

**Butler County Airport Authority**  
**April 13, 2023**  
**Monthly Board Meeting Minutes**

Board Members Attendance:

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

Others in Attendance:

|                                 |                               |
|---------------------------------|-------------------------------|
| Michael Biggs, Airport Manager  | Marla Klabnik, Office Manager |
| Kimberly Geyer, Commissioner    | Matt Steele, AirQuest         |
| Ryan Markee, Substitute Counsel | Stan Pavkovich, AirQuest      |

The April 13, 2023, meeting was called to order at 7:03pm with the Pledge of Allegiance by Vice-Chairperson Chad Weaver. It was noted that there was a quorum.

There was an executive session from 6:30pm-7:00pm to discuss legal matters and leases.

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

**ATTENDEE COMMENTS**

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

**PROJECT STATUS**

- Administration Building Rehabilitation  
On schedule to be complete by May 11, 2023.
- Request for bids to go out for demo of 225 Airport Road and 615 Three Degree Road.
- Will be using remaining funds from a Multimodal Grant for obstruction removal survey to identify the trees shown in our 5010.

**COMMITTEE REPORTS**

- Project and Lease Committee
  - Michael Biggs has sent the draft land lease to the solicitor for review.
  - Michael Biggs wants to get all the leases ready so they can be presented at the same time to the tenants.
- Marketing and Scholarship Committee - Joyce Schnur, Chairperson
  - Brochure was completed and handed out to the members.
  - An event will be planned to highlight the new deck and will be a fundraiser for the Scholarship. Joyce Schnur is the Board Member in charge of this event. Event will be planned for a Monday or Tuesday in June with heavy appetizers and drink tickets.

## OLD AND UNFINISHED BUSINESS

- Water service
  - Discussion was held in executive session on the connection of AirQuest Aviation to the public water line.

**Chad Weaver made a motion to accept the estimate of \$10,292 from WK Thomas for the installation of the water line to AirQuest's maintenance building. Jim Harjer seconded the motion. Motion carried.**

- Tower
  - Michael Biggs reported that he has accepted the proposal from David Byers from Quadrex for the Benefit Cost Analysis for the Federal Contract Tower Program Feasibility Assessment. The total came in under the \$15,000 limit that was approved last meeting.

## NEW BUSINESS

- Quickbooks Migration
  - Discussion was held on the cost of the migration being overseen by Know Your Worth Accounting. The office will research the migration process to see what really needs to be done for a successful transfer.
  - Resolution2023-03

**Vic Green made a motion to approve Resolution 2023-03 A Resolution of The Butler County Airport Authority Authorizing Marla Klabnik as a contact person/view only for the Mars Bank accounts. Joyce Schnur seconded the motion. Motion carried.**

## COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- Commissioner Geyer stated that the Authority may be able to apply for an ARCAP Grant to fund a new building for the flight schools. It is a max \$1 million grant with a \$1 million match.

## REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received the March financial reports at the meeting and will hold off until the May meeting to approve them after they have had a chance to review them.

## 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.

**Jim Harjer made a motion to approve the March expenditures as presented. Joyce Schnur seconded the motion. Motion carried.**

## GOOD AND WELFARE

- The Board is sending it's sympathies to Kent Shoemaker and family on the passing of his daughter.

**ADDITIONAL COMMENTS**

- Commissioner Geyer will get Michael Biggs a contact for First Energy for when the airport loses electricity.

**ADJOURNMENT**

**Andy Allen made a motion to adjourn. Vic Green seconded the motion. Motion carried.  
Meeting adjourned at 8:05pm**

Respectfully submitted,

Marla Klabnik  
Office Manager