

# BLAIR COUNTY AIRPORT AUTHORITY

## REGULAR MEETING

MARCH 9, 2020

Seth Smith, Treasurer, 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 Thomas Hite, Gary Orner, Seth Smith, Ben Stapelfeld, Jr., and Drew Swope. Also present were Amy Webster, Blair County Commissioners' representative to the BCAA Board, Tracy Plessinger, BCAA Manager; David Pertile, BCAA Solicitor; David Jones, Delta Airport Consultants; and Kay Stephens, Altoona Mirror.

### Approval of Agenda

- A. Tom Hite made a motion to approve the agenda for the March 9, 2020, Regular Meeting. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### Approval of Minutes

- A. Drew Swope made a motion to approve the minutes from the February 10, 2020, Regular Meeting. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

### Visitors

- A. Mark Cestari reported on Southern Airways marketing and operations.

### Manager's Report

- A. Tracy Plessinger, BCAA Manager, reported to the board on various items. (Details contained in written "Manager's Report – March 9, 2020") Tom Hite 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. David Jones, Delta Airport Consultants, reported to the board on various items. (Detail contained in written "Project Status Report – Updated March 6, 2020") Seth Smith made a motion to approve the Engineer's Report. Tom Hite 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. Other items were reserved for Executive Session.
- 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** – Nothing to report.
- D. **Personnel Committee** – Nothing to report.
- E. **Communications** – Nothing to report.
- F. Drew Swope 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.

### Public Comment on Agenda Items

- A. None.

## **New Business**

- A. Mike Ritchey made a motion to approve an addition to the Social Media Contract with Headline Marketing to add LinkedIn to our Social Media program at a cost of \$125/month and to authorize Authority Officers and Manager to execute all documents and take all actions necessary to implement same. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. A motion to approve a lease with Enterprise Holdings for placement of rental cars at the airport was tabled.
- C. Seth Smith 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 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. Gary Orner seconded the motion. All board members present voted Aye. Motion passed.
- D. Seth Smith made a motion to adjourn executive session. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- E. Gary Orner made a motion to approve LSF pay request #8, in the amount of \$157,514.93. Seth Smith seconded the motion. A vote was taken. All board members present voted Aye. Motion passed
- F. Seth Smith made a motion to approve USDA Requisition #12 in the amount of \$78,757.46, for expenses associated with the new hangar construction. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- G. Seth Smith made a motion to approve payment of March invoices from the General Fund in the amount of \$100,495.38, \$87,751.55 of which was paid prior to the meeting, \$75,000 of which was a partial insurance settlement for fire damage to the Maintenance Garage; and from the Local Project Fund Account in the amount of \$425.13. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

## **General Public Comment**

- A. None.

## **Adjournment**

- A. Tom Hite made a motion to adjourn the regular meeting. 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, April 13, 2020.

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Mike Ritchey, Secretary, BCAA