

**BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES**

July 20, 2023

The meeting was called to order at 3:00 p.m. by Alan Frederick, Vice Chair of the Committee.

Debra Brown did the roll call of members they were as follows: Present: Alan Frederick Vice-Chair; Marshal Tewell; Jim Vreeland; Deb Baughman (3:05 p.m.), Walter Beatty; Vicki Lemley and Debra Brown. Others present in person: Bob Octavio; Rick Holes with TranSystems; and Jim Veach. Absent: Jim Edwards and Tom McInroy.

**Public Comments:**

There were none presented to the board.

**Old Business:**

There was no old business presented to the Board.

**New Business – Vice Chair**

- A motion to act on the approval of the June 15, 2023, meeting minutes. A motion was made by Jim Vreeland and seconded by Walter Beatty. The motion was approved as presented.
- There was a non-voting meeting at the airport; the purpose was to discuss the paperwork for the Bureau of Aviation. Marshal Tewell gave a brief overview of the meeting. Further information is under the Building and Grounds report.
- Email requesting amendment to extend grant. A motion to act on the amendment to extend the grant (with a remaining balance of \$17,919.75) within the Bedford County Master Plan for one year. This is based upon the recommendation of John Logan, Transportation Planning Specialist 2 at PennDOT. The motion was made by Deb Brown and seconded by Vicki Lemley. The motion was approved as presented.

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

Bob Octavio gave an overview of the bills to be paid and bills. A motion was made by Marshal Tewell and seconded by Vicki Lemley to pay the bills for May 2023. The motion was approved as presented. Bob also talked about QuickBooks and that he would soon have it uploaded on his computer and begin to work online.

**Reports / Discussion:**

- Finance Committee ~ no meeting held.
- Buildings & Grounds ~ Marshal Tewell gave an overview of the meeting noting the repairs needed for the fuel farm being of utmost importance to be repaired as soon as possible. He stated the other projects listed in document five will need to be placed on the Master Plan for work as soon as possible. Mr. Holes noted grant money can be used for this project. A motion was made to approve the payment in the amount of \$21,106.25 for the repairs to the fuel farm by Southern Petroleum Systems. A motion was made by Deb Brown and seconded Vicki Lemley. The motion was approved as presented.
- Revenue ~ no meeting held.
- Personnel ~ no meeting held.
- Airport Manager ~ Jim Veach highlighted the following from his report:

- Tenant remaining until September (Artman)
  - Continuing to get quotes for interior and exterior lighting.
  - Waiting to hear back from Reed, Wertz & Roadman regarding insurance coverage on the boiler inspection.
  - This motion was tabled until next month: (A motion to act on the approval of the bid presented by T.J.'s Electrical Service for the electrical work at the airport as listed in Document 3.1.; the total cost of \$24,739. This is based upon the recommendation of Jim Veach, Manager).
- Airport Engineer ~ Rick Holes, TranSystem reporting on behalf of Vince Decario. He gave an update on the following:
    - The grass is growing on the Stahl property; some areas will need reseeded.
    - Mr. Holes noted bids ads can be developed to send out for the floor replacement on Hangar 2. A motion to act on the approval of advertising for the bid process on the floor replacement in Hangar 2. The motion was made by Walter Beatty and seconded by Jim Vreeland. The motion was approved as presented. Mr. Holes stated he would help Jim Veach with the ad. There was discussion of funds available to offset the cost from the county.
    - The crack seal process will begin on July 31, 2023, and will close the airport for approximately 5 days. Jim Veach will notify Bun Air of the date and the process.
    - This motion was tabled until next month: (A motion to act on the approval for payment of the crack, seal and marking for the Bedford County Airport based on the completion and approval of Vince DeCario).
- FBO - no one was available to give a report.

**Chair's Remarks** – presented by Vice Chair Alan Frederick

- Alan Frederick gave an update on the website: the past two-week activity showed twenty-four new people viewed the site. Sixteen from direct search traffic and eight from general search traffic.
- The 2023 Planning Session Zoom Meeting August 21, 2023, at 2:30 p.m.
- It was recommended a pre-planning meeting be held prior to the next meeting on August 17, 2023, to discuss the items needed for the Master Plan, everyone agreed. Deb Brown will send out the email to remind everyone.

**Adjournment:**

A motion was made by Walter Beatty to adjourn the meeting at 3:39 p.m. Marshal Tewell seconded the motion.

**Announcement:**

The next meeting will be held Thursday, August 17, 2023 @ 3:00 PM, Courthouse, Room 303

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Debra Brown, Secretary

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Alan Frederick, Vice Chair