

BUTLER COUNTY AIRPORT AUTHORITY
July 14, 2016
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben Bill Giallombardo	Richard Kelly Jim Opalka	Robert Ferree
OTHERS ATTENDING:	Kim Geyer Andy Allen Kelly Martin Chris Hayden Al Weitzan Clayton Findon	Mike Pawk Jim Harjar Tyler Newpol Mike Newman Keith McMillen Mike Bechtold	Roy Uptegraff Jack Cohen Chuck Lotz Gary Marsico Mike Interthal Harlan Simmons

The J meeting was called to order at 7:00 PM Chairman Harry Boben. The Pledge of Allegiance was performed. Prior to the meeting, an Executive Session was held and legal issues, personnel, and leases were discussed. The minutes from the June 2016 meeting were approved unanimously with no additions or corrections.

PROJECT STATUS: The Administration Buildings HVAC was completed today. The South Side gate replacement is almost completed with instructions for entering and exiting the gate posted. The office buildout will start within the next few weeks. We received and accepted a bid and now the necessary permits have to be obtained. The Administration Building roof will also be fixed in the coming months. The Apron rehab on the tie down area and the area between the office and AirQuest has been bid to CEC Engineering. They have lots of experience with paving on airports. PennDot has approved their bid. The Feasibility study is still wrapping up, PennDot has asked for some additional information. We would like the runway to be at 5,500 feet but currently, some of the people in the Bureau feel it should be shorter. Harry interjected that we now have an Excel workbook that has every project we are currently working on or plan to start shortly so that we can track the money in, money out, and any money advanced to pay for grant projects that we are owed back. There are current spreadsheets for property acquisition, the HVAC, gate replacement, roof and office buildout. These will be updated constantly and will be available for any of the board members at any time. Bob had questions about amounts on the spreadsheets tying to the financial reports. Bill indicated that once things are cleaned up, there are some numbers that will tie together. Bob also later suggested Harry add a "Anticipated Completion Date" cell on the sheets, to which Harry agreed.

AIRPORT MANAGER'S REPORT: Mr. Kelly reported that the recent Mega Car Cruise brought in around 800 vehicles and 2, 500 spectators. Since the Fuel Farm move, we have had more transient traffic and that the Fuel Farm is open 24/7. Kim Geyer asked if we have considered alternate means of funding or have money available to try and persuade the Bureau to grant us the runway length we want and Ike stated that the Board has considered offering additional funding on our end. We've also offered to sideline other projects in order to move the runway extension up.

COMMITTEE AND ADVISORY COUNCIL REPORTS: The Lease Committee had nothing to report.

The Marketing Advisory Committee: Kelly passed out the results of their airport tenant survey to the tenants and Board members. (copy is attached) The interns held a focus group and they plan to use what they learned there, combined with the results of the survey, to create a marketing plan for after they leave. We received a total of 96 surveys back.

The Airport had a booth at the Cranberry Twp. Community Days event July 7-9. It rained Thursday and Friday, but Saturday was good weather and the event had a nice turn out. We promoted the flight school at AirQuest and gained 20 new newsletter subscribers. Tyler, an intern, suggests we do this even in the coming years. Facebook, Twitter, and Instagram have all made great gains in the past few weeks as we gain momentum on our social media sites. We have made posts about Bomber Week on Facebook, which has reached over 108,000 people. So far, 2,500 people have clicked on the event and indicated that they are interested in coming or coming for sure. We need to continue to promote this event and others at the airport.

Roy Uptegraff, Committee member, wanted to thank the interns for their work this summer and thanks Jack Cohen from the Butler County Tourism Agency for his help. They are planning a meeting prior to Bomber Week to see what else can get accomplished. They also plan to do something for National Aviation Day, which is August 19.

Jack Cohen briefly spoke about the capacity the airport has and that if we market correctly, we could see thousands and thousands of people show up for Bomber Week, but we have to ensure that we can handle that many people.

Commissioner Geyer thanks both interns for their work thus far and for spending their summer with us. It was a pleasure working with them.

ATTENDEE COMMENTS: None.

NEW BUSINESS: The Restaurant will be opening August 1, BYOB, if the liquor license hasn't arrived by then. Joe Serventi is slowly bringing things into the restaurant. They are scheduled to be open 6 days a week, from 11am – 10pm and are considering bringing back the Sunday Brunch.

Each year we make a monetary donation to the Penn Twp. Volunteer Fire Department. A motion was made, seconded and passed unanimously to donate \$200 to the Penn Twp. Volunteer Fire Dept.

COMMISSIONER COMMENTS:

FINANCIALS: There was a slight increase on the balance sheet due to Rents Paid in Advance, which was then allocated to be spread out over the next 12 months. This was and will be done for the 3 condo associations. This is also reflected on the Income statements. The fuel farm brought in revenue of \$9,100.00 which was able to be straightened out. Payroll is up due to the interns being paid. Shannon English and Maher Duessel confirmed that the Advances to Grant account and money in it should stay there for now. This will all be easier once our two Quickbooks are combined.

A motion was made, seconded and passed unanimously to accept the finance reports with no additions or corrections.

INVOICES: Invoices for June 1-30 were presented, which included over \$15,000 to Purvis Brothers for the purchase of aviation fuel. A motion was made, seconded and passed unanimously to approval payment of the bills.

GOOD AND WELFARE: Chainman Harry Boben extended his thanks.

A motion was made, seconded and passed unanimously to adjourn the meeting at 7:57pm.

