Butler County Airport Authority Board of Directors Meeting
MINUTES
October 8, 2026

Directors attending: Andrew Allen, Mark Bicker, Justin Castello, Jim Harjer, Joyce Schnur, Mike Walsh, Chad Weaver

The regular business meeting was brought to order by Chair Joyce Schnur at 5:00 p.m. and the Pledge of Allegiance was recited. During the meeting, Rebecca Black, attorney, and/or Andrea Boyle, associate attorney, attended in place of Mike Pawk, the authority solicitor, and Andy Allen arrived and Mike Walsh left to attend a Penn Township zoning meeting. A motion to approve the minutes of the September 11, 2026 regular business meeting was made by Jim, seconded by Justin and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported 8869 flights in September and 77097 flights this year. She also reported a visit to the airport by Pennsylvania Senator Scott Hutchinson, thanks to an invitation extended by Kim Geyer, Butler County Commissioner. Stephanie reported that line painting on ramps will be done this year. She also attended the Airport Law Workshop and reported on applications for tower funding, new and old. The Maintenance Building Project is waiting on the building permit and then she will issue the Notice to Proceed. The Taxiway A Rehabilitation Project, to be done next year, is already underway.

Engineer Report: NONE

Committee Reports:

A. The Business Operations Committee reported on their meeting about lease rates and an executive session was suggested.
B. The Scholarship Committee had nothing to report.
C. The Finance Committee met and discussed capital budget projects, including the need for a generator, the possibility of self-funding airfield sign replacements over time, and policies on the board's agenda.
D. The Federal Contract Tower Committee reported that the Federal Aviation Administration (FAA) Safety Risk Management report, needed for the Final Siting Report, is still not done. Stephanie has spoken to a few airport managers who are building or have built federal contract towers and all have experienced tremendous FAA delays.

Public Comment: NONE

Old and Unfinished Business:

A. Bob Ferree, the owner of High Flight Academy, presented a concept plan for remodeling space (currently occupied by the Civil Air Patrol and the local Experimental Aircraft Association chapter) on the eastern side of Hangar C1. Factors to be decided are Civil Air Patrol accommodations, financing, and rent offsets Bob wants if High Flight Academy makes the improvements. The Airport Manager is to contact Civil Air Patrol and speak with them about the possible reduction of their current C1 space. No action was taken.
B. A motion to table the signing of the Civil Air Patrol lease was made by Chad, seconded by Andy and passed unanimously.

New Business:

A. A motion to approve the extension of lease of Bantam Jeep for one calendar year was made by Jim, seconded by Mike and passed unanimously.
B. Chad spoke to the Saxonburg Area Authority and told the board that consolidating tax parcels 270-3F51-18, 270-3F51-18K, and 270-3F51-18H (which includes the maintenance building site, AirQuest Aviation's buildings, the Northwest Ramp, the forty acre area and more) is the least

expensive way to get the maintenance building hooked up to sewerage [due to Saxonburg Area Authority' requirements that tap ins be on the same parcel as the serviced structure]. A motion to move forward with the lot line consolidation plan was made by Chad, seconded by Andy and passed unanimously.

C. A motion to approve the updated Key Financial Policies was made by Chad, seconded by Justin and passed unanimously.

D. A motion to approve the Artificial Intelligence Policy was made by Justin, seconded by Mark and passed unanimously. Joyce suggested the board and the solicitor look at the policy annually.

E. A motion to table the 2027 Schedule of Rates and Charges was made by Chad, seconded by Jim and passed unanimously.

F. A motion to stay with Municipal Benefits Services for health insurance was made by Chad, seconded by Mark and passed unanimously. Joyce asked Mark to meet with the Office Manager next summer on health insurance coverage.

Commissioner Report: Kim Geyer, Butler County Commissioner, reported on Senator Hutchinson's visit and tour of the airport. She was able to explain airport funding to the senator and said the state senate may still award Local Share Account-Statewide grants. She and the other two county commissioners met with Pennsylvania Governor Shapiro and Secretary of Transportation Carroll about transportation throughout Butler County and they spoke of the airport. Kim also said that the Local Share Account-Statewide grant application period is open again and suggested the authority ask for less as the awards were smaller this past period.

A motion to adjourn was then made by Chad, seconded by Jim and passed unanimously.