

BEDFORD COUNTY AIRPORT AUTHORITY
MEETING MINUTES
THURSDAY, May 26, 2022

The meeting was called to order at 3:04 p.m. by Deb Baughman, Chair in Room 303 of the Bedford County Courthouse.

Roll Call of Members present: Deb Baughman, Chair; Debra Brown, Secretary/Treasurer; Jim Edwards; Vicki Lemley (3:30 p.m.); Ned Millward; Jim Vreeland. Present via phone: Tom McInroy, Vice-Chair; Others present: Chris Gabriel, Solicitor (via phone); Jim DeLong; Jenny DeLong; Jim Veach; Vincent DeCario, Project Engineer, TranSystems (formerly L. R. Kimball); and Steve George. Absent: Alan Frederick, and Walter Beatty

Public Comments:

None presented to the board.

Minutes:

Ned Millward made the motion to approve the April 14, 2022, meeting minutes. The motion was seconded by Jim Vreeland. The motion was approved.

Treasurer's Report / Finance Report:

Debra Brown gave a summary of the bills paid and the outstanding invoices to be paid before the end of the month. She noted the airport insurance is on hold until further investigation is done on the items covered in the policy. A motion was made by Ned Millward and seconded by Jim Edwards. The motion was approved.

Chair's Remarks:

Deb Baughman provided information about new BCAA member Walter Beatty, noting his experience and term limit as a member.

An airport manager was hired effective May 1, 2022; Jim Veach has been transitioning into the position. He has a work phone and a business phone as well. A laptop was purchased through Pinnacle and setting up for the airport authority. The new phone number for the office is 814-977-9223.

The email address is flybedfordpa.com; *please make note to not co-mingle personal email with flybedfordpa.com.* Bun Air is a business, and the Authority is a public entity, and we must keep records as the authority is subject to right to know law. Chris Gabriel will be the records officer.

The Master Plan is an informal working committee. Volunteers are needed to fill the committee along with Vince DeCario and PennDot. Those who volunteered are as follows: Jim Vreeland, Deb Baughman, Jim Veach, Jim DeLong, Jenny DeLong. A meeting will be set up soon to get this up and running.

Deb Baughman stated she had met with Bun Air to review the lease agreement that expired on May 1, 2022. It was recommended Tom McInroy, Vickie Lemley and Deb Baughman meet to review and discuss the lease.

Reports/Discussion:

- **Finance Committee** – Bob Octavio provided draft booklets of the audit. There were two changes that need to be done before the final audit can be completed. There is a slight rate increase to be approved for hangars effective July 1, 2022.

- **Buildings & Grounds**
 - Roof - Phase I of the Roof repairs have been completed. The next phase will be the sealant on the roof, a date will be determined a later time for sealing.
 - Tree Removal – will need to advertise for the bid process. Papers were served on the landowners who were holding out. An update will be provided on this at the next meeting.
 - Official Office Location – cancel the post office box. A space will need determined for final office setup.
- **Insurance Quotes** – Alan Frederick received existing insurance policy and made note of some changes that need to be reviewed, i.e....existing driver revision, raise the deductible and change the value on equipment.
- **Fence Repair – AWOS** – the perimeter fence at the airport was down and cows got on the runway. This delayed one departure from the airport. With the farmers assistance, the fence was temporarily repaired. Mr. Veach recommended getting quotes for fence repair, and brush clearing. A walk-a-round should be conducted listing inspections to be completed...i.e..daily inspections of lights and runways. The committee will meet and develop a schedule and program.
- **Planning**
 - Hangar Floor in Corporate 1 – the floor is not good, no stone underneath, looking at the potential repair costs. Once the engineers do the geo-technical survey, we will be better able to determine the costs. They hope to do this within the next two weeks.
 - Runway and Taxiway sealing and painting – working on getting quotes for painting
 - Fuel tank cleaning and internal piping repairs – the tanks need cleaned again. Mr. Veach stated they have not been done in four years. He will assess to determine how often it should be done. The 100 Low Lead will be schedule for cleaning at the same time.
 - AWOS – a total upgrade is needed; it has not been done since 2014. It was recommended a total replacement comparison on costs be done. It was noted and upgrade would cost approximately \$25,000 and a new system approximately \$90,000. Mr. Gabriel asked what an upgrade would do as far as computer and cards that operate the system; Mr. DeCario gave a brief explanation on how it would work. Jim Vreeland asked if there is grant funding available and Mr. DeCario stated yes for \$159,900.
 - Lighting – the concrete is lifting around (airport apron) the lights and needs to be covered again since the ground has settled.
- **Revenue Report** – Vickie Lemley gave an overview of the 3,000 square foot space and the possible revenue it could generate on a monthly basis (\$3,000). It could be divided into two rental spaces or used as one big rental space. Jim Veach noted PennDot inquired if hangars can be used for non-aviation use: it could take 30-60 days and he will get back to him. It was suggested Clark Construction, be contacted for an estimate on the bathroom, measure for a mechanical room (heat), adding electrical outlets and temporary lighting. Jim Vreeland stated he has a potential client and he will give Vickie Lemley the contact information. Rental price would be contingent on utilities. This was deferred to the Revenue Committee to review. The board also discussed options for the Maintenance building and the possibilities of use for the space. It was recommended to the Building and Grounds Committee and Revenue Committee to set up a time to meet and see what would be most cost efficient and effective. Please contact Vickie Lemley to set up a meeting.
- **Personnel**

The five-year agreement with Tran Systems expired last September. Chris Gabriel stated there is nothing in the law that says we can't continue to use them until the end of the year for professional services: an RFP is not needed. He stated to continue to foster the relationship. Vince DeCario stated there is a five-year FAA rule. He is to send this to Chris Gabriel prior to the next meeting. Chris Gabriel recommends an emergency extension of

three months, then advertise at the next meeting. The extension could also go until the end of 2022 and advertise later.

