

Butler County Airport Authority Board of Directors Meeting

MINUTES

August 13, 2026

Directors attending: 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. A motion to approve the minutes of the July 9, 2026 regular business meeting was made by Jim, seconded by Mark and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported 11,222 flight operations in July, the busiest month since the authority started tracking actual counts. The Demolition Project is completed and the final inspection is tomorrow. Parts of the C3 and S3 roofs have been replaced. Mike Walsh and Stephanie are working cooperatively with Penn Township on their Zoning Ordinance Update. They are focusing on a proposed Airport Innovation Zoning District, requirements for an Airport Hazard Overlay (for Part 77 navigation areas), and proposed setbacks. Last month Butler County Commissioner Kim Geyer and Stephanie attended the American Association of Airport Executives' Federal Contract Tower Association annual conference in Washington, D.C. and they met with Pennsylvania senatorial and representative staff as well as Representative Sam Graves, Chair of the U.S. House of Representatives Committee on Transportation and Infrastructure. Kim and Stephanie reported on the conference and Kim spoke about possible ways to ensure the authority "has skin in the game" when it applies for grants.

Engineer Reports: Nicholas Barber, McFarland Johnson, reported that everyone is still waiting on the site evaluation from the Federal Aviation Administration (FAA) for the preferred site for the contract tower. Contractor agreements for the Maintenance Building Project were sent out and the airport's planning session with the Bureau of Aviation is upcoming.

Committee Reports:

- A. The Business Operations Committee had nothing to report.
- B. The Scholarship Committee had nothing to report.
- C. The Finance Committee did not meet.
- D. The Federal Contract Tower Committee reported that Jim is doing some research on tower construction methods.

Public Comment:

- A. Harlan Simons participated in a discussion about AirQuest Aviation Jet A fuel trucks crossing the runway.

Old and Unfinished Business:

- A. Kristen Clark and Tom Somerville, both of Management Engineering Corporation, presented details of their proposed Work Order #3 for Maintenance Building Construction Administration, as well as FAA procedures for engineering consultants' contracts with airport sponsors, and grant assurances and Federal Aviation Administration Advisory Circulars relevant to costs and requirements for construction administration. The board, Airport Manager, Nick Barber, and MEC personnel discussed the proposed construction administration costs. A motion, grudgingly made, to approve

the Management Engineering Corporation Work Order for Maintenance Building Construction Administration for \$202,014.00 by Chad, was seconded by Jim and passed, albeit grudgingly, unanimously.

New Business:

- A. The McFarland Johnson Task Order #10 Air Traffic Control Tower Siting Study (Phase I) Change Order which adds surveying for the new Federal Contract Tower site at no extra cost was noted. It was previously signed by the Airport Manager.
- B. The board, the Airport Manager, and Bob Ferree, the owner of High Flight Academy, LLC, participated in a discussion about High Flight Academy's needs for additional office and classroom space. Bob's first choice of spaces is currently occupied by the Civil Air Patrol and the Experimental Aircraft Association. The board asked Bob to put together a plan for the east side of C1 that shows what he needs/wants.
- C. A motion to table the Civil Air Patrol lease was made by Joyce, seconded by Jim and passed unanimously.
- D. The board discussed the need to purchase a truck to replace the 2003 Chevy one ton dump truck. The general consensus was that the authority needs to purchase something before this winter season.

A motion to approve the June 2026 financial reports was made by Justin, seconded by Mark and passed unanimously.

Good and Welfare: Employees were thanked for the information and details provided for the planning workshop. Sympathy for the three losses experienced very recently by valued employee Dale Sarvey and his family was shared.

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