

Butler County Airport Authority Board of Directors Meeting

MINUTES

March 12, 2026

Members attending: Andrew Allen, Mark Bicker, Justin Castello, Jim Harjer, Joyce Schnur, Mike Walsh (by phone), Chad Weaver

The regular business meeting was called to order at 5:00 p.m. by Chair Joyce Schnur and the Pledge of Allegiance was recited. A motion to approve the February 12, 2026 minutes was made by Jim, seconded by Justin and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported 5942 flight operations in February and High Flight Academy's recent purchase of an additional single engine airplane. She worked with Dr. Dave Byers to submit a \$120,000 grant application for environmental work for the control tower. She is close to finishing the new website as well. Stephanie reminded the board that the 100th anniversary of the airport's opening is in 2029 and asked them to continue thinking about how it should be celebrated. She is hopeful that there will be a ribbon-cutting for the new control tower that year. The first and second meetings with the Federal Aviation Administration's Virtual Immersive Siting Tower Assessment (VISTA) Team were held successfully. She and Dr. Dave Byers spent most of last month preparing and getting the information required by the VISTA Team. Airport Improvement Program money, through the Pennsylvania Bureau of Aviation and its Joint Automated Capital Improvement Program, is still "on hold." She is waiting on Subdivision and Land Development Plan approvals for the maintenance building before it goes out to bid. The Demolition Project is ongoing, depending on board approvals at this meeting.

Committee Reports:

1. The Business Operations Committee had nothing to report.
2. Joyce reported that the Scholarship Committee awarded three scholarships and the money has been given to the flight school for their use.
3. Justin reported that the Finance Committee has a meeting tomorrow and may decide on an electric generation contract from their short list. The 2025 audit is well underway.

Public Comment:

1. Mike Kurzawski, General Manager of Field Base Operator AirQuest Aviation, participated in a discussion of possible air traffic for the National Football League Draft (being held in Pittsburgh in April 2026).

Old and Unfinished Business:

1. Dr. David Byers, Quadrex Aviation, in conjunction with McFarland Johnson, presented the four possible sites for a BTP air traffic control tower that will be submitted to the Federal Aviation Administration's VISTA Team and discussed his opinion that all are viable, though all have tradeoffs.
2. Absent complete information about the company which submitted the lowest quote but may have been in/may be in bankruptcy, a motion to approve awarding the contract for asbestos removal to American Contracting Enterprises, Inc. for \$13,777.00 was made by Jim, seconded by Mike and passed unanimously. American Contracting Enterprises, Inc. was the second lowest quote.
3. A motion to approve Lutterman Contracting for the demolition of three RPZ (Runway Protection Zone) properties for \$58,500.00 was made by Chad, seconded by Andy and passed unanimously.

New Business:

1. A motion to approve the red-lined contract for leasing the conference room to High Flight Academy was made by Chad, seconded by Justin and passed unanimously.
2. A motion to authorize the Airport Manager to approve a contract to switch phone services based on terms of the contract was made by Andy, seconded by Jim and passed unanimously.
3. A motion to approve the McFarland Johnson Task Order for the Federal Contract Tower, Phase II was by Chad, seconded by Jim and passed unanimously.
4. A motion to approve the letter to elected officials regarding the Pilot and Aircraft Privacy Act (PAPA Act) was made by Mike, seconded by Chad and passed unanimously.
5. A motion to approve MEC Work Order #2 for the Demolition Project was made by Jim, seconded by Justin and passed unanimously.

Commissioner Report: Kim Geyer, Butler County Commissioner, reported on the work she is doing with Stephanie on Congressionally-directed Spending applications. They anticipate making application to three elected officials next week for \$1.5 million for tower-related needs. They now feel that these will have the best prospect of being funded.

A motion to approve the December 2025 and January 2026 financial reports was made by Jim, seconded by Mark and passed unanimously.

Good and Welfare: Joyce thanked the employees for hard work, especially Maintenance and Operations working through the winter season.

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