- **Airport Manager – Jim Veach**

- Office set-up: Cell phone and laptop have been purchased for Jim Veach. A new email has been established and all are requested to log on to the new email site. The new web design will be forthcoming, hopefully by the next meeting.
- A debit card was set up for Mr. Veach for purchases with a limit of \$500.00
- Business cards and shirts with the airport logo are available for purchase
- A new stop sign has been ordered from Bedford Township and will be installed soon across From Blackberry Farm
- SKE Designs was contacted to give the costs for a new airport sign on Belden Road. Mr. Veach has three options to select. Please let him know what your selection is for the sign.
- The post office box is paid until the end of October, the street address will then be used for mailing purposes

- **Building and Grounds:**

- an estimate was received from Baer Steel for gutter repair, Reinforcement, and installation of snow guard
- Claycomb Fence is checking on materials for repairing rotted posts
- Clark Construction is going to give an estimate for finishing office space
- Light fixtures need to be brought up to grade level
- REIL light on 14 – low light setting not operating

- **Equipment:**

- scheduling fuel tank cleaning – November or December and technician Service for the 100LL tank
- AWOS – working on an estimate vs replacement
- Two runway lights not working – will work on to complete

- **Airport Engineer Report – Vince DeCario**

- Obstruction: Vince DeCario gave an overview on the tree obstructions and land-owner easements. The final obstruction letters were sent out. Chris Gabriel stated getting this done quickly. Deb Baughman noted she must have signed easements and right-of-entry agreements and airport property information before a grant can be written. Mr. DeCario noted the DCNR has requested an environmental survey and report, this must be done by a botanist and completed by June 13, 2022. This may hold up the project.
- Master Plan update: a meeting date needs finalized with the Advisory Committee, hopefully in June
- Relief Funding: previous grants – Mr. Veach to set up maintenance and runway inspections and get dates to Deb Baughman for the inspections. The ARG Funding should be available within the next month with a list of requirements for airport use. Bob Octavio is to check old bills that have been paid to submit. Jim Edwards stated a U.S. Congressman has earmarked a Keystone Grant at Johnstown for a roadway in to help improve development of the airport. He stated that more grants are coming and to reach out to our congressman to see if help available for BCAA.
- JACIP
 - There is one new project for this year. Crack seal and re-mark runway, taxiways, and apron \$300,000, Federal, \$16,666 State and \$16,667 Local – Total cost \$333,333.00
 - Planning session with PennDot for the next four years should be set up
 - A DBE Program for FY 2023 to 2025; reporting needs for project must be done by August 1, 2022, to the FAA. Mr. DeCario will help with this program reporting.
- Hangar improvements – floor replacement: a capital budget release was submitted for this Project. It would include removal and replacement of existing concrete floor and subbase. A Geotechnical investigation would need to be conducted to see if the subgrade (expansive soils) or

drainage issue to determine the limits of repairs. Proposals have been submitted and partial agreements executed. Geotechnical drilling is scheduled to begin within the next few weeks.

- Fuel Form: also, the secondary shut off for truck skids needs to be done by December 2022. The cost per units is \$15,000 to \$20,000. Mr. DeCairo is going to talk with DEP.
- **FBO:**
Jenny DeLong noted Bun Air is thrilled with the progress, great job!
- **Solicitor** – Chris Gabriel - Chris Gabriel had nothing to report, he stated he landed at the airport, and it was beautiful. He is happy to be on board with the BCAA.

Old Business:

A. Development of Airport Policies and Protocols

Assigned to Solicitor and Airport Manager – Jim Veach to gather information on policies.

B. By-Laws Review

Deb Baughman requested we hold this item; topics that need addressed are the following: Not able to vote unless physically in attendance and must attend the entire meeting. Chris Gabriel stated you could vote by phone; it is up to the board. He will review the latter of the two and get back to the board.

New Business:

- A. Jim Edwards made a motion to approve retroactively emergency repairs to terminal roof by Wise Roofing and Coatings. Ned Millward seconded the motion. The motion was approved.

Motion to act on approval for online banking at Commonwealth Bank by designated BCAA signatories: chair; vice-chair; and secretary/treasurer. This was removed from the meeting agenda.

- B. Jim Vreeland made a motion to approve the advertisement for bids on contract 2022-01: Remove/Mitigate Obstructions project pending the approval from the PennDOT Bureau of Aviation. Vickie Lemley seconded the motion. The motion was approved.
- C. Deb Brown made a motion to approve the rental rate increases as presented. Vickie Lemley seconded the motion. Jim Vreeland suggested the rates not go much higher for a few more years. Jenny DeLong commented rural airport space is not in high demand and its hard-to-find comparable rates. It was recommended an addendum be added to the letter Bob Octavio is sending out stating there would not be an increase for an extended time for existing tenants. The motion was approved.
- D. It was recommended by Chris Gabriel an extension on the engineer of record until end of year 2022. A motion was made by Ned Millward and seconded by Tom McInroy. The motion was approved.

Adjournment:

A motion was made to adjourn by Debra Brown and seconded by Vickie Lemley 5:10 p.m.

Debra Brown, Secretary/Treasurer

Deb Baughman, Chair

ANNOUNCEMENTS:

- Please provide board member bio and photo to Deb Brown if you haven't already done so.
- The next meeting will be held on June 23, 2022 @3:00 PM in courthouse room 303