

# **BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES**

August 10, 2023

The meeting was called to order at 3:00 p.m. by Tom McInroy, Committee Chairman.

Debra Brown did the roll call of members they were as follows: Present: Tom McInroy, Chair; Alan Frederick Vice-Chair; Marshal Tewell; Deb Baughman; Walter Beatty; and Debra Brown. Others present in person: Bob Octavio and Jim Veach. Participating via phone: Vince DeCario, TranSystems and Jenny DeLong. Absent: Jim Edwards, Vicki Lemley and Jim Vreeland.

## **Public Comments:**

There were none presented to the board.

## **Old Business:**

There was no old business presented to the Board.

## **New Business – Chair**

- A motion was made by Walter Beatty and seconded by Deb Baughman to approve the July 20, 2023, meeting minutes. The motion was approved.
- A motion was made by Deb Brown and seconded by Walter Beatty on the approval for Bedford County Airport Authority to send a letter to the Bedford County Commissioners requesting a meeting with BCAA's Executive committee to discuss funding information. The motion was approved.
- A motion was made by Marshal Tewell and seconded by Alan Frederick to change the name of the Revenue Committee to the Marketing/Advertising Committee and add Marshal Tewell to the committee. The motion was approved.

## **Treasurer's Report / Finance Report:**

- Bob Octavio gave an overview of the bills to be paid and bills. A motion was made by Deb Baughman and seconded by Walter Beatty on the approval of the bills for June 202, and adding \$388.50 for Chris Gabriel, Solicitor for BCAA. The motion was approved.

## **Reports / Discussion:**

- Finance Committee ~ no meeting held.
- Buildings & Grounds ~ no meeting held.
- Revenue ~ no meeting held.
- Personnel ~ no meeting held.
- Airport Manager ~ Jim Veach gave an overview of his report. The following recommendations were made:
  - A motion was made by Alan Frederick and seconded by Marshal Tewell allowing Jim Veach to attend a conference in Bethlehem, Pennsylvania; this is to include registration fee and cover his meals and travel. The motion was approved.
  - It was recommended Jim Veach get two additional quotes for painting the lines on the roadway for approximately ½ mile.
  - It was recommended Jim Veach get bids for the inspection of the boiler room encompassing costs to include 3 to 5 years of inspections.

- It was recommended Jim Veach get additional bids for replacing the cutting edges on the plow prior to winter season.
- Airport Engineer ~ Vince Decario gave an overview of the report. He highlighted some of the projects and requested a motion on the following:
  - A motion was made by Walter Beatty and seconded by Alan Frederick on the approval for payment #1 in the amount of \$23,376.87 to Axtell for the crack, seal and temporary marking of the Bedford County Airport runway based on the completion and approval of Vince DeCario. The motion was approved.
  - Vince DeCario noted September 6, 2023, is the date for the final marking to be completed by Axtell.
  - He also commented on the tax incentive that will be available for employees.
- FBO ~ nothing was reported.

**Chair's Remarks:**

Tom McInroy gave an update on the Website usage:

- 135 New Users
- 128 From Organic Search
- 195 Sessions – Meaning some people came back more than once.
- The average new user was on the site for about a minute.
- \*That is a good number – average bounce rate on a good site is anything over 30 seconds.
- 301 Page views
- The homepage got the most views of 204 total views.
- Then the traffic went to affordable aviation services or hangar rentals or both.
- \*A nice flow of traffic to those services is awesome in my opinion.
- All traffic was United States except for 1 in Canada, 1 in UK
- Then a little junk traffic from India and Indonesia, but not much, we have security to block that, and I did not count that in our numbers above.
- The next 2023 Planning Session Zoom Meeting August 21, 2023 @ 2:30 p.m. in the Commissioners Suite on the third floor of the Bedford County Courthouse.

**Adjournment:**

A motion was made at 3:28 p.m. to adjourn the meeting by Alan Frederick. The motion was seconded by Marshal Tewell.

**ANNOUNCEMENTS:**

- The next meeting will be held Thursday, September 21, 2023 @ 3:00 PM, Courthouse, Room 303

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Debra Brown, Secretary/Treasurer

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Tom McInroy, Chairman