

BUTLER COUNTY AIRPORT AUTHORITY
February 9, 2017
BOARD MEETING MINUTES

MEMBERS ATTENDING:	Harry Boben	Bill Giallombardo	Richard Kelly
	Jim Opalka (via telephone)	Ed Rawlings	Tim Shields
OTHERS ATTENDING:	Andy Allen	Kim Paskorz Cassady	Stacey Daugharthy
	Kim Geyer, Commissioner	Jim Harjer	Christopher Hayden
	Brandon Mangis	Michael Pawk, Solicitor	Roy Uptegraff

It was noted that there was a quorum, including Jim Opalka's attendance via speaker phone. The February 2017 meeting was called to order at 7:10 PM by Chairman Harry Boben, beginning with the Pledge of Allegiance

A short Executive Session was held after last month's meeting, to receive legal advice regarding property management. An Executive Session was held before tonight's meeting to discuss leases, committee procedures and personnel issues.

Ike Kelly made a motion to approve the minutes of the January 12, 2017 meeting. Tim Shields seconded the motion and all were in favor.

PROJECT STATUS

- New airport office build out
 - Construction in progress
 - Project completion expected by February 21, 2017
- Apron rehab engineering
 - 30% Meeting was held on February 2, 2017
 - 90% Design Meeting will be held on February 28, 2017
- Feasibility study for runway extension
 - Grant expiration date is April 17, 2017, so study will conclude
 - Will be subject to PennDOT approval and then FAA approval
- Capital grant funds
 - Reimbursement was submitted and approved
 - Funds are forthcoming to reimburse half of the HVAC, Fuel Farm and Southside Gate expenses

AIRPORT MANAGER'S REPORT

- We received notice that the County Grant was approved in the amount of \$80,000; we are appreciative of that support

COMMITTEE AND ADVISORY COUNCIL REPORTS

- Marketing Committee – Kim Cassady, subcontractor
 - Focusing on meeting goals
 - Planning to participate in Celebrate Butler County on April 15, 2017
 - Would like to purchase brochures for use at this event and for many other purposes
 - Would like to purchase balsa wood planes for hand out at this event and others
 - **Ed Rawlings made a motion to approve a \$500 per item spending limit, also limited by the annual budget on all marketing committee expenditures, including the subcontractor fees. Bill Giallombardo seconded the motion and all were in favor.**
- Lease Committee – working on a lease for the offices in C1
- Employee Manual Committee
 - Review and proposed changes are complete
 - Stacey is compiling into one document
 - Have been in contact with a consultant who will review the finished draft
 - Target date of May for final product

COMMITTEE AND ADVISORY COUNCIL REPORTS CONTINUED:

- Runway Extension Project Committee – expecting conclusion by April 17, 2017

ATTENDEE COMMENTS – none

OLD AND UNFINISHED BUSINESS - none

NEW BUSINESS

- FAA Drone Seminar will be held tomorrow morning, February 10
 - Presented especially for First Responders in regards to safety and law enforcement
 - 30+ law enforcement and emergency personnel are registered to attend.

COMMISSIONER COMMENTS

- Commissioners were in Harrisburg January 23 -25 and had many opportunities to share information about the airport and to discuss its potential
- February 1 met with various Legislators including Transportation Secretary, Leslie Richards and her Executive Director
 - Discussed County transit issues, which have quickly started to be addressed
 - They would be interested in coming to tour the airport
- Butler County Community Development Corporation is interested in meeting here and having a tour
- Commissioner Geyer is meeting with Congressman Kelly February 24, 2017
- Returning to Harrisburg March 25 – 28, 2017
- Made a good connection with a Federal Transportation Lobbyist
- Officials seem to be eager and excited for potential funding for infrastructure projects across the state
- Commissioner Geyer would like to meet with the Board to discuss our development needs
- Board Governance Symposium for Non-Profit/Municipal Boards April 13, 2017 - \$35 to attend

REVIEW AND APPROVAL OF FINANCE REPORTS

- Manager Ike Kelly reviewed the January financial statements
- Tim Shields made a motion to approve the January financial statements. Ed Rawlings seconded the motion and all were in favor.
- It was decided that the Loan Fund Account balance be paid to the Grant Account to apply to additional project expenses. That bank account will then be closed.
- **Ed Rawlings made a motion to give Bill Giallombardo, in addition to Harry Boben, authority to make transfers between the bank accounts. Tim Shields seconded the motion and all were in favor.**

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$81,216.12 for January 13 – February 9, 2017 were presented in the attached list. It was noted that this listing now includes Grant expenditures as well as Operating. Bill Giallombardo made a motion to approve the invoices which were presented. Ed Rawlings seconded and all were in favor.

GOOD AND WELFARE

- Manager Ike Kelly recognized Stacey's efforts in the set up of the new Quickbooks program.
- Manager Ike Kelly thanked Chuck Ritchey for excellent snow removal with minimum delays.

ADJOURNMENT

- Bill Giallombardo made a motion, Tim Shields seconded and all were in favor to adjourn at 7:44 pm.

Respectfully submitted,

Stacey Daugharthy, Administrative Assistant
Butler County Airport Authority