

BUTLER COUNTY AIRPORT AUTHORITY
September 8, 2016
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben Jim Opalka	Robert Ferree Ed Rawlings	Bill Giallombardo Tim Shields
OTHERS ATTENDING:	Andy Allen Rebecca Black, Solicitor Jim Harjar Keith McMillen Roy Uptegraff	Stacey Daugharthy Clayton Findon Michael Interthal Tyler Newpol	Tim Esken Kim Geyer, Commissioner Gary Marsico Harlan Simons

The September 2016 meeting was called to order at 7:00 PM by Harry Boben, Chairman. The Pledge of Allegiance was performed. No executive session was held.

Stacey Daugharthy, the new Administrative Assistant, was introduced and welcomed. Attendees were asked to list their name on the sign in sheet by the door.

Jim Opalka made a motion to approve the minutes of the August 11, 2016 meeting. Tim Shields seconded the motion and all were in favor.

PROJECT STATUS:

- Harry and Bob examined the HVAC work and made a checklist of some final items which needed to be done. About 90% of those items have been completed to date. When all are finished, there will be another review.
- The individual code system for the gate must be set up and the key fobs distributed. Then the Southside Gate will also be activated and new transmitters handed out.
- We are still waiting for the final architectural drawings for the Airport office build-out; some possible additions or corrections were recommended to be considered, per an email that Ike sent to Board Members. The final plans 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. After an evaluation of the roof, some professional patching was done and the roof might not be such a pressing issue for now. This project will be revisited next year. This is the original roof from 1994.
- The Apron Rehab engineering proposal has been approved. We received a tentative allocation for the engineering, but funding for the project has not yet been approved. Construction project is now definitely delayed until 2017.
- The feasibility study is in the final phases. There was a planning meeting in Grove City with PennDOT Aviation and this was a big point of discussion. By moving some projects around and not doing other projects, we may be able to move up the design phase by almost 3 years. We are awaiting the report of their final decision.

AIRPORT MANAGER'S REPORT:

- The FAA investigated the Air Commander incident and determined that a tire blew. The sign which was damaged as a result, has been replaced and the plane's insurance company will be responsible for that expense.

- Bomber week was a huge success with approximately 3,000 people in attendance. Collings Foundation reported to us that this event resulted in their highest number of aircraft tours this year to date.

COMMITTEE AND ADVISORY COUNCIL REPORTS:

- Lease Committee – nothing to report at this time.
- Marketing Committee
 - Bob Ferree presented the attached summary of their committee projects and results. The goal to better promote the Airport and its events has been successful and the response has been very positive.
 - Two prototype brochures were distributed for Board review. Their committee has worked on this tool to present a concise and consistent image of the Airport. The distribution of such a brochure was discussed.
 - The Logo was questioned and discussed. It was decided that the new logo has not yet been finalized. Ike sent an email with logo samples but some did not receive it; it will be re-send and **each member is asked to send Harry three ideas they like and why**. Harry will compile the sample logos and give to the committee for use in developing some options for the Board to consider.
 - Because it has proved to be worth the investment, the committee would like to continue this Marketing Plan in the fourth quarter and into 2017. In order to do this, they propose that we contract with an individual to maintain and expand these marketing tools. They request an annual budget amount of \$15,000 for 2017.
 - Although it was questioned if funds are available to allocate to such a plan, it was determined that we should make it a priority, somewhat as a test for the possibilities of expansion, not just for the Airport but also for the community. There is also a desire to not wait until 2017, but to plan for this next month.
 - Bob Ferree made a motion to approve this \$1,250/month Marketing expense for October – December 2016 and to set a \$15,000 annual budget for 2017. Ed Rawlings seconded the motion and the Board unanimously approved.
 - There was discussion regarding the authority of this and all other committees and how much control the Board should maintain in requiring approvals.
 - Solicitor Black referenced provisions in the Bylaws that require committees to take action only after the approval of the Board. The Board may approve something general in advance and give the committee jurisdiction to handle the details.
 - It was determined that the Board Member leading a committee would have the necessary knowledge to use judgment in advertising events or responding to social media matters, particularly when timeliness is essential, but should receive Board approval for significant decisions or publications.
 - The prototype brochures were an excellent example of a committee presenting a concept for Board approval
 - Bob Ferree made a motion to approve the committee producing and distributing a flyer to market our facilities. Bill Giallombardo seconded the motion and the Board unanimously approved.
 - Solicitor Black referenced provisions in the Bylaws that require the submission of reports to the Board, and recommended that the Board set forth a general procedure to clarify what information it would like to be reported prior to action. Harry will have a draft prepared of the type of things the Board needs to see and not see; it will then be circulated for feedback and approval.

