

Butler County Airport Authority
December 10, 2020
Monthly Board Meeting Minutes

MEMBERS ATTENDING: Tim Shields, Chairman
BY PHONE: Andy Allen, Secr/Treasurer Victor C Green Matt Schrauder
Mike Walsh, Vice Chairman Chad Weaver Ron Witt

OTHERS ATTENDING: Stacey Daugharthy Ike Kelly, Airport Manager Stan Pavkovich, AirQuest
BY PHONE: Darren Asper, Delta Dev Kim Geyer, Commissioner Mike Pawk, Solicitor
Heideh Shahmoradi, OS Strategies

The December 2020 meeting was called to order at 7:00 PM by Chairman Tim Shields and began with the Pledge of Allegiance. It was noted that there was a quorum and that no Executive Sessions had been held since the last meeting. Vic Green made a motion to approve the November meeting minutes, Chad Weaver seconded and all were in favor.

ATTENDEE COMMENTS – none

DELTA DEVELOPMENT UPDATE – Darren Asper

- Darren reviewed the Monthly Status Report which was emailed to each Member

OS STRATEGIES – Heideh Shahmoradi

- Heideh reviewed the Monthly Update which was emailed to each Member

AIRPORT MANAGER'S REPORT

- It is encouraging that our operations have not been too adversely affected by the COVID restrictions. We're grateful that our tenants have been able to continue enjoying flying and we hope that AirQuest's and our other tenants' business will continue to improve and grow.
- Thank you to Chuck for his work in solving the issue with the Southside gate accumulating precipitation.

COMMITTEE REPORTS

- Lease Committee, Mike Walsh, Chairman
 - Mike encouraged the Board to support Serventi's on the Runway as they now face another shut down to indoor dining December 12 – January 4.
- Project Committee, Matt Schrauder, Chairman
 - Intersection Project
 - Very productive conference call with PennDOT District #10 regarding the grant application
 - Proposed Runway Extension
 - Benefit Cost Analysis
 - Updates have been encouraging and will hopefully soon result in a decision
 - Property Acquisitions
 - Ike received a review appraisal for the Wilbert property on Steppland Rd, for a value of \$182,000. With the added expenses of closing and demo, the total cost may be approximately \$225,000. Matt Schrauder made a motion to proceed with this purchase. Vic Green seconded the motion and all were in favor.
 - Rehab Southside Taxiway and Construct T-hangar Access Rd
 - The contractor came to look over the area
 - Preconstruction meeting is scheduled for January 11th
 - Rehab Administration Building
 - Awaiting PennDOT's Tentative Allocation
- Scholarship Committee
 - The Committee reviewed applications from seven candidates and has agreed on the three they recommend for approval.
 - Mike Walsh made a motion to approve Hannah Moses to receive the \$5,000 David C Howard Passion for Flying award and Desiree Herman and Tim Depaolis to each receive a \$2,500 award, all to be used during 2021. Ron Witt seconded the motion and all were in favor.
- Marketing Committee, Andy Allen, Chairman
 - Andy Allen shared information from the quarterly meeting of the PA Aviation Advisory Committee

OLD AND UNFINISHED BUSINESS- none

NEW BUSINESS

- 2021 Compensation Rates
 - The Board tabled the approval of a budgeted 3% increase for the office staff. Matt Schrauder requested an Executive Session to further discuss without staff present. The request for an Executive Session was supported by vote of four members, so will be held before the January meeting.
- Some Board Members expressed an interest in having a strategic planning session to start off 2021.
 - Tim Shields would prefer to have such a meeting in person. Options will be considered to have it as soon as possible; hopefully restrictions will be lifted January 4th.
- 2021 Meeting Dates
 - Andy Allen made a motion to approve the 2021 meeting dates as presented. Chad Weaver seconded the motion and all were in favor.

COMMISSIONER'S COMMENTS

- Commissioner Geyer reported that the County Budget was presented at a meeting on December 2nd and \$155,000 was allocated to the Airport Authority. The budget will be approved on December 23rd, after which the Authority will receive a commitment letter verifying that allocation amount which is paid quarterly.
- Municipal Water Authority of Adams Township will be advertising for bids for the water project this month. The Infrastructure Bank financing fees will begin during the first quarter of next year.
- Butler County is one of few courthouses which has remained opened. The County is working to help provide support and relief to the County hospitality workers who are laid off.

REVIEW AND APPROVAL OF FINANCIAL REPORTS

- The Members received November financial reports by email.
- Matt Schrauder made a motion to approve the financial reports, Mike Walsh seconded, and all were in favor.

REVIEW AND APPROVAL OF BILL PAYMENTS

- Bills received from November 13 – December 10, 2020 totaling \$51,485.83, were presented by email.
- Matt Schrauder made a motion to approve the payments, Vic Green seconded the motion and all were in favor.

GOOD AND WELFARE

- If the January meeting cannot be held in person, we will use video conferencing. Zoom is preferred by some Board members. Chad Weaver offered the use of their service if needed.
- Tim Shields thanked the Commissioner for her continued support of the Board.
- Ike Kelly thanked Stacey, Chuck and Heath for their work and effort to do whatever is required.
- Merry Christmas and Happy New Year!

ATTENDEE COMMENTS

- Stan Pavkovich thanked the Board for the pleasure of attending the meetings over the past year. He looks forward to moving forward with any projects together for the betterment of the airport.
 - Tim Shields thanked Stan for his participation and support

ADJOURNMENT

- Vic Green made a motion, Andy Allen seconded and all were in favor to adjourn the meeting at 8:15.

Respectfully submitted,

Stacey Daugharthy, Office Manager