

Butler County Airport Authority
February 9, 2023
Monthly Board Meeting Minutes

Board Members in Attendance:

Mike Walsh, Chair	Jim Harjer
Chad Weaver, Vice-Chair	Victor Green
Andy Allen, Secretary/Treasurer	Jason Kratsas
Joyce Schnur via conference call	

Others in Attendance:

Michael Biggs, Airport Manager	Marla Klabnik	Matt Steele
Kimberly Geyer, Commissioner	Chuck Lotz	Stan Pavkovich
Mike Pawk, Solicitor	Larry Teal	Dustin Best
Ryan Markee, Substitute Counsel	Tristen Best	
Heideh Shahmoradi, OS Strategies via conference call		

The February 9, 2023, meeting was called to order at 7:05pm with the Pledge of Allegiance by Chairperson Mike Walsh. It was noted that there was a quorum. There was an executive session from 6pm-7pm to discuss personnel and possible litigation.

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

ATTENDEE COMMENTS

- Heideh Shahmoradi, OS Strategies spoke on Congressional Business and potential funding for small airports and hangars. She is trying to arrange a meeting with Congressman Kelley and Senator Fetterman.

PROJECT STATUS

- Administration Building Rehabilitation

Jim Harjer made a motion to approve Resolution 2023-01 Authorizing Airport Manager to sign Grant Offer ACB-2022-Butler CO AA-00008. Chad Weaver seconded the motion. Motion carried.

- Mr. Biggs discussed paving underneath the deck to create a runway viewing area for the public.
- Mr. Biggs discussed water damage from a leaky pipe in the ceiling.

AIRPORT MANAGER'S REPORT - Michael Biggs

- Fuel Training has been scheduled for the whole team.
- CPR/AED Training will be scheduled.
- PennDot Block Grant Training
- Meeting with Mars Bank to discuss Credit Cards, ACH, and mobile deposits

COMMITTEE REPORTS

- Project and Lease Committee
 - T-Hangar leases sent to solicitor and committee for review.
 - Mr. Walsh and Mr. Biggs will work on rates and structures for land leases for hangars for next month.
- Marketing and Scholarship Committee - Joyce Schnur, Chairperson
 - Scholarship Winners will be featured on Airport social media
 - Vintage Grand Prix Passport to Elegance tickets will help fund scholarship

OLD AND UNFINISHED BUSINESS

- Directional Signs
 - Installation complete.
- Water service
 - Waiting on proposal to connect High Flight
- Property purchases
 - 225 Airport Road Sales Agreement sent and waiting on signature.
 - Mr. Pawk will be sending information for Penn Christian and Penn Twp VFD's small parcels to Michael next week.
- Strategic Plan
 - Mr. Allen, Mr. Weaver, Mr. Green, Mr. Biggs will review the SOPs.
- State Ethics Commission's Statement of Financial Interest
 - Members to complete the form and return to Marla before May 1, 2023.

NEW BUSINESS

- None

COMMISSIONER'S REPORT - Commissioner Kimberly Geyer

- March 2 is the State of the County and Commissioner Geyer will report on the airport. She will reach out to Michael to go over different items to make sure they are on the same page.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

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

Jason Kratsas 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 January 1, 2023 - January 31, 2023, totaled \$44,402.46 with \$1796.00 being from the Grant Account.

Chad Weaver made a motion to approve the payments as recorded. Jason Kratsas seconded the motion. Motion carried.

GOOD AND WELFARE

ADDITIONAL COMMENTS

ADJOURNMENT

- Victor Green made a motion to adjourn. Jim Harjer seconded the motion. Motion carried. Meeting adjourned at 7:45pm

Respectfully submitted,

Marla Klabnik
Office Manager