

Butler County Airport Authority  
May 14, 2020  
Monthly Board Meeting Minutes

MEMBERS ATTENDING: Andrew Allen, Secy/Treasurer Victor Green Tim Shields, Chairman  
VIA PHONE: James Opalka Matt Schrauder Mike Walsh, Vice Chairman  
Chad Weaver  
OTHERS ATTENDING: Mike Bechtold, AirQuest Stacey Daugharthy Ike Kelly, Airport Manager  
Stan Pavkovich, AirQuest  
VIA PHONE: Kimberly Geyer, Commissioner Brian McCall, Maher Duessel Mike Pawk, Solicitor  
Sara Reed, Maher Duessel Samantha Strejcek, Maher Duessel

The May 2020 meeting was called to order at 5:00 PM by Chairman Tim Shields. Tim Shields called roll to verify a quorum and reported that an Executive Session was held before the meeting to discuss lease and personnel matters. Vic Green made a motion to approve the minutes from the April meeting, Andy Allen seconded and all were in favor.

**ATTENDEE COMMENTS-** none

**DELTA DEVELOPMENT UPDATE**

- The attached Monthly Status Report was emailed to each Member and Ike briefly reviewed

**AIRPORT MANAGER'S REPORT**

- Over the last two months, there has been a drop in operation due to both Government restrictions and weather. Tenant traffic is beginning to increase and hopefully jet and charter operations will improve quickly.

**2019 AUDIT APPROVAL**

- CPAs Brian McCall, Partner; Samantha Strejcek, Manager; and Sara Reed, Supervisor with Maher Duessel, briefly reviewed the final drafts of the 2019 audit reports, which the Members received by email last week.
  - A single audit was not required this year because Federal grant funding was under \$750,000
  - Brian McCall reported that they found no material misstatements, and, in their opinion, the financial statements present fairly the financial position of the Authority
  - Samantha reported that the prior year's comment regarding data back up and restoration was removed.
    - During 2019, the Authority established a procedure to have Habenicht, Novak and Birckbichler CPAs verify and test the electronic back up system at least every six months.
    - She urged continued vigilance regarding data security and back up.
- Jim Opalka made a motion to approve the 2019 audit reports as presented. Matt Schrauder seconded the motion and all were in favor.

**COMMITTEE REPORTS**

- Lease Committee, Mike Walsh, Chairman
  - Allegheny Health Network renewal
    - Lease administrators are delayed in executing new lease, but are continuing to pay rent based on previously approved extension
- Project Committee, Matt Schrauder, Chairman and Ike Kelly, Airport Manager
  - Proposed Runway Extension – nothing new to report
  - Crack Seal and Remarketing
    - Contractor has delayed start to June
    - Preconstruction meeting is tentatively scheduled for May 26
  - Southside Taxiway and T-hangar Access Rd
    - Bid opening was held on May 11, tabulation was done by CEC and reviewed by MEC
    - Victor Green made a motion to accept the low bid of Glenn O Hawbaker, base bid \$813,327.65 and add alternate of \$454,975.50. **Mike Walsh seconded the motion and all were in favor.**
    - PennDOT determining fund availability then we must consider our ability to fund 25% local share
  - Property Acquisition – Brown
    - Received bids for demo but PennDOT asked us not to proceed until grant monies are allocated, hopefully in July.
- Scholarship Committee, Jim Opalka, Chairman – nothing new to report

- Marketing Committee, Andy Allen, Chairman
  - Questioning if Market Survey information will still be valid after recent changes in the market

#### **OLD AND UNFINISHED BUSINESS**

- Pennsylvania Municipal Authorities Act Board Member Training is rescheduled for June 3<sup>rd</sup>

#### **NEW BUSINESS**

- Executive Session action items
  - Andy Allen made a motion to approve the proposed amendment of lease with Serventi's Inc. Vic Green seconded the motion and all were in favor.
  - Victor Green made a motion to approve the addition of a second full-time maintenance position, with proposed changes to the department's hourly rates and Jim Opalka seconded the motion. Six members voted aye and Mike Walsh voted nay; motion passed.
  - Jim Opalka made a motion to approve a six-month trial contract with a new consultant, at the Federal level only, and Mike Walsh seconded the motion. Five members voted aye, Andy Allen and Matt Schrauder voted nay; motion passed.

#### **COMMISSIONER'S COMMENTS**

- Possible water service to the airport,
  - Due to an omission from the current proposal, Adams Township is considering issuing an RFP for design and permitting for water service expansion.
  - The Commissioner will continue to apprise the Board of developments.
- If Administration Building rehabilitation should include classroom space or outdoor restaurant seating necessary under new regulations, there might be additional funding available through the new CARES Act.
  - The Commissioner will contact Delta Development regarding including the Authority in the County's filing.

#### **REVIEW AND APPROVAL OF FINANCIAL REPORTS**

- The Members received April financial reports by email.
- Andy Allen made a motion to approve the financial reports, Vic Green seconded and all were in favor.

#### **REVIEW AND APPROVAL OF BILL PAYMENTS**

- The Members received by email the list of bills received from April 9 – May 14, 2020 totaling \$42,851.69.
- Chad Weaver made a motion to approve the payments, Mike Walsh seconded and all were in favor.

#### **GOOD AND WELFARE**

- Tim Shields thanked Ike, Stacey and Chuck for their good work, especially during this challenging time.
- Ike Kelly thanked Stacey for her extra efforts to accommodate the auditors remotely.

#### **ATTENDEE COMMENTS** - none

#### **ADJOURNMENT**

- Andy Allen made a motion, Vic Green seconded and all were in favor to adjourn the meeting at 5:49 pm.

Respectfully submitted,

Stacey Daugharthy, Office Manager