

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

SEPTEMBER 10, 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, joined the meeting for his report by phone.

Approval of Agenda

- A. Thomas Hite made a motion to approve the agenda for the September 10, 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 August 13, 2018, 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 by phone, 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 – September 10, 2018.") Mike Ritchey made a motion of approve the Manager's Report. Gary Orner 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 – August 2018 – Updated September 10, 2018") Thomas Hite made a motion to approve the Engineer's Report. Ben Stapelfeld, Jr. 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** – Eric George is being recommended for a full-time maintenance position.
- 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. Ben Stapelfeld, Jr. made a motion to hire Eric George as a full-time maintenance employee, effective September 11, 2018, at a rate of \$10.50/hour, increasing to \$11.00/hour after a 90-day probationary period. 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 payment of September invoices from the General Fund in the amount of \$17,818.75, \$8,783.59 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. None.

Executive Session

- A. Gary Orner made a motion 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 seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Thomas Hite made a motion to adjourn executive session. Seth Smith 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. 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, October 8, 2018, at 6:00 PM in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, October 8, 2018.

Mike Ritchey, Secretary, BCAA