

Butler County Airport Authority
May 11, 2023
Monthly Board Meeting Minutes

Board Members Attendance:

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

Others in Attendance:

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|--------------------------------|-------------------------------|
| Michael Biggs, Airport Manager | Marla Klabnik, Office Manager |
| Kimberly Geyer, Commissioner | Matt Steele, AirQuest |
| Mike Pawk, Solicitor | Stan Pavkovich, AirQuest |
| Larry Teal | Chuck Lotz |
| Matt Klabnik | |

The May 11, 2023, meeting was called to order at 7:06pm with the Pledge of Allegiance by Chairman Mike Walsh. It was noted that there was a quorum.

There was an executive session from 6:00pm-7:00pm to discuss personnel.

ATTENDEE COMMENTS

- Larry Teal & Chuck Lotz had heard that there was going to be information going out to tenants about the High Flight block times so that plans can be made to avoid the congestion of those times.
- Matt Steele, AirQuest, stated that High Flight has been using the area by the county tie-downs and in front of the FBO as a run-up. It is interfering with their clients. Mr., Biggs will talk with Mr. Ferree regarding these issues and set up a meeting so that block times can be discussed.

AIRPORT MANAGER'S REPORT - Michael Biggs

PROJECT STATUS

- Administration Building Rehabilitation
Due to rain dates, the project is not complete but is 90% done with the fence and metal wall panels yet to be completed and some punch list items. Pilot's Lounge is completed. There are still issues with the toilets flushing properly but WK Thomas is working with Ashlar and MWAAT to get this fixed.
- Deck to have final inspection, Friday, May 12, 2023.

NETWORKING

- Met with Gregg Hartung, Mars Mayor, about the Borough's upcoming Mars' New Year Celebration. The Authority will have a booth with AirQuest to promote the Pittsburgh-Butler Regional Airport. The sponsorship includes a spot at their Brewfest later in the summer.

EVENTS

- The Penn Twp VFD Tool Bash was a success!
- FAASTeam Seminar on May 17, 2023, at 6pm in the conference room.
- Penn Twp VFD Mega Cruise is July 8, 2023
- Pittsburgh Vintage Grand Prix is July 20, 2023

COMMITTEE REPORTS

- Project and Lease Committee
 - Mr. Pawk has the Land Lease to Review.
 - Master Plan pricing to be researched. This project is part of the funding from the county.
- Marketing and Scholarship Committee – Joyce Schnur, Chairperson
 - Future of Flight Scholarship Deck Opening Fundraiser is June 26, 2023. The committee will meet to finalize the plans for this event.

OLD AND UNFINISHED BUSINESS

- December 8, 2022 Minutes

Jim Harjer made a motion to amend the December 8, 2022, minutes to show that Stacey Daugharthy was NOT in attendance. Vic Green seconded the motion. Motion carried.

- Water Service
 - AirQuest is in the works, Mr. Biggs just wants to make sure that they do not have the same issues that the first floor of the terminal building is currently experiencing.
- Tower
 - The committee will meet to go over the required information for this project.
- Tourism Grant
 - The Authority was awarded a \$2,500 grant for the concrete slab under the new deck.

NEW BUSINESS

- Resolution2023-04

Chad Weaver made a motion to approve Resolution 2023-04 A Resolution of The Butler County Airport Authority Authorizing Airport Manager to Accept and Sign the PennDot Grant offer for Agreement ABG-2022-Butler Co AA-00020. Joyce Schnur seconded the motion. Motion carried.

COMMISSIONER'S REPORT – Commissioner Kimberly Geyer

- Commissioner Geyer stated that there are five new companies that are planning on moving their operations to Butler County.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

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

Jim Harjer made a motion to contract with Habenicht Novak & Birckbichler LLP for three months to assist the office manager with any questions regarding airport finances. Chad Weaver seconded the motion. Motion carried.

REVIEW AND APPROVAL OF BILL PAYMENTS

- Checks and Payments from April 1, 2023 - April 31, 2023, totaled \$411,952.19 which included \$354,540.60 to WK Thomas for Pay Apps 2 and 3 for the Terminal Rehab Project and \$6000 to Maher Duessel for the 2022 Audit.

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

GOOD AND WELFARE

ADDITIONAL COMMENTS

ADJOURNMENT

**Andy Allen made a motion to adjourn. Vic Green seconded the motion. Motion carried.
Meeting adjourned at 7:56 pm**

Respectfully submitted,

Marla Klabnik
Office Manager