

Butler County Airport Authority  
October 8, 2020  
Monthly Board Meeting Minutes

MEMBERS ATTENDING: Andrew Allen, Secr/Treasurer      Victor C Green      Matthew Schrauder  
Timothy Shields, Chairman      Michael Walsh, Vice Chairman      Chad Weaver  
Ron Witt

OTHERS ATTENDING: Stacey Daugharthy      Kim Geyer, Commissioner      Ike Kelly, Airport Manager  
Stan Pavkovich, AirQuest      Michael Pawk, Solicitor

VIA PHONE:      Darren Asper, Delta Development      Heideh Shahmoradi, OS Strategies

The October 2020 meeting was called to order at 7:00 PM by Chairman Tim Shields and began with the Pledge of Allegiance. It was noted that there was a quorum and that no Executive Sessions had been held since the last meeting.

Tim Shields introduced and welcomed new Board Member, Ron Witt.

Vic Green made a motion to approve the minutes of the September meeting, Chad Weaver seconded the motion and all were in favor.

**ATTENDEE COMMENTS** – none

**DELTA DEVELOPMENT UPDATE** – Darren Asper

- Darren reviewed the Monthly Status Report which was in each Member's folder

**OS STRATEGIES** – Heideh Shahmoradi

- Heideh reviewed the Monthly Update which was in each Member's folder

**AIRPORT MANAGER'S REPORT**

- AirQuest Aviation requested a modification to the Service Contract Part I #4. Matt Schrauder made a motion to approve replacing the requirement that AirQuest respond and complete after hour service within one hour with a clause to match their current policy of requesting 24 hour notice from customers requiring service outside of regular hours. Mike Walsh seconded the motion and all were in favor.
- Board Members were reminded that Executive Session matters are confidential by law, so information gained from them should not be discussed outside of the session.

**COMMITTEE REPORTS**

- Lease Committee, Mike Walsh, Chairman
- Project Committee, Matt Schrauder, Chairman
  - Rehab Administration Building
    - Ike Kelly will forward cost estimates to Penn DOT as soon as he receives from Joe Saeler.
  - Southside Taxiway and T-hangar Access Rd
    - Grant was Awarded on September 21
    - Notice to Proceed was issued October 1, immediately followed by a Winter Shutdown postponing construction until Spring.
- Scholarship Committee
  - A general introductory letter was prepared and distributed to Board Members to share with any personal connections who might be potential donors.
- Marketing Committee, Andy Allen, Chairman
  - The Committee meeting focused on discussing promoting land leases for hangar builds
  - Currently compiling a package of site options and plans to provide to potential customers

**OLD AND UNFINISHED BUSINESS**- none

**NEW BUSINESS**- none

### **COMMISSIONER'S COMMENTS**

- Commissioner Geyer thanked the Authority for the use of County Hangar 3 for the water project informational meeting on September 30 and reported that it went very well.
- The Commissioner asked the Authority to consider planning a financial contribution to the water project. Mike Walsh made a motion to approve three annual contributions to the Adams Township Water Authority for the purpose of paying the capitalized interest on their note for the years 2021, 2022 and 2023, in a total amount not to exceed \$60,000. Andy Allen seconded the motion and all were in favor.

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

- The Members received September financial reports by email.
- Matt Schrauder made a motion to approve the financial reports, Chad Weaver seconded, and all were in favor.

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

- Bills received from September 11 – October 8, 2020 totaling \$49,836.74, were presented in the folders.
- Vic Green made a motion to approve the payments, Ron Witt seconded the motion and all were in favor.

### **GOOD AND WELFARE**

- Save the date of Saturday, December 5<sup>th</sup> for the annual tenant luncheon at Serventi's on the Runway
- Tim Shields thanked the Board, Commissioner and the Staff for all doing a fine job. The time the Board puts in is much appreciated.

### **ATTENDEE COMMENTS** - none

### **ADJOURNMENT**

- Chad Weaver made a motion, Andy Allen seconded and all were in favor to adjourn the meeting at 8:48.

Respectfully submitted,

Stacey Daugharthy, Office Manager