

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AUGUST 13, 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 Board, Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Mark Cestari, Southern Airways; and Kay Stephens, Altoona Mirror.

Approval of Agenda

- A. Thomas Hite made a motion to approve the agenda for the August 13, 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 July 9, 2018, 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, 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.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – August 13, 2018.") Ben Stapelfeld, Jr., 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. A written report from Delta Airport Consultants was presented. (Detail contained in written "Project Status Report – July 2018 – Updated August 8, 2018") Mike Ritchey made a motion to approve the Engineer's Report. Gary Orner 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** – Marketing efforts of SAE were reported by the manger and Mark Cestari.
- D. **Personnel Committee** – Del Hoover has submitted his resignation.
- E. **Communications** – Nothing to report.
- F. Gary Orner 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.

Public Comment on Agenda Items

- A. None.

New Business

- A. Herbert Bolger made a motion to accept the resignation of Del Hoover as a maintenance employee, effective September 30, 2018. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Gary Orner made a motion to authorize the BCAA Personnel Committee to interview and hire additional maintenance employees prior to the September BCAA Meeting. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Mike Ritchey made a motion to change the designation of AOO from a Class I to a Class II airport. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Gary Orner made a motion to authorize Delta Airport Consultants to investigate and make application for funds for any eligible project from the FAA's special supplemental, discretionary funding, and to authorize BCAA officers and employees to execute all necessary document related to the applications. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Thomas Hite made a motion to approve a request by Sheetz Corporation to install a 12' x 16' storage shed adjacent to their hanger on airport property. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- F. Seth Smith made a motion to approve payment of July invoices from the General Fund in the amount of \$27,351.12, \$13,645.78 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.

General Public Comment

- A. There was no further public comment.

Adjournment

- A. Thomas Hite 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. Gary Orner 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, September 10, at 6:00 PM in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, September 10, 2018.

Mike Ritchey, Secretary, BCAA