

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

JULY 10, 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, Thomas Hite, Gary Orner, Mike Ritchey, and Drew Swope. Also present were 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. Thomas Hite made a motion to approve the agenda for the July 10, 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 June 12, 2017, Regular Meeting. Thomas Hite 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 – July 10, 2017.") Thomas Hite made a motion to approve the Manager's Report. Mike Ritchey 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 – June 2017 – Updated July 6, 2017") Thomas Hite 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** – Items relating to the new construction projects were discussed in the Manager and Engineer Reports. Drew Swope, Committee Chairman, proposed adding a motion to the agenda regarding the marketing of the restaurant to prospective tenants.
- B. **Finance Committee** – Financial statements for the month were presented. 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. 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 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. Drew Swope made a motion to develop and implement a plan for marketing the restaurant lease. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

New Business

- A. Drew Swope made a motion to approve a lease with Delaney Insurance LLC for approximately 750 sq. ft. of office space in the former AFSS Building, on a month-to-month term, for a rate of \$750/month. Lease to be effective retroactively to July 1, 2017. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Thomas Hite made a motion to approve a lease extension with the United States of America for approximately 342 sq. ft. of space in the terminal for use by TSA, for a term of two years, for a rate of \$534.38/month. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Thomas Hite made a motion to approve a Letter of Intent with Blair County regarding the leasing of the planned office building for Magisterial District Court and Penn State Agricultural Extension Service. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Thomas Hite made a motion to approve a Letter of Intent with Semcoa, Inc., regarding the leasing of the planned corporate hangar. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Mike Ritchey made a motion to approve hiring the following airport employees, all with a 90-day probationary period. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
 - 1. Ashley Smith – From Part Time to Full Time – Server - \$4.00/hour + tips
 - 2. Michelle Knight – From Part Time to Full Tim – Server - \$4.00/hour + tips
 - 3. Devin Saylor – Part Time – Cook/Server - \$8.00/hour/\$3.00/hour + tips
 - 4. James Holsinger – Part Time – Dish Washer - \$7.25/hour
- F. Herbert Bolger made a motion to accept the resignation of the following as airport employees. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
 - 1. Tanner Grove – Part Time Server
 - 2. Jeff Steffen – Full Time Maintenance
- G. Thomas Hite made a motion to approve a three-year agreement with Young, Oakes, Brown & Company to perform the BCAA audit each year. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- H. Thomas Hite made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$44,439.58, \$19,995.16 of which was paid prior to the

meeting. Mike Ritchey 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. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, August 14, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, August 14, 2017.

Mike Ritchey, Secretary, BCAA