

BUTLER COUNTY AIRPORT AUTHORITY
November 10, 2016
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben Jim Opalka	Robert Ferree Ed Rawlings	Richard Kelly Tim Shields
OTHERS ATTENDING:	Stacey Daugharthy Jim Harjer Michael Pawk, Solicitor	Clayton Findon Michael Interthal Matt Schrauder	Kim Geyer, Commissioner Kim Paskorz Roy Uptegraff

The November 2016 meeting was called to order at 7:06 PM by Harry Boben, Chairman, beginning with the Pledge of Allegiance.

Two Executive Sessions have been held since last month's meeting. On November 8, the attached Resolution was approved regarding authorized signers for the Commonwealth of Pennsylvania; this is just a periodic update for our Grants process. Before this evening's meeting, some personnel issues, legal issues and potential contracts were reviewed.

Jim Opalka made a motion to approve the minutes of the October 13, 2016 meeting. Ed Rawlings seconded the motion and all were in favor.

PROJECT STATUS

- New airport office build out – building permit application has been submitted and might be approved within three or four weeks
- Apron rehab engineering
 - State Rep has reported to us that the Tentative Allocation is forthcoming, possibly as early as the first week in December. It will be a partial award to get the design process started.
 - Consultants will have some preliminary form work with PennDOT, then we should be able to go to design phase shortly and put it out to bid in February or March.
- Feasibility study for runway extension
 - Grant expiration is June 2017.
 - Have been going back and forth with PennDOT regarding what is an acceptable runway length and what they are willing to fund
- Southside gate
 - Fully operational as of November 9, after a final visit from the vendor to load the codes into the system and upgraded antennas for the aircraft gate.
 - The vendor is looking into lighting the keypad and will get back to us with his recommendation
- Krepinevich property
 - Betty should be able to move out by the end of the month
 - She has had permitting issues and delays in having her new home built
- Capital grant funds
 - We are in the process of working through the paperwork with them
 - We submitted the necessary Board Resolution and updated General Consent forms on November 8, which should allow us to move from Grant Set-up to Grant Approval

AIRPORT MANAGER'S REPORT

- Ongoing obstruction removal – tree topping and removal has been done this week
- Renewal of our NPDES – general permit for Storm Water Management
- Hangar vacancies
 - two spots are currently available in C-1
 - tenant in T-2 moved out of the area, but the hangar was immediately filled by someone on the waiting list, so we remain at 100% occupancy in the T-Hangars

COMMITTEE AND ADVISORY COUNCIL REPORTS

- Marketing Committee
 - Marketing Subcontractor position
 - Roy Uptegraff presented the attached report
 - Kim Paskorz was welcomed and she expressed her excitement in becoming more familiar with the airport and all of us.
 - Ike Kelly made a motion to approve the agreement for the Marketing Subcontractor position. Bob Ferree seconded and all were in favor.
 - Logo
 - Eleven logos were displayed and Harry Boben reported the results of the emails he received from the Board members, which quite clearly narrowed it to three
 - It was decided that the three examples will be given to a graphic artist to design something along those lines for our use. Tim Shields and Kim Paskorz have contacts who might be able to design something.
- Lease Committee - preparing an agreement for Serventi's to use the Conference Room for special events
- Employee Manual Committee
 - First meeting is set for November 21
 - They have received the county's manual and some other samples for reference
- New Committee
 - Harry Boben expressed the need for a committee for the Runway Extension Project.
 - Tim Shields and Jim Opalka were appointed to sit on the committee with Ike as chairman.

ATTENDEE COMMENTS - none

OLD AND UNFINISHED BUSINESS

- Policy for website content and approvals – proposed draft is not yet complete
- Conference Room AV Equipment - dividers were removed and a 65" LG television is installed and being used to display documents for the meeting
- Company credit card/bank documents
 - The attached Resolution was approved regarding authorizations with Mars National Bank; this is just a periodic update for the bank, which was prompted by the credit card application.
 - A letter will also be sent to Mars National Bank, updating the names and titles of each Member and Office Staff.
- Proposal for new payroll provider
 - Stacey Daugharthy has received quotes from ADP and My Pay Solutions, to replace PayChex services as of the first of the year. My Pay Solutions is less expensive and works closely with our accountants firm, Habernicht Novak & Birckbichler, so that is her recommendation.
 - Ed Rawlings made a motion to change payroll providers at the discretion of the Airport Manager. Tim Shields seconded the motion and all were in favor.

- Project summary report – Stacey Daugharthy is working on this report and will have it to present at the next meeting.

NEW BUSINESS

- The Authority is considering hiring a consultant to help us lobby for more funding, particularly for the Runway Extension Project. The Members have received information on two companies Ike Kelly has spoken to; both have experience in writing grants and accessing federal, state and local funding. This will be further explored, especially by the new Runway Extension Committee
- Insurance policies were renewed today; information is in each Member's packet for review.
- We joined the National Air Transportation Association and our Workers' Compensation coverage is now through their program
- It is necessary to have an upgrade of our firmware and software at the Fuel Farm

COMMISSIONER'S COMMENTS

- Commissioner Geyer needs dates in early December for a follow up meeting with BC3.

REVIEW AND APPROVAL OF FINANCE REPORTS

- Stacey Daugharthy reviewed the financial statements which were displayed on the new screen, additional statements were emailed to Members.
- Bob Ferree made a motion to approve the October financial statements. Ed Rawlings seconded the motion and all were in favor.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$41,897.44 for October 14 – November 10 were presented in the attached list.
- Ed Rawlings made a motion to approve the invoices which were presented. Bob Ferree seconded the motion and all were in favor.

GOOD AND WELFARE

- Manager Ike Kelly read a letter from Jim Ellis of Serventi's, stating his gratitude for their opportunity here, and asking for approval for use of the conference room, lobby area and/or outside space for special events, as needed.
 - The Lease Committee is considering additional space options and agreements.
 - We should make sure that Serventi's is listed in any airport databases to which we belong.
 - Ed Rawlings made a motion that Ike Kelly join the American Association of Airport Executives. Tim Shields seconded the motion and all were in favor.
- Manager Ike Kelly thanked the staff for their work.

ADJOURNMENT

- Tim Shields made a motion to adjourn. Jim Opalka seconded it and all were in favor to adjourn the meeting at 8:08 pm.

Respectfully submitted,

Stacey Daugharthy
Administrative Assistant
Butler County Airport Authority