

BEDFORD COUNTY AIRPORT AUTHORITY MEETING MINUTES

May 18, 2023

The meeting was called to order at 3:03 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; Jim Edwards; Marshal Tewell; Debra Brown, Jim Vreeland, Walter Beatty. Others present in person: Bob Octavio; Jim Veach and Vince DeCario, TranSystems, Inc. Phone participation: Jenny DeLong. Absent: Vickie Lemley and Alan Frederick and Deb Baughman.

Public Comments:

A motion was made by Marshal Tewell and seconded by Jim Vreeland for the approval of the April 20, 2023, meeting minutes. The motion was approved as presented.

Old Business:

There was nothing presented to the Board for discussion.

New Business:

Chair – Tom McInroy

- Update on the Yother's (Peight) property and subdivision (handout) – an update of the map needs to be completed and a definition of what CART is; this information needs to be sent to John Logan. Tom McInroy will send an email to the Bureau of Aviation.
- Airport Policies and Protocols
 - a. A motion was made by Jim Edwards and seconded by Marshal Tewell to approve the Hangar Leasing Policy for Bedford County Airport. The motion was approved.
 - b. A motion was made by Jim Edwards and seconded by Marshal Tewell to approve the Bedford County Non-Commercial Hangar Lease Agreement. The motion was approved.
 - c. A motion was made by Jim Edwards and seconded by Marshal Tewell to approve the Revenue and Property Management Plan for Bedford County Airport. The motion was approved.

Treasurer's Report / Finance Report:

- Bob Octavio gave an overview of the paid bill and bills to be paid. A motion was made by Debra Brown and seconded by Walter Beatty on the approval of the bills for May 2023. The motion was approved.

Reports / Discussion:

There were no meetings held for the following committees, therefore no report.

- Finance Committee
- Buildings & Grounds
- Revenue
- Personnel

Airport Manager – A report was provided to the Board by Jim Veach. He gave an overview of the report highlighting the following:

- Signed lease with Falcon 900 jet.
- Added new tenant in T-Hangar space.

- Fuel farm – working up an estimate for a more appropriate size pump. Vince DeCario will check with PennDOT to see if there is grant money available and report it back to the Board. It was also noted we have a line of credit if needed.

Airport Engineer: A report was provided to the Board by Vince Decario. He gave an overview of the report highlighting the following:

- Obstruction removal – mulch was too thick, and the grass has not grown; the company is to correct. Final payment will be held until completed.
- Crutchfield property – the owner forwarded a tree replacement map – the owner is responsible if the trees get too high, he must keep trimmed.
- Master Plan – Axel is working on getting the name updated on SAM. Vince will find out about the re-sealing of the runway – hopefully by July to be completed.
- Hangar Floor – floor to be done in 2023; rebar with 2A & 2B stone, fiber concrete.
- PennDOT – new projects for fall – rehabilitate runway lighting and taxiway lighting – Phase I for both.
- Miscellaneous Items: lighting for 2025, possible new terminal building. A meeting needs to be set up prior to the planning session.

FBO:

Jenny DeLong stated Bun Air is working on a marketing campaign.

Chair's Remarks:

- Website update – Tom McInroy noted dovetailing with Bun Air with a final look before going live.
- Hangar Rental Rates – Jim Edwards made a motion to approve the rates, it was seconded by Marshal Tewell. The motion was approved.
- Jim Veach stated that Mr. Artman has not signed the lease agreement. Jim Veach to email him with a 30-day deadline.

Adjournment:

A motion was made by Walter Beatty to adjourn the meeting at 4:00 p.m. The motion was seconded by Marshal Tewell.

Announcements:

The next meeting: Thursday, June 15, 2023 @ 3:00 PM, Courthouse, Room 303

Debra Brown, Secretary/Treasurer

Tom McInroy, Chair