

**BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES**

March 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:

Tom McInroy, Chair; Alan Frederick; Deb Baughman, Vickie Lemley (until 4:27 p.m.); Debra Brown, Jim Vreeland. Others present in person: Jim Veach and Vince DeCario. Phone participation: Chris Gabriel, Solicitor; Walter Beatty; and Jenny DeLong. Absent: Jim Edwards; Marshal Tewell and Bob Octavio. Guests: Marty Malone and Ryan Granville of Lehman Engineering, Inc.

**Public Comments:**

A motion was made by Jim Vreeland and seconded by Alan Frederick for the approval of the February 14, 2023, meeting minutes. The motion was approved as presented.

**Old Business:**

There was nothing presented to the Board for discussion.

**New Business:**

- Attorney Gabriel gave a brief presentation regarding the Yother's property. He explained the roles of the county and the authority. He recommended the following:
  - Moving forward with the Stultz Real Estate for the appraisal and broker, but make sure subdivision is done first.
  - Cody Smith, Juniata Realty as listing agent
  - Requirements: Market value and have a county appraisal
  - A motion was made by Deb Brown and seconded by Jim Vreeland for the real estate agent to work with the authority pending approval of PennDOT, the solicitor, and the Bureau of Aviation to draft an ad and to sell the property. The motion was approved as presented contingent on approvals.
- The development of Airport Policies and Protocols; Tom McInroy sent drafts of policies to Attorney Gabriel for comparison with other airport policies. He will return drafts of policy revisions to the board for review and discussion and to vote on at the May board meeting. In addition, he will have the hangar and lease policies, property acquisition & disposition and facility lease agreement completed.

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

Deb Brown gave an overview of the report. A motion was made by Alan Frederick and seconded by Vickie Lemley on the approval of the bills for March 2023. The motion was approved as presented.

**Reports / Discussion:****Finance Committee:**

Tom McInroy gave an overview of the information presented. He noted, there would be no charge to the Bedford County Chamber for events. Jenny DeLong stated the Chamber has paid in the past, but Bun Air reimburses the authority for electric and so forth for the events. Tom noted the space will be available to non-profit organizations and for community events and Bun Air has to manage the event requests. Regarding the T-hangar rent, Bun Air charges to move planes and it is a liability moving planes back and forth. It was recommended the owner of the plane move out or pay the premium rate.

**Buildings & Grounds** – there was no meeting held.

**Revenue** – there was no meeting held.

**Personnel** - there was no meeting held.

**Airport Manager Report:**

The report was presented to the board. One brief update was provided on a new tenant and losing one tenant to another airport.

**Airport Engineer Report:**

A report was provided to the board. Updates on the following:

- Obstruction removal should be completed by the end of the month.
- Airport Master Plan – comments will be done in the next 2 weeks.
- Unit Hangar – moving forward with the design, open bids in May with anticipated completion September or early October. Waiting for permit for I-99 on finishing up property.
- The crack seal and remarking; met with PennDOT, anticipated remarking taxiway in July.
- Miscellaneous: Airport inspection, 1 (one) tree needs removed on a property, will discuss with owner to do while company is there if they can just take out the tree if provided with right of entry.
- A motion was made by Deb Brown and seconded by Jim Vreeland on the approval of a contractors payment application in the amount \$87,864.80, prior to signing and sending to the BOA for reimbursement. The motion was approved as presented.

**FBO Report:**

Bun Air reported a new Falcon 900 will possibly be renting a space at the hangar.

**Chair's Remarks:**

Tom McInroy stated the website has been updated and will go live as soon as Bun Air has an opportunity to review the hot spots used on the website.

Tom McInroy introduced Marty Malone and Ryan Granville from Lehman Engineering, Inc. They gave a presentation on putting in a new access road at the airport. After much discussion, it was decided they would come back with responses to some of the board's questions and recommendations.

**Adjournment:**

A motion was made by Jim Vreeland at 4:34 p.m. to adjourn the meeting. The motion was seconded by Deb Baughman.

**ANNOUNCEMENTS:**

- Next Meeting: Thursday, April 20, 2023 @ 3:00 PM, Courthouse, Commissioners Suite
- Reminder to return Statement of Financial Interests to Debra Brown, if you haven't already done so.

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Debra Brown, Secretary/Treasurer

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Dr. Tom McInroy, Chairman