

Butler County Airport Authority  
October 13, 2022  
Monthly Board Meeting Minutes

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

OTHERS ATTENDING: Michael Biggs, Airport Manger Stacey Daugharthy Kimberly Geyer, Commissioner  
Mike Pawk, Solicitor  
by phone: Heideh Shahmoradi, OS Strategies

The October 2022 meeting was called to order at 7:08 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 leases. Andy Allen made a motion to approve the September meeting minutes, Jim Harjer seconded the motion and all were in favor.

#### **ATTENDEE COMMENTS**

- Heideh Shahmoradi, OS Strategies, reviewed the monthly update which the members received by email.

#### **PROJECT STATUS**

- Administration Building Rehabilitation
  - Ashlar Architecture & Engineering has prepared the bid documents and legal ad, which was published in the Butler Eagle on October 9 and 12.
    - Pre-bid meeting is scheduled for October 14
    - RFI deadline is October 24
    - Bids must be submitted by November 2 at 2:00 pm and will be opened at 2:05 pm
- Airport Improvements and Expansion
  - Michael Biggs will contact Adam Switzer to ask for a cost to create early plans for a Corporate Airpark

#### **AIRPORT MANAGER'S REPORT** – Michael Biggs

- Michael attended the Aviation Conference in Latrobe.
  - FAA is focused on education, electric vehicles, and unmanned aircraft, so that is the future
- Michael has attended the last two Penn Township Supervisors meetings
  - Traffic light at Route 8 and Airport Rd is set to be upgraded
- Doug Mastriano, candidate for Governor, held a meet and greet here October 12 with about 200 in attendance
- The Ford Tri-Motor visit was well attended, despite the aircraft not being available on Sunday due to weather
- PAPI light replacements are on order and expected in November

#### **COMMITTEE REPORTS**

- Project and Lease Committee – nothing additional to report
- Marketing and Scholarship Committee – Joyce Schnur, Chairperson
  - Scholarship documents will be made available on November 1 and due to be submitted on December 1

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

- BBP Solutions LLC Strategic Planning
  - Coordinating dates for Michael to visit Washington County and Johnstown-Cambria County airports
  - Michael will follow up on final report which has not yet been received.
- Directional Signs
  - Zoning Hearing Board meeting and public hearing scheduled for October 26 6 pm.
- Water service
  - Chuck Ritchey is currently trying to get estimates for C3 and C4 hook ups
  - Waterline extension is done
- Property purchases
  - Closing on 615 Three Degree Rd October 14 at 10 am.
  - Other purchases are in progress

### **NEW BUSINESS**

- The owners of 225 Airport Rd have expressed their interest in selling their property which is in the RPZ.
  - Appraisal was done and valued it at \$275,000.
  - Stacey Daugharthy indicated to them that we will not be able to buy it until after the first of the year.
  - The current owners agreed to that price and timing
  - Jim Harjer made a motion to proceed with PennDOT's requirements to purchase the property. Vic Green seconded and all were in favor.
- A copy of the proposed 2023 budget was in each members' folder.
  - Jim Harjer made a motion to approve the budget as presented. Chad Weaver seconded the motion and all were in favor.
- Jim Harjer made a motion to approve the staff to proceed with finding a truck to purchase and a loader to hopefully rent this winter and then purchase, for amounts not to exceed the grant allocations. Andy Allen seconded the motion and all were in favor, with the exception of Mike Walsh, who abstained.

### **COMMISSIONER'S REPORT** – Commissioner Kimberly Geyer

- Commissioner Geyer and Joe Saeler met with Michael regarding the sewer line extension
- Dan Delbianco contacted Commissioner Geyer to inquire about having an event here again for the Pittsburgh Vintage Grand Prix. She will put him in contact with Michael.

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

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

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

- Bills received September 9 – October 13, 2022 totaling \$64,403.19. were presented in the Members' folders.
  - Andy Allen made a motion to approve the payments, Jim Harjer seconded, and all were in favor.

### **ADJOURNMENT**

- Chad Weaver made a motion, Victor Green seconded and all were in favor to adjourn the meeting at 8:15 PM.

Respectfully submitted,

Stacey Daugharthy, Office Manager