

# **BLAIR COUNTY AIRPORT AUTHORITY**

## **REGULAR MEETING**

**MAY 14, 2018**

Drew Swope, 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 Herbert Bolger, Thomas Hite, Gary Orner, Mike Ritchey, Seth Smith, Ben Stapelfeld, Jr., and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the BCAA; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Dave Jones and Tim Bieber, of Delta Airport Consultants, Mark Cestari Southern Airways; Dave Kessler of Altoona Flight Services; and Kay Stephens of the Altoona Mirror.

### **Approval of Agenda**

- A. Thomas Hite made a motion to approve the agenda for the May 14, 2018, Regular Meeting. Gary Orner 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 April 9, 2018, Regular Meeting. Mike Ritchey seconded the motion. All board members present voted Aye. Motion passed.

### **Visitors**

- A. Dave Scott, of Young, Oakes, Brown & Co, presented the 2017 audit. The primary area of concern is the continued cash flow problem. The only finding involves the need to update several T-hangar leases. The audit also contains a recommendation to develop a written policy regarding employee use of authority credit cards and have all employees sign that policy.
- B. Mark Cestari, of Southern Airways, addressed the board, reporting on, and answering questions, regarding Southern Airways operations and marketing. Items covered included data regarding passengers, Interline Agreement, and PIT and Capitol Connector Marketing.
- C. Dave Kessler, of Altoona Flight Services, addressed the board about the possibility of reducing lease rates and hours, and increasing landing fees. The board will take the requests under advisement and expressed a desire to work with the FBO to make their operation profitable.

### **Manager's Report**

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – May 14, 2018.") Thomas Hite 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 and Tim Bieber provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – April 2018 – Updated May 2, 2018") Gary Orner made a motion to approve the Engineer's Report. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

- B. Seth Smith made a motion to separate the T-hangar project from the Office Building and Corporate Hangar Projects in applying for USDA-RD funding. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye.
- C. Seth Smith made a motion to authorize the creation of a new Task Order for preparation of a USDA-RD Environmental Report for the T-Hangar project, with the cost of preparation and filing not to exceed \$15,000, and to authorize BCAA officers and employees to execute the agreement. Mike Ritchey 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 were included on the agenda for approval of disbursements for the month.
- C. **Marketing Committee** – Gary Orner reported that he is continuing to work with the Collings Foundation to bring the Wings of Freedom Tour to AOO again this year.
- D. **Personnel Committee** – Herbert Bolger reported that we advertising for a new maintenance employee to replace Glenn Benner.
- E. **Communications** – Nothing to report.
- F. Thomas Hite made a motion to approve the board committee reports. Ben Stapelfeld, Jr. 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 amendment #93861-3 to the Commonwealth of Pennsylvania lease for the Pennsylvania State Police Hangar. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Gary Orner made a motion of approve Phase I, Design, for RW 12/30 Rehabilitation, and to authorize Delta Airport Consultants to prepare a Contract Amendment Task Order (TO) and Independent Fee Estimate (IFE) for the Design Phase. Seth Smith seconded the motion. A roll call vote was taken. All board members present voted Aye. Motion passed.
- C. Gary Orner made a motion to approve payment of May invoices from the General Fund in the amount of \$26,544.06, \$2,148.31 of which was paid prior to the meeting. Thomas Hite 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 regular meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. The next regular meeting will be held on Monday, June 11, at 6:00 PM in the BCAA Offices.

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, June 11, 2018.

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Mike Ritchey, Secretary, BCAA