

BUTLER COUNTY AIRPORT AUTHORITY
January 12, 2017
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben	Robert Ferree	Bill Giallombardo
	Richard Kelly	Jim Opalka	Ed Rawlings
	Tim Shields		
OTHERS ATTENDING:	Andy Allen	Rebecca Black, Solicitor	Kim Cassady
	Stacey Daugharthy	Clayton Findon	Kim Geyer, Commissioner
	Jim Harjer	Michael Interthal	Harlan Simons
	Roy Uptegraff	Tom Zoelle	

The January 2017 meeting was called to order at 7:14 PM by Harry Boben, Chairman, beginning with the Pledge of Allegiance.

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

Jim Opalka made a motion to approve the minutes of the December 8, 2016 meeting. Tim Shields seconded the motion and all were in favor.

PROJECT STATUS

- New airport office build out
 - Construction to begin 1/18/2017
 - Project completion expected by 2/21/2017
- Apron rehab engineering
 - Core sampling and surveying completed
 - Meeting 1/19/2017 with PennDOT Representative and Project Engineers
- Feasibility study for runway extension – still ongoing
- Capital grant funds – waiting for final approval from Public Director of Board of Aviation

AIRPORT MANAGER'S REPORT

- Operations are going along smoothly; nothing out of the ordinary to report
- Airport activity has slowed some due to weather, but as expected

COMMITTEE AND ADVISORY COUNCIL REPORTS

- Marketing Committee – Kim Cassady, subcontractor
 - Newly designed website was reviewed
 - Front page is now current news and fresh content
 - Other pages are re-organized and improved upon
 - Continuously working on updates and revisions - suggestions are welcome
 - Social media sites have been active and are getting good feedback
 - Created and promoted many happenings at the airport in the last month
 - Planning approximately seventeen events in the coming months
- Lease Committee – nothing new to report
- Employee Manual Committee
 - Second meeting was held before tonight's meetings
 - Entire manual has been reviewed and revisions are being prepared
- Runway Extension Project Committee
 - Discussions with Engineer working through design requirements
 - Target date for final approval is 1/31-2/14

ATTENDEE COMMENTS – none

OLD AND UNFINISHED BUSINESS - none

NEW BUSINESS

- Staff pay increases and SEP contribution
 - Ed Rawlings made a motion to approve the staff increases and SEP contributions as discussed by the board in the Executive Session. Tim Shields seconded the motion, Ike Kelly abstained from the vote, but all others were in favor.
- Drone Seminar re-scheduled for January 14 – 9:30-11am – all are welcome
- Penn Township VFD would like to hold two returning events - Tool Bash May 6 and Mega Cruise July 8
 - Bill Giallombardo made a motion to approve use of the airport for these non-aviation events. Ed Rawlings seconded the motion and all were in favor.
- Contract with GAI for short Environmental Due Diligence report for purchase of property in RPZ, not to exceed \$3,000, but more than likely closer to \$2,500.
 - Ed Rawlings made a motion to approve this contract. Jim Opalka seconded and all were in favor.

COMMISSIONER COMMENTS

- Still in conversation with BC³ and will keep us up to date
- Commissioners will be in Harrisburg January 23 and 24 for about ten meetings with various State Officials and they plan to discuss airport needs and available funding for infrastructure improvements.

REVIEW AND APPROVAL OF FINANCE REPORTS

- Bill Giallombardo reviewed the preliminary year-end financial statements
- Ed Rawlings made a motion to approve the preliminary financial statements. Jim Opalka seconded the motion and all were in favor.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$34,503.55 for December 9 – January 12 were presented in the attached list
- Jim Opalka made a motion to approve the invoices which were presented. Ed Rawlings seconded the motion and all were in favor.

GOOD AND WELFARE

- Manager Ike Kelly thanked Chuck and Joe for snow removal
- Manager Ike Kelly gratefully recognized Jim Opalka and Jeff Seruset for their purchase and donation of several historical items and pictures which they purchased through a local auction.

ADJOURNMENT

- Bill Giallombardo made a motion to adjourn. Ed Rawlings seconded it and all were in favor to adjourn the meeting at 7:47 pm.

Respectfully submitted,

Stacey Daugharthy, Administrative Assistant
Butler County Airport Authority