

Butler County Airport Authority
May 14, 2020
Monthly Board Meeting Minutes

MEMBERS ATTENDING:	Andrew Allen, Secy/Treasurer	Victor Green	Tim Shields, Chairman
VIA PHONE:	James Opalka Chad Weaver	Matt Schrauder	Mike Walsh, Vice Chairman
OTHERS ATTENDING:	Mike Bechtold, AirQuest Stan Pavkovich, AirQuest	Stacey Daugharthy	Ike Kelly, Airport Manager
VIA PHONE:	Kimberly Geyer, Commissioner Sara Reed, Maher Duessel	Brian McCall, Maher Duessel Samantha Strejcek, Maher Duessel	Mike Pawk, Solicitor

The May 2020 meeting was called to order at 5:00 PM by Chairman Tim Shields. Tim Shields called roll to verify a quorum and reported that an Executive Session was held before the meeting to discuss lease and personnel matters. Vic Green made a motion to approve the minutes from the April meeting, Andy Allen seconded and all were in favor.

ATTENDEE COMMENTS- none

DELTA DEVELOPMENT UPDATE

- The attached Monthly Status Report was emailed to each Member and Ike briefly reviewed

AIRPORT MANAGER'S REPORT

- Over the last two months, there has been a drop in operation due to both Government restrictions and weather. Tenant traffic is beginning to increase and hopefully jet and charter operations will improve quickly.

2019 AUDIT APPROVAL

- CPAs Brian McCall, Partner; Samantha Strejcek, Manager; and Sara Reed, Supervisor with Maher Duessel, briefly reviewed the final drafts of the 2019 audit reports, which the Members received by email last week.
 - A single audit was not required this year because Federal grant funding was under \$750,000
 - Brian McCall reported that they found no material misstatements, and, in their opinion, the financial statements present fairly the financial position of the Authority
 - Samantha reported that the prior year's comment regarding data back up and restoration was removed.
 - During 2019, the Authority established a procedure to have Habenicht, Novak and Birckbichler CPAs verify and test the electronic back up system at least every six months.
 - She urged continued vigilance regarding data security and back up.
- Jim Opalka made a motion to approve the 2019 audit reports as presented. Matt Schrauder seconded the motion and all were in favor.

COMMITTEE REPORTS

- Lease Committee, Mike Walsh, Chairman
 - Allegheny Health Network renewal
 - Lease administrators are delayed in executing new lease, but are continuing to pay rent based on previously approved extension
- Project Committee, Matt Schrauder, Chairman and Ike Kelly, Airport Manager
 - Proposed Runway Extension – nothing new to report
 - Crack Seal and Remarketing
 - Contractor has delayed start to June
 - Preconstruction meeting is tentatively scheduled for May 26
 - Southside Taxiway and T-hangar Access Rd
 - Bid opening was held on May 11, tabulation was done by CEC and reviewed by MEC
 - Victor Green made a motion to accept the low bid of Glenn O Hawbaker, base bid \$813,327.65 and add alternate of \$454,975.50. Mike Walsh seconded the motion and all were in favor.
 - PennDOT determining fund availability then we must consider our ability to fund 25% local share
 - Property Acquisition – Brown
 - Received bids for demo but PennDOT asked us not to proceed until grant monies are allocated, hopefully in July.
- Scholarship Committee, Jim Opalka, Chairman – nothing new to report

- Marketing Committee, Andy Allen, Chairman
 - Questioning if Market Survey information will still be valid after recent changes in the market

OLD AND UNFINISHED BUSINESS

- Pennsylvania Municipal Authorities Act Board Member Training is rescheduled for June 3rd

NEW BUSINESS

- Executive Session action items
 - Andy Allen made a motion to approve the proposed amendment of lease with Serventi's Inc. Vic Green seconded the motion and all were in favor.
 - Victor Green made a motion to approve the addition of a second full-time maintenance position, with proposed changes to the department's hourly rates and Jim Opalka seconded the motion. Six members voted aye and Mike Walsh voted nay; motion passed.
 - Jim Opalka made a motion to approve a six-month trial contract with a new consultant, at the Federal level only, and Mike Walsh seconded the motion. Five members voted aye, Andy Allen and Matt Schrauder voted nay; motion passed.

COMMISSIONER'S COMMENTS

- Possible water service to the airport,
 - Due to an omission from the current proposal, Adams Township is considering issuing an RFP for design and permitting for water service expansion.
 - The Commissioner will continue to apprise the Board of developments.
- If Administration Building rehabilitation should include classroom space or outdoor restaurant seating necessary under new regulations, there might be additional funding available through the new CARES Act.
 - The Commissioner will contact Delta Development regarding including the Authority in the County's filing.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received April financial reports by email.
- Andy Allen made a motion to approve the financial reports, Vic Green seconded and all were in favor.

REVIEW AND APPROVAL OF BILL PAYMENTS

- The Members received by email the list of bills received from April 9 – May 14, 2020 totaling \$42,851.69.
- Chad Weaver made a motion to approve the payments, Mike Walsh seconded and all were in favor.

GOOD AND WELFARE

- Tim Shields thanked Ike, Stacey and Chuck for their good work, especially during this challenging time.
- Ike Kelly thanked Stacey for her extra efforts to accommodate the auditors remotely.

ATTENDEE COMMENTS - none

ADJOURNMENT

- Andy Allen made a motion, Vic Green seconded and all were in favor to adjourn the meeting at 5:49 pm.

Respectfully submitted,

Stacey Daugharthy, Office Manager