

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

Board Members Attendance:

Mike Walsh, Chair - <u>via phone</u>	Jim Harjer
Chad Weaver, Vice-Chair - <i>absent</i>	Victor Green
Andy Allen, Secretary/Treasurer	Jason Kratsas - <i>absent</i>
Joyce Schnur	

Others in Attendance:

Michael Biggs, Airport Manager	Marla Klabnik, Office Manager
Kimberly Geyer, Commissioner	Matt Steele, AirQuest
Mike Pawk, Solicitor	Stan Pavkovich, AirQuest

The March 9, 2023, meeting was called to order at 7:04pm with the Pledge of Allegiance by Chairperson Mike Walsh. It was noted that there was a quorum.

Following the February 9, 2023, meeting there was a continuation of the executive session from 8:00pm-8:30pm to discuss personnel and litigation.

On March 9, 2023, there was an executive session from 6:30pm-7:00pm to discuss legal matters and leases.

Jim Harjer made a motion to approve the February meeting minutes as presented, Vic Green seconded the motion. Motion carried.

ATTENDEE COMMENTS

- Issues with the south-side gate not closing and tenants do not know who to contact when this happens. Michael stated it was the same after-hours number they have called in the past. He also let those in attendance know that we are in the process of getting bids for a preventative maintenance contract.

AIRPORT MANAGER'S REPORT - Michael Biggs

PROJECT STATUS

- Administration Building Rehabilitation

Mike Walsh made a motion to approve the change to the design footprint of the fence to extend six feet past the deck at a cost not to exceed \$4800. Vic Green seconded the motion. Motion carried.

Jim Harjer made a motion to approve the change to the finishing of the concrete deck surface to include a decorative finish at a cost not to exceed \$5412. Vic Green seconded the motion. Motion carried.

- NW Apron Rehab discussed at length. According to the Airport's JACIP we are on schedule for funding with 2023 design and 2024 construction.

- Grant for Loader

Jim Harjer made a motion to approve Resolution 2023-02 A Resolution of The Butler County Airport Authority Authorizing the Airport Manager To Accept And Sign The PennDot Grant Offer for Agreement ADP-2022-Butler Co AA-00029. Vic Green seconded the motion. Motion carried with Mike Walsh abstaining due to conflict of interest.

- Networking
 - Michael Biggs and Marla Klabnik have been attending networking events and have made several connections with business professionals in the area. Michael spoke to several business owners about the ALDZ property and the benefits of building on this parcel.
 - Marla is creating a basket for the Butler Chamber of Commerce's Leadership Butler fundraising dinner. She has commitment from AirQuest, High Flight, and Serventi's for gift certificates.

COMMITTEE REPORTS

- Project and Lease Committee
 - Michael Biggs has researched land leases and according to the FAA leases can be for up to 50 years but optimally 30-35 years is what is the norm. Michael will continue to work on the land lease agreement.
- Marketing and Scholarship Committee - Joyce Schnur, Chairperson
 - Marla Klabnik is creating a brochure for the Tourism Bureau's rack program that places brochures throughout Butler County. AirQuest, High Flight, and Serventi's will be included in the brochure highlighting the Airport's Campus.
 - Joyce Schnur reported that in Monday.com Marla mentioned a billboard featuring the airport. She would like to investigate this for the ribbon cutting for the new deck in June.

OLD AND UNFINISHED BUSINESS

- Water service
 - High Flight's connection is in progress.
- Property purchases
 - 225 Airport Road to close March 15, 2023.

NEW BUSINESS

- Pilot's Lounge & Conference Room
 - Discussion on maintenance of WK Thomas building the wall to separate pilot's lounge and kitchenette area.

Jim Harjer made a motion to approve the building of a wall separating the pilot's lounge and kitchenette with airport maintenance doing the construction.

- Discussion on a movable room divider wall in the conference room to create two meeting spaces. The board decided not to take action at this time due to expense of materials.

- Remote Tower
 - Discussion was held on the different variations of remote towers. The brick-and-mortar type are the only ones getting funding currently. The application to receive funding is extensive and the Authority would benefit from a consultant.

Andy Allen made a motion to advertise for a contractor to conduct a benefit cost analysis and complete the application to the FAA with costs not to exceed \$15,000. Vic Green seconded the motion. Motion carried.

COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- Commissioner Geyer stated that Michael's attendance at the State of the County was well received. She also reminded the board that a master plan is needed for the Airport for Penn Township to consider any change in zoning.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

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

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

REVIEW AND APPROVAL OF BILL PAYMENTS

- Bills received February 1, 2023 – February 31, 2023, totaled \$216,995.39 with \$183,927.76 being from the Grant Account. The grant amount includes the first Pay App for WK Thomas and the purchase of the Loader.

Andy Allen made a motion to approve the payments as recorded. Jim Harjer seconded the motion. Motion carried.

GOOD AND WELFARE

- The airport staff attended a Phillips 66 fuel training.
- Michael Biggs is going to have the Marla & Dale take a free Aviation 101 class through Emory Riddle when it is offered.

ADDITIONAL COMMENTS

- Andy Allen mentioned in a meeting he attended earlier that there is \$8 million in Governor Shapiro's budget for aviation over the next 5 years.

ADJOURNMENT

- Jim Harjer made a motion to adjourn. Andy Allen seconded the motion. Motion carried. Meeting adjourned at 8:29pm

Respectfully submitted,

Marla Klabnik
Office Manager