

BLAIR COUNTY AIRPORT AUTHORITY
REORGANIZATION AND REGULAR MEETING

JANUARY 13, 2020

Drew Swope called the Reorganization and 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, Jr., Thomas Hite, Gary Orner, Seth Smith, Ben Stapelfeld, Jr., and Drew Swope. Also present were Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; Mark Cestari, of Southern Airways; David Jones of Delta Airport Consultants; and Kay Stephens, of the Altoona Mirror.

REORGANIZATION MEETING

Election of Officers

- A. Seth Smith made a motion to nominate Herbert Bolger, Jr. as Chairman for 2020. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Gary Orner made a motion to appoint Ben Stapelfeld, Jr. as Vice Chairman for 2020. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Seth Smith made a motion to nominate Mike Ritchey as Secretary for 2020. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Thomas Hite made a motion to appoint Seth Smith as Treasurer for 2020. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Selection of Depository

- A. Seth Smith made a motion to appoint M&T Bank as the depository for all authority funds for 2019. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Check Signers

- A. Seth Smith made a motion to approve the BCAA Officers, and Gary Orner, as check signers for all M&T accounts. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of 2020 Meetings

- A. Gary Orner made a motion to hold monthly authority meetings in 2020 on the second Monday of each month, at 6:00 PM, prevailing time, in the BCAA offices at the Altoona-Blair County Airport located at 310 Airport Drive, Martinsburg, PA. 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 reorganization meeting and begin the regular monthly meeting. Gary Orner seconded the motion. A vote was taken. All board members present voted aye. Motion passed.

REGULAR MEETING

Approval of Agenda

- A. Thomas Hite made a motion to approve the agenda for the January 13, 2020, Regular Meeting. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Approval of Minutes

- A. Seth Smith made a motion to approve the minutes from the December 9, 2019, Regular Meeting. Drew Swope seconded the motion. All board members present voted Aye. Motion passed.

Visitors

- A. Mark Cestari, of Southern Airways, reported on various items, including the fact that the Lancaster Airport will be staying in the EAS program and the new interline agreement with Alaska Airlines is going well. He also presented Southern passenger data for November (Details contained in written "Altoona Intercept Data Through November 31, 2019.")

Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – January 13, 2020.")
- B. Thomas Hite made a motion to approve the Manager's Report. Gary Orner seconded the motion. All board members present voted Aye. Motion passed.

Engineer's Report

- A. David Jones provided a report from Delta Airport Consultants. (Detail contained in written "Project Status Report – December 2018 – Updated January 7, 2019")
- B. Seth Smith 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** – Property items were included in Manager's and Engineer's Reports.
- B. **Finance Committee** – Financial Statements for December, and year end, will be provided to board members later this month.
- C. **Marketing Committee** – Nothing to report.
- D. **Personnel Committee** – Nothing to report
- E. Seth Smith made a motion to approve the board committee reports. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Floor Opened for Public Comment on Agenda Items

- A. Kay Stephens, of the Altoona Mirror, asked when the hangars will be ready and when we expect to receive approval of our liquor license application. The Manager responded that we are hoping that both events will occur before the end of January.

Old Business

- A. There was no old business for discussion or action.

New Business

- A. Thomas Hite made a motion to approve USDA Requisition #10, in the amount of \$147,561.83, and to authorize Authority Officers, Manager, and Engineer to execute all documents and take all actions necessary to implement same. Drew Swope 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 funds from the General Fund Account for airport operations in the amount \$37,301.61, \$12,811.21 of which was paid prior to the meeting; from the FAA Project Fund Account in the amount of \$33,300, all of which was paid prior to the meeting; from the State Project Fund Account in the amount of \$1,850.00, all of which was paid prior to the meeting; and from the Local Project Fund Account in the amount of \$8,906.44, all of which was paid prior to the meeting. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Gary Orner made a motion to 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. Thomas Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- D. Thomas Hite made a motion to adjourn the Executive Session and return to Regular Session. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Gary Orner and Seth Smith exited the meeting following the Executive Session.
- F. Thomas Hite made a motion to approve a Management Agreement with La Fiesta Mexican Bar and Grill of Martinsburg, Inc., to manage food and beverage service at La Fiesta Mexican Bar and Grill, located in the Altoona-Blair County Airport, and to authorize Authority Officers, Manager, and Solicitor to execute all documents and take all actions necessary to implement same. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- G. Thomas Hite made a motion to approve the Termination Agreement with La Fiesta Mexican Bar and Grill of Martinsburg, Inc., terminating the existing Lease and Management Agreements with La Fiesta Mexican Bar and Grill of Martinsburg, Inc., pending, and at the execution of, the new Management Agreement and Termination Agreement, and to authorize Authority Officers, Manager, and Solicitor to execute all documents and take all actions necessary to implement same. Drew Swope seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

General Public Comment

- A. There was no general public comment.

Adjournment

- A. Gary Orner made 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. Ben Stapelfeld, Jr. seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Next regular meeting will be held on Monday, February 11, 2018, at 6:00 PM, in the BCAA Offices.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, February 10, 2020

Mike Ritchey, Secretary, BCAA