

Butler County Airport Authority Board of Directors Meeting

MINUTES

February 12, 2026

Members attending: Andrew Allen (by phone), Mark Bicker, Justin Castello, Jim Harjer, Joyce Schnur, Mike Walsh

The regular business meeting was called to order at 5:00 p.m. by Chair Joyce Schnur and the Pledge of Allegiance was recited. An executive session, held after the last board meeting to discuss contracts, was announced. A motion to approve the January 8, 2026 minutes was made by Jim, seconded by Mike and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported that flight operations were going well despite the weather and another Automated Weather Observing Systems (AWOS) outage last month. She met with the Bureau of Aviation to discuss the Joint Automated Capital Improvement Program (JACIP); the Federal Aviation Administration (FAA) has not yet approved the requests the authority submitted in May 2025. More than fifty people attended the Master Plan Open House and she felt it was very successful and many good comments came from authority tenants. She has been working with Dr. Byers and McFarland Johnson on the Federal Contract Tower project. The Demolition Project bids were opened; the new FAA requirement to record grant contracts with property deeds has been met for the three Runway Protection Zone properties the authority owns and so the reimbursement for the remaining two should be moving forward again. The AWOS went down again but she was able to resolve the problem of having no alternate altimeter setting. It had been on the charts but was taken off in 2017 by the FAA who instead put in a system to automatically issue a Notice to Airmen (NOTAM) addressing an alternate altimeter setting when an AWOS is down. The FAA was unaware this was not happening for BTP. However the situation has been corrected and whenever a NOTAM for the BTP AWOS is issued, another NOTAM, for an alternate altimeter setting, will be issued as well.

Engineer Report: Nick Barber, with McFarland Johnson, reported that the Demolition Project bids were opened and he spoke with the lowest bidder to ensure that they understood the breath of the contract work. He asked if the authority would want to go ahead and pay for the demolition out of its pocket instead of waiting for the grant money. Joyce suggested the authority could do that. He reported that Construction Management for the Demolition Project is required by the grant and the Subdivision and Land Development and Zoning Permit applications have submitted to Penn Township for the Maintenance Building.

Committee Reports:

1. The Business Operations Committee had nothing to report.
2. The Scholarship Committee reviewed the submissions and plans to give out all three scholarships. Mark and Joyce are finalizing their choices and will get that information to the Office Manager.
3. Justin reported that the Finance Committee is focused on the electricity providers and asked that the board give the committee the authority to jump on a contract with good pricing when it happens.

Public Comment:

1. Jordan Grady, President of the Butler County Chamber of Commerce, spoke on behalf of the Chamber's preferred provider of energy, Green Climate Energy Consulting.
2. David Grupp, principal of Green Climate Energy Consulting, spoke of his local company and what they hope to provide to the authority.
3. Brian Routhlieaux, CEO of Joule, spoke of his local company and what they hope to provide to the authority.

4. Shawn and Jenn Kozar participated in a discussion of their property at the intersection of Brownsdale and Valencia Roads and how it might be affected by future airport development as shown in the Draft Master Plan. The board, Airport Manager, and engineer told them that their property is outside the current Runway Protection Zone (RPZ) and only in the very unlikely event that the runway was ever extended would it be inside a RPZ and then, if they decided to sell, the authority would offer them Fair Market Value for the property and structure.

Old and Unfinished Business:

1. Dr. David Byers, Quadrex Aviation, in conjunction with McFarland Johnson, spoke about his evaluation of the Federal Contract Tower site possibilities chosen by Delta Airport Consultants, Inc. as part of the Master Plan process and elicited comments from the board.

New Business:

1. A motion to allow the Finance Committee to sign a contract with an electricity provider by the March 31 deadline was made by Jim, seconded by Mark and passed.
2. A motion to table awarding a bid for the Demolition Project was made by Justin, seconded by Mike and passed unanimously.
3. A motion to table awarding an asbestos removal contract was made by Justin, seconded by Mike and passed unanimously.
4. A motion to allow the Scholarship Committee to award three scholarships, one for five thousand and the other two for twenty-five hundred was made by Jim, seconded by Justin and passed unanimously.
5. A motion to approve the Sewer Line Extension Project Change Order, showing additional work needed because lines were not marked properly and additional concrete work was required, for \$20,000 was made by Mike, seconded by Mark and passed unanimously.

Commissioner Report: Kim Geyer, Butler County Commissioner, reported that the county is very busy and she personally will be traveling to D.C. and Virginia soon. Grants were awarded to pay \$1.2 million for a traffic signal at the Brownsdale Road and State Route 8 intersection.

A motion to approve the December 2025 financial reports provided was made by Mike, seconded by Jim and passed unanimously.

Good and Welfare: Joyce thanked those who worked on the Master Plan Open House set up and Victor Green for his committee work. Operations personnel were also thanked for the snow removal work done.

A motion to adjourn was made by Justin, seconded by Jim and passed unanimously.