

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AUGUST 15, 2019

Drew Swope, Chairman, called the Regular Meeting of the Blair County Airport Authority to order at 1:00 PM. The meeting was held in offices of the Hippo, Fleming & Pertile, 1218 11th Avenue, Altoona, PA.

Those present included BCAA board members Herbert Bolger, Mike Ritchey, Seth Smith, Ben Stapelfeld, Jr., and Drew Swope. Also present were Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor. David Jones, Delta Airport Consultants, joined the meeting by phone.

The Regular Monthly Meeting of the Blair County Airport Authority, which was scheduled for August 12, 2019, was rescheduled for August 15, 2019, due to the lack of a quorum at the August 12, 2019, meeting.

Approval of Agenda

- A. Herbert Bolger made a motion to approve the agenda for the August 15, 2019, 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, Jr. made a motion to approve the minutes from the July 8, 2019, Regular Meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – August 12, 2019.") Mike Ritchey made a motion of approve the Manager's Report. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Engineer's Report

- A. David Jones, Delta Airport Consultants, reported to the board on various items by phone. (Detail contained in written "Project Status Report – August 2019 – Updated August 5, 2019.") Herbert Bolger 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 distributed. A motion is included on the agenda to pay August Invoices.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Herb Bolger 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.

Public Comment on Agenda Items

- A. None.

Old Business.

- A. None.

New Business

- A. Seth Smith made a motion to approve a Lease and Management Agreement with Andres Herrera and La Fiesta Mexican Bar and Grille of Altoona, Inc., and to authorize BCAA Officers, Manager, and Solicitor to sign all documents, and take all actions necessary, to execute same. 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 Lease Amendment #5 for GSA Lease Number GS-03P-LPA03305 for TSA space in the terminal building, and to authorize BCAA Officers, Manager, and Solicitor to sign all documents, and take all actions necessary, to execute same. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Herbert Bolger made a motion to approve an FAA Grant Agreement for AIP Grant Number 3-42-0055-044-2019, and to authorize BCAA Officers, Manager, Solicitor, and Engineer to sign all documents, and take all actions necessary, to execute same. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Mike Ritchey made a motion to approve Change Order #1 for the hangar construction project, upgrading the restroom in the corporate hangar office in Hangar Complex 1 to be ADA accessible, and to authorize BCAA Officers, Manager, Solicitor, and Engineer to sign all documents, and take all actions necessary, to execute same. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Seth Smith made a motion to hire John Peterson II as a maintenance employee at a rate of \$11.50/hour, increasing to \$12.00/hour after 90 days, or at completion of ARFF training, whichever comes first, with employment beginning on August 19, 2019. Mike Ritchey 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 \$23,011.74, \$12,902.79 of which was paid prior to the meeting; from the Local Project Fund Account totaling \$335,147.10, all of which was paid prior to the meeting; and from the State Project Fund Account totaling \$329,747.09, \$5,239.73 of which was paid prior to the meeting. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. None.

Adjournment

- A. Seth Smith made a motion to adjourn the meeting. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, September 9, 2019.

Mike Ritchey, Secretary, BCAA