

BLAIR COUNTY AIRPORT AUTHORITY
REGULAR MEETING
NOVEMBER 11, 2019

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, Mike Ritchey, Seth Smith, and Drew Swope. Also present were Ted Beam, Blair County Commissioners' Representative to the Board; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; and David Jones, Delta Airport Consultants.

The Chairman announced that the BCAA Board held an executive session at 4:30 PM on Monday, October 14, 2019, 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 complains are expected to be filed, as provided in Section 708(a)(4) of the Sunshine Act.

Approval of Agenda

- A. Herb Bolger made a motion to approve the agenda for the November 11, 2019, Regular Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Mike Ritchey made a motion to approve the minutes from the October 14, 2019, Regular Meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Visitors

- A. Mark Cestari, of Southern Airways Express, reported on enplanements, airline operations, and marketing efforts.

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – November 11, 2019.") Herbert 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. David Jones, Delta Airport Consultants, reported to the board on various items. (Detail contained in written "Project Status Report – Updated November 7, 2019.") Seth Smith 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.

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 November Invoices.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.

- F. Mike Ritchey made a motion to approve the board committee reports. Seth Smith 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. Mike Ritchey made a motion to approve agreement with Headline Marketing and Communications for Social Media Marketing Services and to authorize BCAA Officers, Manager, and Solicitor to sign all documents and to take all actions necessary to execute same. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Seth Smith made a motion to approve lease agreement with Berry Solutions Group, LLC, for 460 square feet of space in the terminal at a rate of \$460/month, with a term on 12 months, and a month-to-month basis after 12 months, and to authorize BCAA Officers, Manager, and Solicitor to sign all documents and to take all actions necessary to execute same. 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 payment of November invoices from the General Fund in the amount of \$27,301.98, \$9,174.02 of which was paid prior to the meeting; from the Local Project Fund Account totaling \$286,253.80, and from the State Project Fund in the amount of \$286,253.82. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. Kay Stephens, of the Altoona Mirror, asked why the hangar project has been delayed. The Manager responded that the delays were due to various construction issues encountered on the project.

Adjournment

- A. Seth Smith made a motion to adjourn the regular meeting and enter into Executive Session for the purpose of considering the purchase or 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 and to consult 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. Herbert Bolger seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, December 9, 2019.

Mike Ritchey, Secretary, BCAA