

BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES

February 16, 2023

The meeting was called to order at 3:00 p.m. by Tom McInroy, Chair of the committee.

A roll call of members was done by Debra Brown. Those present were as follows:

Deb Baughman, Tom McInroy, Chair; Vickie Lemley; Jim Edwards, Debra Brown, Jim Vreeland, Walter Beatty, Marshal Tewell. Others Present in person: Bob Octavio; Jim Veach; Jim DeLong; Vince DeCario. Phone participation: Chris Gabriel, Solicitor. Absent: Alan Frederick

Tom McInroy called for an Executive Session for contractual purposes. A motion was made by Deb Brown and seconded by Jim Edwards at 3:05 p.m. for executive session. A motion was made by Deb Brown and seconded by Vickie Lemley for the meeting to reconvene at 3:20 p.m.

Public Comments:

The board previewed the new website.

Meeting Minutes:

The January 19, 2023, Re-organizational minutes were approved as presented. A motion was made by Debra Brown and seconded by Jim Edwards. The motion was approved.

Treasurer's Report / Finance Report:

Deb Brown gave an overview of the reports and turned it over to Bob Octavio for further reporting information. Bob gave an update on the following:

- Bills to pay
- Paid bills
- General checking account
- Project checking account

A motion was made by Jim Edwards and seconded by Walter Beatty to approve the bills to pay for February 2023. The motion was approved. Deb Baughman noted there is \$80,000 to use as needed from the county and there is still the unused/carried over amount of \$45,000 from 2022 available to use, if needed for possibly payment on the crack seal.

Chair's Remarks: none at this time.

Reports / Discussion:

- Finance Committee – no meeting was held, nothing to report.
- Buildings & Grounds – the committee met to review the contracts. A discussion will be held later in the meeting and motion will be made on the recommended agency.
- Revenue – no meeting was held, nothing to report at this time.
- Personnel – waiting for contracts for informational purposes for contract renewal.
- Airport Manager – report provided by Jim Veach. He noted there is a new tenant renting a hangar. He would also like to set up a meeting with Building and Grounds to discuss the

Yother's property. The board discussed new signage for the airport managers office and for the entrance. Deb Baughman stated there should be a sign at the entrance and a door sign.

- Airport Engineer - report was provided by Vince DeCario. He gave updates on a few of the items on his report.
- FBO – Jim DeLong reported all is well.

Old Business:

Tom McInroy will be working with Jim Veach and Chris Gabriel on the Development of Airport Policies and Protocols.

By-Laws Review - Attorney Gabriel has reviewed and recommended a change in Article IV, Section 1, the change was read to the board; the By-Laws will be recommended voted on later in the meeting.

New Business:

A motion was made by Jim Edwards and seconded by Jim Vreeland on the approval of moving forward with the sale of the Yother's property, including sub-division, keeping the field, selling only the house and barn. With the sale of the property money goes back into the airport for Federal use, but must have approval of PennDOT. The motion was approved contingent on what Vince reports from PennDOT.

Bob Octavio gave a brief overview on the Quick Book accounting system. A motion was made by Vickie Lemley and seconded by Walter Beatty on the approval for the purchase of Quick Books for accounting purposes not to exceed \$750.00. The motion was approved.

A motion was made by Deb Brown and seconded by Jim Vreeland on the approval of the Lease Agreement between the Bedford County Airport Authority and Bun Air Corporation and the Exhibits, effective January 3, 2023, for a term of three (3) years. This is based upon the recommendation of Attorney Chris Gabriel. The motion was approved.

A motion was made by Vickie Lemley and seconded by Jim Vreeland on the approval of the Service Agreement between the Bedford County Airport Authority and Bun Air Corporation effective January 1, 2023, for a term of three (3) years through December 31, 2025. This is based upon the recommendation of Attorney Chris Gabriel. The motion was approved.

A motion was made by Jim Edwards and seconded by Vickie Lemley on the approval of the Bedford County Airport Authority By-Laws as amended (attached for review and previously read). This is based upon the recommendation of Attorney Chris Gabriel. The motion was approved.

A motion was made by Jim Edwards and seconded by Vickie Lemley on the approval for advertising the 3,000 square footage space adjacent to the new hangar. This is based upon the recommendation of the Tom McInroy, Chair. The motion was approved.

A motion was made by Jim Vreeland and seconded by Jim Edwards the approval of the selection of an engineering firm contract pending costs. The board approved TranSystems as the engineering firm. The motion carried.

- Urban Engineers, Inc.

- Mimar McKissick Architects & Engineers, LLC
- ACEALA
- HMZ – Delta Airport Consultants, Inc.
- Transystems

A motion was made by Deb Baughman and seconded by Jim Edwards for the purchase of signage not to exceed \$350.00. The motion was approved.

Adjournment:

A motion was made by Jim Vreeland and seconded by Walter Beatty to adjourn the meeting at 4:32 p.m.

ANNOUNCEMENTS:

- Next Meeting: Thursday, March 16, 2023 @ 3:00 PM, Courthouse, Room 303
- Reminder to return Statement of Financial Interests to Debra Brown if you haven't already done so.
- Handout of 2023 BCAA Meeting dates

Debra Brown, Secretary/Treasurer

Tom McInroy, Chair