

BUTLER COUNTY AIRPORT AUTHORITY
March 9, 2017
BOARD MEETING MINUTES

MEMBERS ATTENDING: Andrew Allen, Member
William Giallombardo, Sec/Treasurer
James Opalka (via telephone), Member
Timothy Shields, Member
Harry Boben, Chairman
Richard Kelly, Airport Manager & Member
Edward Rawlings, Vice Chairman

OTHERS ATTENDING: Kim Paskorz Cassady
Clayton Findon
Jim Harjer
Mike Interthal
Michael Pawk, Solicitor
Stacey Daugharthy
Kim Geyer, Commissioner
Christopher Hayden
Chuck Lotz
Harlan Simons

It was noted that there was a quorum, including Jim Opalka's attendance via speaker phone. The March 2017 meeting was called to order at 7:15 PM by Chairman Harry Boben, beginning with the Pledge of Allegiance

An Executive Session was held before tonight's meeting to discuss airport leases, personnel and contracts.

Ed Rawlings made a motion to approve the minutes of the February 9, 2017 meeting. Bill Giallombardo seconded the motion and all were in favor.

PROJECT STATUS

- New airport office build out
 - Construction complete and contents are moved
 - Furniture will be purchased next week
- Apron rehab engineering
 - 90% Design Meeting was held on February 28, 2017
 - Bid advertising has to be approved by Bureau of Aviation before it can go out to bid
- Feasibility study for runway extension
 - Grant expiration date is April 17, 2017, so study will conclude then
 - Final option has been submitted to PennDOT for approval and then will go to FAA
 - Ike will attend FAA/BOA Airports Conference to try to get additional feedback

AIRPORT MANAGER'S REPORT

- Because of exceptional winter weather, flight activity and fuel sales have been higher than expected, whereas maintenance costs have been lower than expected
- 100% occupancy in T-hangars and 4 spaces available in Community Hangar
- AOPA Rusty Pilots program was a great success – 60 in attendance from PA, OH and WV

NEW BUSINESS

- Welcome new board member, Andy Allen, who has agreed to be the Chairman of the Marketing Committee.

COMMITTEE AND ADVISORY COUNCIL REPORTS

- Marketing Committee - Andy Allen, Chairman and Kim Paskorz, Subcontractor
 - Committee has met twice since last Board Meeting
 - Making plans for our booth at Celebrate Butler County on April 15, 2017
 - Personalized balsa wood planes have arrived for give-away
 - New brochure has been prepared
 - Kim has been reaching out to tenants to include them in our booth – contact her if you would like to be involved
 - Pete the Plane - stand up cut out display - is in progress

COMMITTEE AND ADVISORY COUNCIL REPORTS Continued

- Andy shared two main goals and objectives which are the focus of this Committee
 - To create communication with tenants and community to keep them involved in the Airport
 - To create an economic benefit for the Airport, for local businesses and our community
- Open House for New Office and New Board Member scheduled for April 1 – watch email for details
- Lease Committee
 - Finalized proposed lease for a flight school office in Hangar C-1
 - **Ed Rawlings made a motion to approve lease as discussed in Executive Session with the provision that it be signed by High Flight Academy prior to April 1, 2017. Bill Giallombardo seconded and all were in favor.**
- Employee Manual Committee
 - Final draft is complete and will be sent to consultant for review
 - **Ike Kelly made a motion to approve \$750 fee plus an additional \$500 if necessary. Tim Shields seconded and all were in favor.**
- Runway Extension Project Committee – expecting feasibility to conclude by April 17, 2017

ATTENDEE COMMENTS

- Several tenants and Southside Residents reported issues with the Southside Gate not opening, or closing too quickly to pass through.
 - Tenants were notified via email that it now closes as soon as vehicle is through, only one vehicle may go through at a time and it is best to let it complete its full cycle instead of interrupting it.
 - These issues will be addressed with the company when they return to service it again.

OLD AND UNFINISHED BUSINESS - none

NEW BUSINESS Continued from above

- **Bill Giallombardo made a motion to remove Robert Ferree, former Board Member, and add Andrew Allen, new Board Member, to all Mars National Bank accounts effective immediately. Richard Kelly seconded the motion and all were in favor, excluding Andrew Allen, who abstained.**

COMMISSIONER COMMENTS

- The other Commissioners are meeting tonight with various Municipalities and Authorities to present their Capital Infrastructure Program. Commissioner Geyer distributed a hard copy of the presentation
 - County receives Act 13 Money from Gas Well Income and have dedicated at least 35% of their allocation to the Butler County Infrastructure Bank. Will leverage with the PA Infrastructure Bank to provide Townships, Boroughs and Authorities low interest loans which can be put toward Infrastructure projects.
 - Engineering Services are available from HRG Engineering for Turnkey Project Delivery
- The Commissioners are in conversation with PA American Water regarding expansion into Penn Township

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- Manager Ike Kelly reviewed the February financial statements.
- Bill Giallombardo made a motion to approve the February financial statements. Tim Shields seconded the motion and all were in favor.

REVIEW AND APPROVAL OF INVOICES

- Invoices totaling \$39,436.91 for February 10 – March 8, 2017 were presented in the attached list.
- Bill Giallombardo made a motion to approve the payments. Richard Kelly seconded and all were in favor.

NEW BUSINESS Continued from above

- **Bill Giallombardo made a motion to accept the proposal of Management Engineering Consultants for the Apron Rehab project, subject to Attorney Michael Pawk's review. Richard Kelly seconded the motion and all were in favor, excluding Ed Rawlings, who abstained.**

GOOD AND WELFARE

- Manager Ike Kelly thanked Chuck Ritchey, Joe Mariani, Stacey Daugharthy and Kim Paskorz for their help in preparing for the Rusty Pilots Program
- Manager Ike Kelly commended Chuck Ritchey for his excellent work in moving the office. He also thanked Airquest for loaning us the use of an enclosed trailer. This saved the cost of a moving company's services, which was quoted at over \$800.

ADJOURNMENT

- Ed Rawlings made a motion, Richard Kelly seconded and all were in favor to adjourn at 8:03 pm.

Respectfully submitted,

Stacey Daugharthy, Administrative Assistant
Butler County Airport Authority