

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

Board Members in Attendance:

Mike Walsh, Chair	Jim Harjer
Chad Weaver, Vice-Chair	Victor Green
Andy Allen, Secretary/Treasurer	Joyce Schnur

Others in Attendance:

Michael Biggs, Airport Manager	Stacey Daugharthy
Kimberly Geyer, Commissioner	Chuck Lotz
Mike Pawk, Solicitor	Larry Teal
Heideh Shahmoradi, OS Strategies (via phone)	

The December 8, 2022, meeting was called to order at 7:00pm with the Pledge of Allegiance by Chairperson Mike Walsh. It was noted that there was a quorum and that an Executive Session was held from 6:30pm-7:00pm to discuss personnel and leases.

Chad Weaver made a motion to approve the November meeting minutes, Jim Harjer seconded the motion. Motion carried.

ATTENDEE COMMENTS

- Heideh Shahmoradi, OS Strategies, reviewed the monthly update with the members.
 - Call with Congressman Kelly coming up, will have a call prior to this to make note of the progress at the airport to review with him. Tentatively, December 14, 2022, for this meeting.

PROJECT STATUS

- Administration Building Rehabilitation
 - WK Thomas award contract. Kick-off meeting tomorrow, December 9, 2022, at 10:30am.
 - Notice to proceed will be issued after that meeting.
 - Contract will be under \$648,000.
- Airport Land Development Zone - gives employer discounted tax rate per employee. Includes 50 acres Airpark, some of the woods, and airfield near AirQuest. PennDot application will cost \$1000, application release is currently delayed.

AIRPORT MANAGER'S REPORT - Michael Biggs

- No other items to report

COMMITTEE REPORTS

- Project and Lease Committee - nothing new to report
- Marketing and Scholarship Committee - Joyce Schnur, Chairperson
 - Reviewed nine applications, all the applicants were very strong. There are three scholarships available. Interviews will be scheduled with the top candidates.

Michael Walsh made a motion to allow the scholarship committee to award the scholarships to the three applicants they select. Chad Weaver seconded the motion. Motion carried. interviews.

- Tenant luncheon was held on Saturday, received \$1200 in donations from the attendees for the scholarship.

OLD AND UNFINISHED BUSINESS

- Directional Signs
 - January delivery anticipated
- Water service
 - Maintenance currently connected.
 - Life Flight will be hooked up this month.
- Property purchases
 - 225 Airport Road having environmental survey done.
 - Three plots of land are being worked on currently.

NEW BUSINESS

- Election of Officers:

Victor Green made a motion that the Board keep the current officers, that being Mike Walsh, Chair; Chad Weaver, Vice-Chair; Andy Allen, Secretary/Treasurer. Jim Harjer seconded the motion. Motion carried.

- Discussion on the Northwest Ramp landing space and engineering.

COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- Nothing new to report.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received the November financial reports by email.
 - Jason Kratsas made a motion to approve the financial reports as presented. Joyce Schnur seconded the motion. Motion carried.

REVIEW AND APPROVAL OF BILL PAYMENTS

- Bills received November 11, 2022-December 8, 2022 totaled \$52,958 with \$12,647 being from the Grant Account.
 - Joyce Schnur made a motion to approve the payments as recorded. Jason Kratsas seconded the motion. Motion carried.

GOOD AND WELFARE

Andy Allen made a motion to approve next year's meeting dates. Jim Harjer seconded the motion. Motion carried.

- Michael Biggs informed the Board the new hire for the Office Manager position is Marla Klabnik.

ADDITIONAL COMMENTS

- Chad Weaver inquired about the snowplow truck; the garage is looking at it now.
- The new JCP loader arrived today.
- The new truck is still on order and is getting modified. It was green and is being wrapped yellow, delivery should be in January. Discussion held on a maintenance building lean-to or a pole building.

ADJOURNMENT

- Victor Green made a motion to adjourn. Jason Kratsas seconded the motion. Motion carried. Meeting adjourned at 7:35pm

Respectfully submitted,

Marla Klabnik
Office Manager
Minutes completed using recording