

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
NOVEMBER 13, 2017

Tom Hite, Vice-Chairman, 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 Thomas Hite, Mike Ritchey, Seth Smith, and Ben Stapelfeld. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; David Jones, of Delta Airport Consultants; Kaye Stephens, of the Altoona Mirror; and Bill Vance, Jim Marrero, and Ryan Marrero, of Crown Commercial Real Estate.

Approval of Agenda

- A. Mike Ritchey made a motion to approve the agenda for the November 15, 2017, Regular Meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Ben Stapelfeld made a motion to approve the minutes from the October 9, 2017, Regular Meeting. Mike Ritchey seconded the motion. All board members present voted Aye. Motion passed.

Visitors

- A. Mark Cestari, of Southern Airways, addressed the board, and answered questions, regarding Southern Airways operations and marketing.
- B. Bill Vance, of Crown Commercial Real Estate, addressed the board to inquire as to whether there is any interest in selling the airport. The board will take Mr. Vance's request under advisement.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – November 13, 2017.") Seth Smith made a motion of 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. Dave Jones provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – October 2017 – Updated November 13, 2017") Mike Ritchey made a motion to approve the Engineer's Report. Ben Stapelfeld 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. Motions are included on the agenda for approval of disbursements for the month and a preliminary 2018 budget.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Mike Ritchey 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 six-month lease extension with the Pennsylvania State Police for their hangar at AOO at the current rate. This will extend the lease through June 30, 2018. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Seth Smith made a motion to approve a Letter of Engagement with Dinsmore & Shohl, LLP, to serve as bond counsel for financing of construction projects, and to authorize the Manager to execute same. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Seth Smith made a motion to approve a tentative budget for 2018, projecting revenues of \$475,549, and expenditures of \$482,475. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Ben Stapelfeld made a motion to approve payment of November invoices from the General Fund in the amount of \$34,389.78, \$11,265.57 of which was paid prior to the meeting.

Adjournment

- A. Mike Ritchey made a motion to adjourn the regular meeting and enter Executive Session for the purpose of consulting with an attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed, as provided in Section 708(a)(4) of the Sunshine Act; and 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 in Section 708(a)(3) of the Sunshine Act. Mike Ritchey made a motion to adjourn the meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, December 11, 2017, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, December 11, 2017.

Mike Ritchey, Secretary, BCAA