

Butler County Airport Authority
September 8, 2022
Monthly Board Meeting Minutes

MEMBERS ATTENDING: Andy Allen, Sec/Treas Victor C Green Jim Harjer
 Jason Kratsas Joyce Schnur Mike Walsh, Chairperson
by phone: Joyce Schnur
absent: Chad Weaver, Vice Chairman

OTHERS ATTENDING: Michael Biggs, Airport Manger Stacey Daugharthy Kimberly Geyer, Commissioner
 Stan Pavkovich, AirQuest Mike Pawk, Solicitor Karen Trempus, Penn Twp
by phone: Heideh Shahmoradi, OS Strategies

The September 2022 meeting was called to order at 7:02 PM by Chairperson Mike Walsh and began with the Pledge of Allegiance. It was noted that there was a quorum and that an Executive Session was held before the meeting to discuss a lease. Jim Harjer made a motion to approve the August meeting minutes, Vic Green seconded the motion and all were in favor, with the exception of Jason Kratsas who abstained due to absence from August meeting.

ATTENDEE COMMENTS

- Heideh Shahmoradi, OS Strategies, reviewed the monthly update. House and Senate will soon return from recess.

PROJECT STATUS

- Administration Building Rehabilitation
 - Ashlar Architecture & Engineering applied for approval of revised plans and is preparing bid documents.
- Airport Improvements and Expansion – nothing new to report

AIRPORT MANAGER'S REPORT – Michael Biggs

- Michael has met numerous tenants and other community members and is looking forward to focusing in on the Administration Building project and other priorities from the Strategic Planning session.

COMMITTEE REPORTS

- Project and Lease Committee – nothing additional to report
- Marketing and Scholarship Committee – Joyce Schnur, Chairperson
 - Andy Allen brought to Joyce's attention, several AOPA scholarships which are available.
 - Information could be shared with flight students who are on our field.

OLD AND UNFINISHED BUSINESS

- BBP Solutions LLC is preparing a draft report from the Strategic Planning session which will be presented to the Board for edits.
 - Making arrangements for Michael to visit Washington County and Johnstown-Cambria County airports
- Solicitor Pawk is preparing requests for variances for directional signs, including existing non-conforming signs.
- Water service tap-ins were installed for C3 and C4.
- Property purchases which were approved last month are progressing.

NEW BUSINESS

- Victor Green made a motion to add Airport Manager Michael Biggs to all documents for all accounts held at Mars Bank. All other individuals and titles remain as previously stated for all accounts. Jim Harjer seconded the motion and all were in favor to approve.
- Jim Harjer made a motion to add Michael Biggs and Dale Sarvey to the Mars Bank Visa credit card account and to increase the combined credit limit to \$5,000. Andrew Allen seconded the motion and all were in favor to approve.
- Andy Allen reported that he, Michael and Mike Walsh went to Harrisburg for the Pennsylvania Aviation Advisory Committee quarterly meeting.
 - Had the opportunity to meet individuals from the Bureau of Aviation, other airport management and some Legislative staff members from across the state.

COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- On Friday Commissioner Geyer will email the Board Members the waterline extension project timeline.
- Commissioner Geyer will arrange for Michael Biggs and Joe Saeler to meet to discuss the sewer extension project.
- An Evans City resident, John Mabel, contacted Commissioner Geyer regarding excessive plane noise at his home.
 - Contacted Bob Ferree and followed up with Mr Mabel
 - High Flight Academy met with current instructors to review traffic pattern and procedures

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received the August financial reports by email.
 - Jim Harjer made a motion to approve the reports, Jason Kratsas seconded, and all were in favor.

REVIEW AND APPROVAL OF BILL PAYMENTS

- Bills received August 12 – September 8, 2022 totaling \$65,369.13. were presented in the Members' folders.
 - Vic Green made a motion to approve the payments, Jim Harjer seconded, and all were in favor.

GOOD AND WELFARE

- Mike Walsh extended another welcome to the new Airport Manager, Michael Biggs.
- Mike Walsh expressed the appreciation of the Board and staff for Vic Green's generous gift and handiwork of personalized mugs and nametags which he distributed at the Strategic Planning session.

ATTENDEE COMMENTS

- Stacey Daugharthy will be working on the budget and sending it to the Board by the end of the month for review. It must be approved at the October meeting and submitted to the Commissioners on October 14.
 - Board Members are to contact Stacey if they have any input or suggestions or if they wish to meet with her to discuss.

ADJOURNMENT

- Jim Harjer made a motion, Victor Green seconded and all were in favor to adjourn the meeting at 7:39 PM.

Respectfully submitted,

Stacey Daugharthy, Office Manager