

BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES

January 19, 2023

The meeting was called to order at 3:10 p.m. by Tom McInroy, Chair of the committee.

Those Present: Thomas McInroy; Vickie Lemley; Deb Baughman, Commissioner; Jim Vreeland, MD; Marshal Tewell, and Debra Brown. **Others Present:** Jim Veach; Vince DeCario, Jim DeLong, and Bob Octavio. Via phone conference; Walter Beatty. **Absent:** Alan Frederick, Commissioner and Jim Edwards.

Public Comments:

There were none presented to the board.

Meeting Minutes:

The December 21, 2022, regular meeting minutes were approved with one correction as noted. A motion was made by Jim Vreeland and seconded by Vickie Lemley. The motion was approved.

Treasurer's Report / Finance Report:

Bob Octavio gave an overview of the paid bills, bills to be paid, the project account and the general account. It was recommended the board approve the listed reports. A motion was made by Deb Baughman and seconded by Vickie Lemley. The motion was approved.

Chair's Remarks:

Tom McInroy, Chair gave an overview of the progress the new Bedford County Airport Authority has achieved since they began in March of 2022 as follows:

- Crack seal - started and will finish in the Spring
- AWOS modem installation - completed
- Fuel farm work – completed
- Tree Obstructions - scheduled to start January 30, 2023
- Managers office - waiting to complete the installation of the phone lines
- Website – will be active February 2023
- Hangar floor – scheduled to start early 2023

Tom noted this is quite an accomplishment for a new board. He is excited to move forward into the 2023 year.

Reports / Discussion:

- Finance Committee – there was nothing to report.
- Buildings & Grounds – the report was provided to everyone for review prior to the meeting. Mr. Veach noted the commercial mowing work done by Bob Kaufman is moved once every year, very steep terrain.
- Revenue – Vickie Lemley stated there was nothing new to report. She stated there seems to be no interest from the party who looked at the property for a business. She recommended working on the website for ad purposes and marketing.
- Personnel – there was nothing new to report.

- Airport Manager – the report was provided to everyone prior to the meeting. Deb Baughman stated she is very impressed by the work Jim Veach has done since his start with the new authority.
- Airport Engineer – the report was provided to everyone prior to the meeting. There was a brief discussion regarding the match for the grant; county has a 5% match. The hangar anticipated start date for work is May and will take approximately 60 days to complete; early fall. Vince noted it will take approximately 60 days for the tree removal with April as the final inspection date. The crack seal painting will be done in May, weather permitting.
- FBO – Jim DeLong stated the company is busy flying planes and pumping fuel. He noted a few things related to the website, budgeting, and corporate client space; these items were addressed as presented. He did request guidance from the authority on organizational logistics. Tom McInroy will get back to him regarding his concerns.

Old Business:

Development of Airport Policies and Protocols – working with Attorney Chris Gabriel the following:

- county handbook
- airport policies (Tom McInroy will review)
- rentals form – proof of insurance

By-Laws Review – working with Attorney Chris Gabriel.

Deb Baughman stated the most recent change has been to allow for remote voting. Deb Brown will send a copy of the By-laws to everyone again for review and everyone is to send any amendments to Deb to forward to Chris Gabriel. These will be due by the end of February.

New Business:

A motion was made by Deb Brown to approve meeting dates for 2023 with edits by the executive committee. The motion was seconded by Vickie Lemley. The motion was approved.

A motion was made by Deb Brown to approve committee assignments as presented by the executive committee. The motion was seconded by Jim Vreeland. The motion was approved.

A motion was made by Deb Brown to re-appoint Chris Gabriel as solicitor for 2023 as recommended by the executive committee. The motion was seconded by Vickie Lemley. The motion was approved.

A motion was made to re-appoint Bob Octavio as bookkeeper for 2023 as recommended by the executive committee. The motion was seconded by Jim Vreeland. The motion was approved.

A motion was made by Deb Brown to re-appoint Ritchey, Ritchey, & Koontz as auditor for 2023 as recommended by the executive committee. The motion was seconded by Marshal Tewell. The motion was approved.

A motion was made by Deb Baughman to approve a Resolution to authorize the Chairman, Vice-Chairman, and Secretary/Treasurer as authorized signatories on behalf of BCAA for any and all agreements entered into with the Commonwealth of Pennsylvania, Dept. of Transportation and for all other BCAA accounts and agreements.

Vickie Lemley seconded the motion. The motion was approved. Bob Octavia will check about new signatory cards.

An Executive session was requested by Tom McInroy, Chairman of the Board. A motion was made by Deb Baughman at 3:51 p.m. and seconded by Jim Vreeland.

The Board reconvened at 4:25 p.m. and called for adjournment of the meeting. A motion was made by Jim Vreeland and seconded by Vickie Lemley.

ANNOUNCEMENTS:

- Next Meeting: Thursday, February 16, 2023 @ 3:00 PM, Courthouse, Room 303
- Reminder to return Statement of Financial Interests to Debra Brown

Debra Brown, Secretary/Treasurer

Tom McInroy, Chairman