

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

JUNE 12, 2017

Tom Hite 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, Thomas Hite, Seth Smith, Ben Stapelfeld, 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. Herb Bolger made a motion to approve the agenda for the June 12, 2017, Regular Meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Seth Smith made a motion to approve the minutes from the May 8, 2017, Regular Meeting. Drew Swope 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 – June 12, 2017.") Seth Smith made a motion of approve the Manager's Report. Drew Swope seconded the motion. A vote was taken. 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 – May 2017 – Updated June 7, 2017") Drew Swope made a motion to approve the Engineer's Report. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

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** – Additional employees are being added for restaurant operations.
- E. **Communications** – Nothing to report.
- F. Drew Swope made a motion to approve the board committee reports. Seth Smith 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 Stevens asked about the motion on the agenda relating to restaurant operations. The airport is going to operate the restaurant for the present, but is still seeking a third-party operator.

Old Business

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

New Business

- A. Herbert Bolger made a motion to approve name change for the airport restaurant to The Cove Grille, and to include restaurant operations as a part of overall airport operations, with separate accounting, for a period of 90-days beginning on June 16, 2017. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herbert Bolger made a motion to hire the following as restaurant employees. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
 - 1. Tara Butler – Full Time – Cook - \$9.50/hour
 - 2. Jill Eaken – Full Time – Cook/Server - \$9.00/hour/\$3.00/hour + tips
 - 3. Tanner Grove – Part Time – Server - \$3.00/hour + tips
 - 4. Tracy Grove – Part Time – Server - \$3.00/hour + tips
 - 5. Samantha Grove – Part Time – Server - \$4.00/hour + tips
 - 6. Ashley Smith – Part Time – Server - \$3.00/hour + tips
 - 7. Michelle Knight – Part Time – Server - \$3.00/hour + tips
 - 8. Alice Clouse – Part Time – Baker – \$8.00/hour
 - 9. Catherine Cuomo – Part Time - \$3.00/hour + tips
 - 10. Emily Hoover – Part Time – Server – \$3.00/hour + tips
 - 11. John Briel – Part Time, Temporary – Cook - \$8.00/hour
- C. Ben Stapelfeld made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$25,906.03. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Adjournment

- A. Seth Smith made a motion to adjourn the meeting. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, July 10, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, July 10, 2017.

Mike Ritchey, Secretary, BCAA