

BUTLER COUNTY AIRPORT AUTHORITY
August 11, 2016
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Bill Giallombardo Jim Opalka	Richard Kelly Ed Rawlings	Robert Ferree Tim Shields
OTHERS ATTENDING:	Kim Geyer, Commissioner Andy Allen Jason [last name unknown] Rebecca Falvo, Solicitor Mr. & Mrs. Trempus	Jim Harjar Tyler Newpol	Chuck Lotz

The August, 2016, meeting was called to order at 7:00 PM by Ed Rawlings, Vice -Chairman. The Pledge of Allegiance was performed. No executive session was held.

The minutes of the July 14, 2016, meeting were approved as presented.

PROJECT STATUS:

- The terminal building HVAC was completed in July, 2016. The remainder of the old air handling system has been removed.
- The gate replacement has been completed. The operation of the gate was explained, and the key fobs will be distributed to all the appropriate persons. The key fobs will be person-specific to monitor access to the airport.
- We are awaiting the architectural drawings for the Airport office build-out. Those will be presented to Penn Township to obtain the building permit.
- Three bids have been requested for the terminal building roof; to date, no bids have been returned.
- The Apron Rehab engineering proposal has been approved. The funding was on hold due to the gate situation. Written notification of the gate resolution was submitted. We are awaiting a tentative allocation to begin the engineering design process. Construction will probably be delayed until Spring, 2017.
- The feasibility study is approaching the final phases. We are awaiting feedback from the FAA regarding discussions between the FAA and the Bureau of Aviation. The FAA will eventually make the final decision.

AIRPORT MANAGER'S REPORT:

- The FAA investigated the Air Commander incident. It was determined that a tire blew. The plane is being inspected by the insurance adjuster and others to see if the plane can be salvaged or must be replaced. One of the airport's sign markers was damaged in the incident and must

be replaced. Their insurance company is responsible for the cost of the sign replacement. There was no other damage to the airport, and the runway did not need to be closed.

COMMITTEE AND ADVISORY COUNCIL REPORTS:

- Marketing Committee
 - The website has been updated by the interns. The interns created a marketing summary in response to the survey previously given to the tenants.
 - The airport received a grant for \$5,000, from which the interns' salaries have been paid. Tyler is still working part-time; Kelly will be returning to school.
 - Suggestions were requested from board members for future marketing plans; e.g. cost, time frames, who will perform the functions. These will be addressed in the near future.
 - Tyler reviewed the information that has been posted to the website; e.g. EAA Fly-in Pancake Breakfast. Facebook and Instagram seem to be the best social media platforms to reach the market.
 - 136,000 people have been reached on social media about the Bomber Week event. Food trucks will be onsite; and Serventi's is scheduled to be open August 15, with a limited menu. Tyler suggested a \$100 raffle to solicit information from patrons as to how they learned of the event. The \$100 prize will be taken from the Grant. Information learned will enable the airport to improve future marketing endeavors.
 - Tyler had suggested having bios of the board members posted to the website. Each board member is to submit a bio and a photo to Tyler by Friday, August 19.
- Lease Committee
 - No additional information at this time.

ATTENDEE COMMENTS

- Ms. Trempus discussed the Community Day event at the Nixon Church on Saturday, August 20, 2016, from 1:00-6:00 p.m.

OLD AND UNFINISHED BUSINESS

- The Deer Lakes Flying Club has been trying to find a permanent location to be able to hold meetings. They are very close to an agreement with the Condo Hangar to buy the building. Rebecca will review the standards to ensure that we are in compliance.

NEW BUSINESS

- The new Accountant/Clerical Position for the Airport Office has been filled. Stacey Daugharthy has accepted the position. Her first day will be Monday, August 15, 2016.

COMMISSIONER'S COMMENTS

- Kim Geyer informed the board the county is in the process of hiring WRA (Whitman Requardt and Associates) to do a Butler County Mobility Plan, which pertains to transportation plans throughout the county. The airport master plan will be included in the county's mobility plan.

This will help prioritize funding, communications, and consistency in reporting to the state Butler County's role in the 10-county western Pennsylvania area.

- The county will be hiring a new Economic Development Director. They will bring six departments (Mapping, GIS, Planning, Assessment, Tax Claims, and Conservation) together on one floor. The goal is to develop a county-wide economic plan. This will help designate for the state who in Butler County is responsible for all these areas. This new person will be contacting the airport to touch base and become familiar with the airport.
- Buncher has contacted Kim to determine if the airport is interested in having them come out to take a tour of the airport. It was decided we could have discussions, with the understanding this is only discussion at this time. It was agreed to send possible meeting dates.

REVIEW AND APPROVAL OF FINANCE REPORTS

- No financial statements were presented for approval. Both July and August statements will be presented at the September Board Meeting.
- Ike Kelly discussed a proposal for tree trimming from Richardson's in the amount of \$6,831+. This will come from operating funds. A motion was made, seconded, and unanimously approved. This work will be done within the next few weeks. Additional discussion ensued concerning total removal versus trimming of trees on our 22 properties with easements. This would create a one-time removal expense versus recurring trimming expenses.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$74,521.52 for July 1-August 10 were reviewed. Items of note were the significant payments shown to Mars Bank. These were monies associated with the Betty Krepinevich purchase and will be refunded to the operating account when the grant money is received. Fuel was purchased in August from Purvis Brothers. All other expenses were normal operating expenses.
- A motion was made, seconded, and passed unanimously to approve these disbursements.

GOOD AND WELFARE

- Appreciation was expressed to Civil Air Patrol for their help during the upcoming Bomber Week.
- Chuck Ritchey was recognized for the excellent condition of the airport grounds.
- Ike has had positive comments from external corporate customers on the general airport appearance, the accessibility of the self-serve fuel farm, etc.

ADJOURNMENT

- A motion was made, seconded, and unanimously approved to adjourn the meeting.