

BUTLER COUNTY AIRPORT AUTHORITY
June 8, 2023
BOARD MEETING MINUTES

MEMBERS ATTENDING: Michael Walsh Chad Weaver Andrew Allen
Vic Green Joyce Schnur Jim Harjer

OTHERS ATTENDING: Mike Pawk, Solicitor Christopher Hayden, High Flight Academy
Caroline Jenner Sara Reed, Maher Duessel
Brian McCall, Maher Duessel
Stan Pavkovich, Air Quest Aviation
Matt Steele, AirQuest Aviation

CALL TO ORDER:

The April meeting was called to order at 7:01 PM by Chairman Michael Walsh. The Pledge of Allegiance was performed. Chairman Walsh informed the public that prior to the meeting, there was an executive session where personnel and leasing issues were discussed.

MINUTES FROM THE MAY 2023 MEETING:

Harjer motioned to approve the May 2023 Meeting Minutes as presented. Allen seconded the motion. Minutes were approved unanimously with no additions or corrections.

CORRESPONDENCE:

No correspondence was discussed.

ATTENDEE COMMENTS:

No attendees provided comments.

2022 FINANCIAL AUDIT:

Sara Reed and Brian McCall presented the 2022 BCAA Financial Audit draft. The BCAA is already adopted the newly required format. There were no significant difficulties as of 12/31/2022. Consistent lease operations and revenue from previous years. Capital asset changes included property purchases and Administration Building rehabilitation. The report will be furnished to Butler County by June 30th.

MANAGER REPORT:

Walsh stated that Michael Biggs and Marla Klabnik resigned earlier in the day and did not furnish a manager report. It was stated that airport operations and projects have been running smoothly.

LEASE COMMITTEE:

Weaver stated that Biggs has shared a draft land lease agreement with the Lease Committee for review.

SCHOLARSHIP COMMITTEE:

Schnur discussed the upcoming "An Evening with a View" event. It's to be held on June 26 at Serventie's to benefit the Future of Flight Scholarship and use the newly opened observation deck. The Howard Family will be honored. Jive Daisy will be performing. Targeting a \$5000 return from silent auctions items, ticket sales and donations.

MEETING WITH HNB:

Allen discussed the kickoff meeting with John Birckbichler from Habenicht, Novak, & Birckbichler CPA. HNB will be helping with the final transition to online QuickBooks and create internal procedures to help a more efficient bookkeeping process. Birckbichler suggested forming a financial committee. Walsh formed the committee with Allen, Kratsas, and Walsh as the members. Discussed having month end closeouts to the committee by the 15th of the following month and an executive summary to board members by the 30th of the following month. With the recent staff resignations, HBN will take a much larger part in the bookkeeping process.

FINICIAL REPORT:

The previous month's financial reports will be reviewed and presented at a later time. Harjer motioned to accept the Accounts Payable Report as presented. Green seconded the motion. The report was approved unanimously.

COMMISSIONER REPORT:

Report previously emailed.

GOOD AND WELFARE:

Nothing reported.

ATTENDEE COMMENTS:

Nothing additional.

ADJOURMENT:

Harjer motioned to adjourn the meeting at 7:42pm. Schnur seconded the motion. All were in favor.