ATTENDEE COMMENTS

- Keith McMillen of the Civil Air Patrol expressed that from his perspective and in regards to the CAP's helping out with Bomber Week, it went very well. There are some signage improvements and traffic flow considerations which can be addressed for future events. The golf cart was very helpful in transporting visitors with mobility issues. The Board thanked the Civil Air Patrol for their good assistance with the event.
- Tim Esken of Esken Landscaping questioned not receiving payment from CBF Contracting. Solicitor Black explained that there is active ongoing litigation. He asked for information on submitting a Bond Claim and Solicitor Black was to take his contact information after the meeting.

OLD AND UNFINISHED BUSINESS

- The Deer Lakes Flying Club has been trying to find a permanent location to be able to hold meetings. Solicitor Black does not consider it appropriate for the Board to issue a formal approval. She recommended that we send a letter to welcome them to the airport and specify that the Board is unable to give them our approval because it is not an officially engaged activity by the Airport. They must be cognizant of the fact that the FAA has its own regulations that would affect the operations of anything occurring inside the hangar itself and that Deer Lakes Flying Club will be responsible for compliance.
- Logo update was discussed previously

NEW BUSINESS

- There is a need to establish a policy for website content and approvals. Commissioner Geyer will forward the County policy to Harry as a reference in establishing something similar for the Airport Authority. In the meantime, any changes to the website should go through Ike Kelly; any concerns he has will then be brought to the Board.
 - Board Meeting Agenda can be published as "Proposed"
 - Board Meeting Minutes are binding and should not be published until approved
- Conference Room AV Equipment
 - A television screen would be useful in the Conference Room to make presentations of marketing, financial or other material
 - Ike is asked to find prices on possible televisions and to present a proposal at the next Board meeting.
- Wunderlist application has been installed to help organize lists of "to do" items.
 - Current lists are
 - Airfield Maintenance
 - Administration
 - Airport Projects/Grants
 - Airport immediate repair
 - If members or tenants notice items to add to lists, please email Ike, Harry, Stacey or Chuck
 - Additional lists may easily be added for any committee or idea we have
 - It was suggested that a specific email address be set up to receive only list items

COMMISSIONER'S COMMENTS

- A meeting is scheduled with the Buncher Realty Group on September 22 at 10:30 AM beginning in the Conference Room. They will be coming to the Airport for a presentation, a tour and lunch. All Members are invited to attend.
- Ed Rawlings' Board appointment ends on September 30, so the Commissioners would like the Board to send an appointment by October 12, which is their October meeting.

REVIEW AND APPROVAL OF FINANCE REPORTS

- July financial statements were not presented at the August Board Meeting, but were later emailed to Board Members for their review.
- August financial statements were emailed to the Board yesterday and hard copies are included in the Board packets tonight.
- Ed Rawlings made a motion to approve the August financial statements, Tim Shields seconded the motion and the Board unanimously approved.
- A new chart of accounts is being established for implementation in January 2017. The new account set up will better mirror the Auditors' statements.
- Harry met with an electric broker and has signed a contract to switch providers, so we should notice a significant savings in our utility expense.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$39,327.51 for August 11 – September 8 were presented in the attached list. Two significant items were noted: \$8,160 paid to Howard Hanna for the realtor's commission on the restaurant lease and \$7,499.95 paid to Global Access Control toward the gate replacement project.
- The utilities for the restaurant were questioned. It was confirmed that they have now been switched to the tenant's responsibility.
- It was noted that the lease for the restaurant was dated to begin on July 1, so an addendum is necessary if it was changed to August 1. There is a question as to whether we should bill them for the utilities they used prior to opening.
- Ed Rawlings made a motion to approve the invoices which were presented. Tim Shields seconded the motion and the Board unanimously approved these disbursements.

GOOD AND WELFARE

- Harry again thanked the Civil Air Patrol for their work with Bomber Week and thanked anyone and everyone who had anything to do with making the event such a success.
- Harry thanked Stacey Daugharthy for her efforts in taking over the Airport office.

ADJOURNMENT

- Bill Giallombardo made a motion to adjourn, Ed Rawlings seconded it and the board unanimously approved to adjourn the meeting at 8:50 pm.

Respectfully submitted,

Stacey Daugharthy
Administrative Assistant
Butler County Airport Authority