

BLAIR COUNTY AIRPORT AUTHORITY

REGULAR MEETING

APRIL 13, 2020

Herbert Bolger, 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 Thomas Hite, Gary Orner, Mike Ritchey, Ben Stapelfeld, Jr., and Drew Swope; Tracy Plessinger, BCAA Manager; and Kay Stephens, Altoona Mirror. Joining the meeting by phone were BCAA board member, Herbert Bolger; Amy Webster, Blair County Commissioners' representative to the BCAA Board; David Pertile, BCAA Solicitor; David Jones, Delta Airport Consultants, and Mark Cestari, Southern Airways Express.

Approval of Agenda

- A. Tom Hite made a motion to approve the agenda for the April 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. Drew Swope made a motion to approve the minutes from the March 9, 2020, Regular Meeting. Mike Ritchey seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Visitors (By Phone)

- 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 – April 13, 2020") Gary Orner made a motion of approve the Manager's Report. Tom Hite seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Engineer's Report (By Phone)

- A. David Jones, Delta Airport Consultants, reported to the board on various items. (Detail contained in written "Project Status Report – Updated April 10, 2020") Tom Hite 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 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. Thomas Hite made a motion to approve alternate resolutions authorizing incurring debt with USDA-RD in the amount of \$1,957,570 and \$2,273,570, with the final resolution submitted to be determined by USDA-RD's final loan offer, and to authorize Authority Officers, Manager, and Solicitor to execute all documents and take all actions necessary to implement same. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- B. Thomas Hite made a motion to approve alternate versions of USDA-RD Form RD 1942-47 authorizing incurring debt with USDA-RD in the amount of \$1,957,570 and \$2,273,570, with the final resolution submitted to be determined by USDA-RD's final loan offer, and to authorize Authority Officers, Manager, and Solicitor to execute all documents and take all actions necessary to implement same. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.
- C. Herbert Bolger made a motion to approve an agreement with Headline Marketing to redesign, build, and maintain our website, at a cost of \$3,000 paid in six monthly installments of \$500, and to authorize Authority Officers and Manager to execute all documents and take all actions necessary to implement same. Thomas Hite seconded the motion. All board members present voted Aye. Motion passed.
- D. Gary Orner made a motion to approve payment of April invoices from the General Fund Account for airport operations in the amount \$126,192.76, \$8,427.40 of which was paid prior to the meeting, \$81,146.67 of which was for payment of insurance-covered costs related to the truck fire; from the State Project Fund in the amount of \$78,664.68, all of which was paid prior to the meeting, and from the Local Project Fund Account in the amount of \$157,422.15, \$78,664.68 of which was paid prior to the meeting. Mike Ritchey 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. Gary Orner seconded the motion. A vote was taken. All board members present voted Aye. Motion passed.

Tracy A. Plessinger, Manager, BCAA

Approved by BCAA Board, May 11, 2020.

Mike Ritchey, Secretary, BCAA