

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
AUGUST 14, 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, Seth Smith, Ben Stapelfeld, and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Tim Bieber, 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 August 14, 2017, Regular Meeting. Herbert Bolger 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 July 10, 2017, Regular Meeting. Ben Stapelfeld 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 – August 14, 2017.") Herbert Bolger made a motion of approve the Manager's Report. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Engineer's Report

- A. Tim Bieber provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – July 2017 – Updated August 11, 2017") Mike Ritchey made a motion to approve the Engineer's Report. Thomas Hite 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** – 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, and we are continuing to advertise for a maintenance employee.
- E. **Communications** – Nothing to report.
- F. Drew Swope made a motion to approve the board committee reports. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

New Business

- A. Seth Smith made a motion to approve a resolution naming BCAA Board Officers as signers on US National Bank Accounts, with two signatures required to transact business on said accounts. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Herb Bolger made a motion to approve the following airport restaurant employee changes, all hires with a 90-day probationary period. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
 - 1. Hire Taylor Burke – Full Time – Server - \$4.00/hour + tips
 - 2. Hire Michelena Clowson – Part Time, As Needed – Server - \$4.00/hour + tips
 - 3. Accept Jill Eaken’s resignation as a cook/server
- C. Seth Smith made a motion to approve payment of funds from the General Fund Account for airport operations in the amount \$42360.21, \$14,618.65 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. Seth Smith made a motion to adjourn the meeting. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, September 11, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, September 11, 2017.

Mike Ritchey, Secretary, BCAA