voted Aye. Motion passed.
- C. Seth Smith made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$29,553.46, \$9,911.09 of which was paid before the meeting. Tom Hite seconded the motion. A vote was taken. All board members present and voting by phone voted Aye. Motion passed.

Adjournment

- A. Herbert Bolger made a motion to adjourn the meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, June 12, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, June 12, 2017.

Mike Ritchey, Secretary, BCAA