

BUTLER COUNTY AIRPORT AUTHORITY
December 8, 2016
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben	Robert Ferree	Bill Giallombardo
	Richard Kelly	Jim Opalka	Ed Rawlings
	Tim Shields		
OTHERS ATTENDING:	Andy Allen	Kim Cassady	Stacey Daugharthy
	Clayton Findon	Jessica Geibel	Jim Harjer
	Chuck Lotz	Keith McMillen	Michael Pawk, Solicitor

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

An Executive Session was held before the Board Meeting, discussing legal issues and personnel issues.

Jim Opalka made a motion to approve the minutes of the November 10, 2016 meeting. Ed Rawlings seconded the motion and all were in favor.

PROJECT STATUS

- New airport office build out - should be started and completed in January
- Apron rehab engineering - grant approval is forthcoming, so we can start design process now
- Feasibility study for runway extension - nearing completion
- Southside gate
 - General code is expiring 1/4/17
 - Random codes have been assigned to each Southside tenant and all others needing access, contact Stacey if you have not received yours yet.
- Krepinevich property - resident's move out has been postponed due to permit delays
- Capital grant funds – we are making progress in the DOT Grants system and should be able to submit requests for reimbursements in the next week or two

AIRPORT MANAGER'S REPORT

- Manager Ike Kelly reviewed the results of his annual aircraft inventory.
- Residents have been very cooperative with the Southside Gate issues.

COMMITTEE AND ADVISORY COUNCIL REPORTS

- Marketing Committee
 - Logo – presented by Jessica Geibel
 - Three logos were distributed and discussed
 - One was chosen as preferred, with some requested changes
 - A revised version will be circulated and approved when available
 - Website is being redesigned; the new version should be “live” soon
- Lease Committee – nothing new to report
- Employee Manual Committee
 - First meeting was held on November 21 resulting in good progress
 - Should have a draft to present after two more meetings
- Runway Extension Project Committee
 - Committee has met and had several conversations
 - We are within 30 days of completing Feasibility Study

ATTENDEE COMMENTS

- Chuck Lotz expressed concern about the Southside Gate keypad getting wet and possibly freezing - Manager Ike Kelly will consider options for a hood to keep it dry, as well as better lighting
- Clayton Findon inquired as to whether there will be any runway de-icing done this season
- Keith McMillen is stepping down from leadership of Civil Air Patrol, but will remain the liaison

OLD AND UNFINISHED BUSINESS

- Policy for website content and approvals
 - Chairman Harry Boben found a government policy and procedure that we can revise for our use
 - Will have a draft prepared for the January meeting
- Project summary report was reviewed
 - Summary shows all current projects - a detail report is also available for each project
 - This report is a work in progress and will be improved upon and at least the summary will be presented monthly

NEW BUSINESS

- Drone Seminar scheduled for December 17 – 9:30-11am – all are welcome
- Hangar Tenant Appreciation Christmas Open House scheduled for December 17 – noon–2pm
 - Guests at both events are encouraged to bring new leather work gloves or gift cards for our “Lend a Hand” collection to benefit Hosanna Industries

COMMISSIONER COMMENTS – Commissioner Geyer was unable to attend due to another County commitment

REVIEW AND APPROVAL OF FINANCE REPORTS

- Bill Giallombardo reviewed the financial statements
- Jim Opalka made a motion to approve the November financial statements. Tim Shields seconded the motion and all were in favor.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$67,357.68 for November 11 – December 8 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 thanked the staff, the board and committees for their hard work
- Reminder to watch your step during winter weather; Chuck and Joe will keep things maintained as well as possible, but there is still risk of ice and slippery surfaces.

ADJOURNMENT

- Bill Giallombardo made a motion to adjourn. Ike Kelly seconded it and all were in favor to adjourn the meeting at 8:02 pm.

Respectfully submitted,

Stacey Daugharthy, Administrative Assistant
Butler County Airport Authority