

**BLAIR COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**DECEMBER 9, 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 the 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, Seth Smith, Ben Stapelfeld, Jr., and Drew Swope. Board member, Gary Orner, joined the meeting by phone. Also present were Ted Beam, Blair County Commissioners' Representative to the Board; Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; David Jones, Delta Airport Consultants; and Kay Stephens, of the Altoona Mirror.

**Approval of Agenda**

- A. Thomas Hite made a motion to approve the agenda for the December 9, 2019, Regular Meeting. Herbert Bolger 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 November 11, 2019, Regular Meeting. Thomas Hite 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 – December 9, 2019.") Thomas Hite made a motion of approve the Manager's Report. Herbert Bolger 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 December 5, 2019.") Thomas Hite 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 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. Seth Smith 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. Herbert Bolger made a motion to approve compensation levels for BCAA employees for 2020 as presented by the Airport Manager, and to include a 3% Cost of Living increase for the Airport Manager. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Seth Smith made a motion to approve the BCAA Budget for 2020, projecting \$587,826 in revenues and \$586,699 in expenditures. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. A motion to approve a one-year extension of the base agreement with Delta Airport Consultants to provide consulting engineering services was tabled.
- D. Herbert Bolger made a motion to approve T-hangar Lease rates for 2020, as presented by the Airport Manager. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

## **General Public Comment**

- A. None.

## **Adjournment**

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

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Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, January 13, 2020.

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Mike Ritchey, Secretary, BCAA