

**BEDFORD COUNTY AIRPORT AUTHORITY**  
Re-Organizational and Regular Meeting Agenda  
January 25, 2024

The meeting was called to order at 3:01 p.m. by Tom McInroy, Committee Chairman. He welcomed new members Larry Myers and JR Winck.

Those Present: Tom McInroy, Vicki Lemley, Walter Beatty, Jim Vreeland, Deb Brown, JR Winck, and Jim Edwards. Present via phone: Marshal Tewell, Larry Myers and Jenny DeLong. Others present in person: Jim Veach and Vince DeCario. Absent: Bob Octavio.

**1. Election of Officers for 2024**

- *Deb Brown opened the floor for nominations, and it was seconded by Jim Edwards for the Bedford County Airport Authority election of officers for 2024, for the following positions:*
  - *Deb Brown made the motion to nominate Tom McInroy as Chairperson. Jim Edwards seconded the motion. The motion was approved.*
  - *Deb Brown made the motion to nominate Jim Vreeland as Vice Chairperson. Jim Edwards seconded the motion. The motion was approved.*
  - *Jim Vreeland made the motion to nominate Deb Brown as Secretary/Treasurer. The motion was seconded by Walter Beatty. The motion was approved.*

A motion was made by Jim Vreeland to close the Re-organizational meeting at 3:06 p.m. It was seconded by Walter Beatty.

The Regular meeting was called to order at 3:06 p.m.

**Public Comments:**

A motion was made by Deb Brown and seconded by Vicki Lemley on the approval of the *December 28, 2023, minutes. The motion was approved.*

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

*A motion was made by Jim Vreeland and seconded by Deb Brown for the approval of payment to Attorney Gabriel in the amount of \$3,686.50 as recommended by Bob Octavio. The motion was approved.*

**Chair's Remarks:**

- The committee discussed the various pros and cons of hosting an event. After a lengthy discussion, a motion was made by Jim Edwards and seconded by Vicki Lemley to move forward to host a summer event for the Bedford County Airport Authority.
- Road Study Discussion – the committee discussed at length the possibility of moving forward with the new road into the airport. The hope is to have full funding, various members will be reaching out to Lehman Engineering and PennDot for further discussion.

**Reports / Discussion:**

- Finance/Revenue ~ no meeting held.
- Buildings & Grounds ~ no meeting held.
- Personnel ~ no meeting held.

- Airport Manager – Jim Veach gave an overview of the report. He highlighted the following:
  - The AWOS System
  - Safety Inspection went well
  - Corrective action for an employee
  - Roof on Corporate #2 had damages – the concerns addressed by Baer
  - LED lights installed
  - Stop sign was stolen – it was recommended to file a report with PSP
  - Taxiway paint is coming off due to snow plowing – possible replacement of equipment through JCIP – FDA eligible.
    - *A motion was made by Deb Brown and seconded by Jim Vreeland on the approval of the AWOS Maintenance Agreement for the Bedford County Airport, effective January 1, 2024, through December 31, 2025, at an annual cost of \$4,200.00. This is based upon the recommendation of Jim Veach, Manager. The motion was approved.*
- Airport Engineer – Vince DeCario gave an overview of the report. He highlighted the following:
  - Revisit the seeding in the Spring
  - Reached out to BOA for additional funding for floor replacement
  - Yother’s property still at FAA – waiting for a response
    - *A motion was made by Jim Edwards and seconded by Deb Brown on the approval of payment application #2 for Axtell in the amount of \$306,277.63 for the crack seal, remarking of runway taxiway and apron project. This is based upon the recommendation of Vince DeCario, Engineer. The motion was approved.*
- FBO – Jenny DeLong - Bun Air: She reported everything going well. January started out slow but has picked up.

### **Old Business:**

There was no old business to discuss.

### **New Business:**

*A motion was made by Larry Myers and seconded by Deb Brown on the approval of committee assignments as modified by the committee. The motion was approved.*

*A motion was made by Larry Myers and seconded by Jim Vreeland on the reappointment of Bob Octavio as bookkeeper for 2024 as recommended by the committee. The motion was approved.*

*A motion was made by Jim Vreeland and seconded by Jim Edwards on the re-appointment of Ritchey, Ritchey, & Koontz as auditors for 2024 as recommended by the committee. The motion was approved.*

*A motion was made by Deb Brown and seconded by Vicki Lemley on the approval of Resolutions to authorize the Chairman, Vice-Chairman, and Secretary/Treasurer as authorized signatories on behalf of BCAA for any and all agreements entered into with the Commonwealth of Pennsylvania, Dept. of Transportation and for all other BCAA accounts and agreements. The motion was approved.*

### **Comments/Discussion:**

Vicki Lemley asked about the signage at the intersection at the Industrial Park. Vince DeCario is going to check if there is money available for updating the signage there and on I-99.

The board noted they would like to have a Finance, Building and Grounds and Marketing meeting before the next board meeting. A few dates were established for the committees to meet.

**Adjournment:**

A motion was made by Deb Brown to adjourn the meeting at 4:37 p.m. and seconded by Tom McInroy. The motion was approved.

**ANNOUNCEMENTS:**

- Next Meeting: Thursday, February 22, 2024 @ 3:00 PM, Courthouse, Room 303
- Reminder to return Statement of Financial Interests to Debra Brown

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Debra Brown, Secretary

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Tom McInroy, Chairman