

Butler County Airport Authority  
November 10, 2022  
Monthly Board Meeting Minutes

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

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

The November 2022 meeting was called to order at 7:10 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 personnel and leases. Joyce Schnur made a motion to approve the October meeting minutes, Vic Green seconded the motion and all were in favor.

**ATTENDEE COMMENTS**

- Heideh Shahmoradi, OS Strategies, reviewed the monthly update which was in the members' folders.
  - advises the airport to establish a relationship with Governor Shapiro and Senator Fetterman staffs soon

**PROJECT STATUS**

- Administration Building Rehabilitation
  - Two bids were received and opened on November 2
    - Reviewed by Ashlar Architecture & Engineering
      - Jason Kratsas made a motion to award the contract, including the Add Alernate, to WK Thomas and Associates with the final cost to be contingent upon the review and acceptance of the roofing material. Andy Allen seconded the moton. All were in favor, with the exception of Victor Green who abstained.

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

- Michael met with the leaders of the Pittsburgh Vintage Grand Prix who would like to host their Passport to Elegance party here Thursday, July 20, 2023.
  - Michael arranged for complimentary ads in the program for the Airport as well as AirQuest and High Flight Academy, in consideration of any inconvenience the event might have on regular business.
    - Victor Green made a motion to approve the event. Joyce Schnur seconded the motion and all were in favor.
- Michael advertised for both an Office Manager and an Office Administrator position with a number of applicants for each.
  - Michael Biggs and Stacey Daugharthy have interviewed several good candidates and will narrow it to a few top choices
    - Chad Weaver and Joyce Schnur will join Michael for second interviews

**COMMITTEE REPORTS**

- Project and Lease Committee – nothing new to report
- Marketing and Scholarship Committee – Joyce Schnur, Chairperson
  - Scholarship applications were made available on November 1 and are due to be submitted by noon on November 30, after which the Committee Members will review and set up interviews with top applicants.

**OLD AND UNFINISHED BUSINESS**

- BBP Solutions LLC Strategic Planning
  - First draft of final report was emailed to Members. Please submit any comments or proposed changes to Michael Biggs.
- Directional Signs
  - Penn Township approved the Zoning Variance
  - Signs are being manufactured and should be installed by late December or early January

- Water service
  - Expecting to have tap-ins to C3 and C4 done later this month
- Property purchases
  - Closed on 615 Three Degree Rd October 14.
  - Other purchases are in progress

#### **NEW BUSINESS**

- Jason Kratsas made a motion to approve the insurance renewals as presented. Joyce Schnur seconded the motion and all were in favor.
- Penn Township Volunteer Fire Department requested approve to hold their annual Tool Bash on May 6, 2023 and their annual Mega Cruise on July 8, 2023.
  - Jason Kratsas made a motion to approve the events as requested. Andrew Allen seconded the motion and all were in favor.

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

- Commissioner Geyer talked to Joe Saeler about the sewer line extension
  - Joe Saeler is in the process of putting together a draft concept which he will give to Michael Biggs for Board review and alterations.
  - Need to consider potential development and what additional sewer needs it will create
    - Visit to Washington County Airport can help generate ideas and considerations
- Michael Biggs and Mike Walsh met with the Commissioners this afternoon to review the Authority's 2023 budget
  - Commissioner Geyer reported that it went well and they had good discussions
  - Mike Walsh thanked the Commissioners for their support

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

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

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

- Bills received October 13 – November 10, 2022 totaling \$92,301.29 were presented in the Members' folders.
  - Joyce Schnur made a motion to approve the payments, Victor Green seconded, and all were in favor.

#### **GOOD AND WELFARE**

- Election of officers will be on the agenda for December's meeting
- Mike Walsh thanked Stacey Daugharthy for her years of service

#### **ADJOURNMENT**

- Victor Green made a motion, Joyce Schnur seconded and all were in favor to adjourn the meeting at 8:01 PM.

Respectfully submitted,

Stacey Daugharthy, Office Manager