

Butler County Airport Authority Board of Directors Meeting

MINUTES

December 11, 2025

Members attending: Justin Castello, Jim Harjer, Joyce Schnur, Mike Walsh, Chad Weaver

The regular business meeting was called to order at 5:00 p.m. by Chair Joyce Schnur and the Pledge of Allegiance was recited. A motion to approve the November 13, 2025 minutes was made by Jim, seconded by Chad and passed unanimously. A motion to update the October 9, 2025 minutes by removing Victor Green's name as a board member was made by Jim, seconded by Mike and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported 5341 flight operations in November and 85865 from January 1 to November 30 this year. The hangar waitlist is full and the Deer Lakes Pilots Club disbanded and vacated their hangar which has now been changed back to a T-hangar. The Sewer Line Extension Project's excavation work is done and the first testing was successful. Additional testing is scheduled to take place January 5, 2026. A brief discussion with the board ensued regarding the excavator's requested change order. Chad stated that, based on the solicitor's advice and the contract, if Bauer Excavating made a mistake, that is "on them." Stephanie also reported that the demolition project will be bid out on January 5, 2026. The demolition project will take care of many obstructions. A public meeting for the master plan will be held the week of January 19, 2026. The Local Share Statewide Grant application was submitted and, though the award timeline has been moved back, it still looks good. Kim Geyer, Butler County Commissioner, reported to Stephanie that the county has budgeted \$155000 for 2026 towards airport projects. Stephanie also reported that the Federal Aviation Administration started preliminary work to update communications from copper to fiber. Preparations for landing fee implementation are being completed.

Engineer Report: Nicholas Barber, with McFarland Johnson, reported that the maintenance building plans should be ready for review for the next board meeting.

Committee Reports:

1. The Business Operations Committee had nothing to report.
2. The Scholarship Committee reported that the application period is open and one application has been received.
3. The Finance Committee met with Chuck, BTP Operations Manager, to personally look at capital improvement and maintenance items on the airfield. The committee will meet again in January.
4. The Website Development Committee agreed that Stephanie can approve any final items for the new website.

Public Comment:

1. Mike Kurzawski, Field Based Operator, AirQuest Aviation, General Manager, presented AirQuest Aviation's preliminary data on hangar construction possibilities and costs. Mike and the board discussed possibilities to make it happen.

Old and Unfinished Business:

1. A motion to sign the final Non-Federal Reimbursable Agreement with minor changes was made by Chad, seconded by Jim and passed unanimously.
2. A motion to approve the \$80028.00 payment to the Department of Transportation was made by Jim, seconded by Mike and passed unanimously.

New Business:

1. A motion to remove Victor Green from the bank accounts and add Mark Bicker as of January 1, 2026 was made by Mike, seconded by Justin and passed unanimously.
2. A motion to approve the 2026 budget was made by Chad, seconded by Justin and passed unanimously.

3. A motion to approve the Friends of the Bantam Jeep lease for Suite 3 was made by Justin, seconded by Chad and passed unanimously.

Commissioner Report: Butler County Commissioner Kim Geyer met with legislators' staff, speaking about the airport with them. She spoke with both U.S. Senators. U.S. Department of Transportation Secretary Sean Duffy wants to see the new PIT terminal; he may travel to BTP. Kim is keeping the lines of communication open to the elected officials and is educating them about the airport.

A motion to approve the October 2025 financial reports was made by Mike, seconded by Justin and passed unanimously.

Good and Welfare: Joyce reflected that so much has been accomplished this year and said she feels good about where things are.

A motion to adjourn was made by Mike, seconded by Chad and passed unanimously.