

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
DECEMBER 11, 2017

Gary Orner, Chairman, called the Regular Meeting of the Blair County Airport Authority to order at 7:00 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 Herb Bolger, 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; David Jones, of Delta Airport Consultants; Kaye Stephens, of the Altoona Mirror; and Mark Cestari, of Southern Airways.

Approval of Agenda

- A. Drew Swope made a motion to approve the agenda for the December 11, 2017, Regular Meeting. Mike Ritchey 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 November 13, 2017, Regular Meeting. Seth Smith 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.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – December 11, 2017.") Herb Bolger 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 – November 2017 – Updated December 8, 2017") Drew Swope 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 final 2018 budget.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – The committee has reviewed proposed pay rates for airport employees for 2018. Drew Swope made a motion to enter into Executive Session for the purpose of

discussing a matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, as provided in Section 708(a)(1) of the Sunshine Act. Herbert Bolger seconded the motion. A vote was taken All board members present voted Aye. Motion passed.

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 payment of \$500/quarter to the Martinsburg Municipal Authority for water/sewer service to the ARFF Building until the outstanding balance is paid off, pending confirmation of the amount of the outstanding balance by Attorney Pertile. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

B. Herbert Bolger made a motion to approve the employee compensation schedule for 2018 as presented and a 3% increase for the Airport Manager. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

C. Seth Smith made a motion to approve the final budget for 2018, projecting revenues of \$510,549, and expenditures of \$493,388. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

D. Seth Smith made a motion to recommend Thomas Hite and Mike Ritchey to the Blair County Commissioners for reappointment to the BCAA Board for five-year terms. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

E. Seth Smith made a motion to approve payment of December invoices from the General Fund in the amount of \$32,964.56, \$19,154.54 of which was paid prior to the meeting. Ben Stapelfeld seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Adjournment

A. Mike Ritchey made a motion to adjourn the regular meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

B. The reorganization and regular meetings will be held on Monday, January 8, 2018, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, January 8, 2018.

Mike Ritchey, Secretary, BCAA