

Butler County Airport Authority
January 12, 2023
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	Marla Klabnik	Matt Steele
Kimberly Geyer, Commissioner	Chuck Lotz	Stan Pavkovich
Mike Pawk, Solicitor	Larry Teal	

The January 12, 2023, 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.

Andy Allen made a motion to approve the December meeting minutes as amended, Chad Weaver seconded the motion. Motion carried.

ATTENDEE COMMENTS

- Stan Pavkovich introduced Matt Steele is the new General Manager of AirQuest.
- Larry Teal reported on the Condo Association's New Year Get Together.
- Heideh Shahmoradi, OS Strategies spoke with Mr. Biggs earlier in the week for him to report at the meeting since she is attending a conference. She mentioned some grants for our next phase. An economic development initiative grant that would allow us to build a corporate hangar. It is brand new grant so no time frame as of yet.

PROJECT STATUS

- Administration Building Rehabilitation
 - WK Thomas was to start but the rain delayed the project. They will begin on Tuesday with the water line.
 - Grant paperwork submitted.
- Airport Improvements and Expansion
 - Meeting with Congressman Kelly went well. The money is to be used for ramp extension and two taxiways with the potential for the runway expansion. He was adamant that the money be used towards a component of the runway expansion.
 - The Master Plan would include the expansion. Discussion was held on selection of an engineering firm for the Master Plan. It was decided starting from fresh would be our best chance at receiving a grant for any projects pertaining to the Master Plan. Discussion was held on more aspects of the Master Plan.
 - Maintenance and C3 are now connected to water. Last stage is High Flight hangar. That is being planned now. The amount is below the bid threshold.
 - PAPI lights installed and inspected by FAA.

- Disabled plane will soon be removed from the property. Owner is looking into removing a few parts.
- FAA emailed Mr. Biggs regarding the obstacle on Runway 26. It stated that it will remove the circle to land on runway 26 NA at night and the NOTAM will be canceled. The update will happen early 2024.

AIRPORT MANAGER'S REPORT - Michael Biggs

- Introduced Marla Klabnik the new Office Manager.

COMMITTEE REPORTS

- Project and Lease Committee - nothing new to report
 - Waiting on Serventi's to sign lease.
 - Updating spreadsheet for T-Hangars and Community Hangars to document what the condition of each hangar is (dirt floor, concrete floor, asphalt floor, bifold or sliding doors, etc) and to document what tenants are storing in their hangars. Lease has been updated from two page to a seven page lease. It will go off to lease committee and Mr. Pawk for review. Lease will have option for emailed invoice or a printed invoice for a fee of \$2/month. Office is looking into accepting credit cards. The waiting list process is being updated to include a deposit to be on the list. Certificates of insurance have not been updated for quite some time. The new lease will provide guidelines for what is required.
- Marketing and Scholarship Committee - Joyce Schnur, Chairperson
 - Interviewed four applicants. All four were very strong candidates.

Jim Harjer made a motion to allow the scholarship committee to award the scholarships to all four applicants with one \$5000 scholarship and three \$2500 scholarships. Vic Green seconded the motion. Motion carried.

- Goal this year is to sell the twelve Vintage Grant Prix Passport to Elegance Event and to hold a mixer on the new deck once it is completed to raise money for the scholarship fund.

• Committee Members

Jim Harjer made a motion that the committees remain the same this year. Andy Allen seconded the motion. Motion carried.

OLD AND UNFINISHED BUSINESS

- Directional Signs
 - Installation the week of January 16, 2023. All permits have been secured and One Calls were made.
- Water service
 - AirQuest is not hooked up yet, the terminal is connected.
- Property purchases

- 225 Airport Road having environmental survey done waiting on report. The owner wants to keep the kitchen cabinets and vanity.
- Mr. Pawk will be sending information for Penn Christian and Penn Twp VFD's small parcels to Michael next week.

NEW BUSINESS

- Need to complete Michael's review soon.

COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- Penn Twp received a full grant for an updated traffic signal with turning lights at the intersection of Airport Road and Route 8.
- Commissioner Geyer met with Chad, Michael, and Joe regarding the sewer expansion to the proposed airpark area. Will wait until an engineering firm is selected before proceeding.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received the December financial reports by email and in their packets.

Joyce Schnur made a motion to approve the financial reports as presented. Jim Harjer seconded the motion. Motion carried.

REVIEW AND APPROVAL OF BILL PAYMENTS

- Bills received December 9, 2022 – January 12, 2023 totaled \$48,345.61 with \$4,864.50 being from the Grant Account.

Chad Weaver made a motion to approve the payments as recorded. Andy Allen seconded the motion. Motion carried.

GOOD AND WELFARE

- Thanks to Chuck, Dale, and Greg for all their work with the snow removal.

ADDITIONAL COMMENTS

- JCB Loader is working well for snow removal.
- No longer borrowing county truck. The new truck should be delivered end of January.

ADJOURNMENT

- Victor Green made a motion to adjourn. Jim Harjer seconded the motion. Motion carried. Meeting adjourned at 7:53pm

Respectfully submitted,

Marla Klabnik
Office Manager
Minutes completed using recording