Butler County Airport Authority Board of Directors Meeting
MINUTES
September 11, 2026

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

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 August 13, 2026 regular business meeting was made by Justin, seconded by Mark and passed unanimously.

Airport Manager Report: Stephanie Saracco, Airport Manager, reported 11,470 flight operations in August, the airport's highest monthly total since monitoring began. Stephanie reported that discussions with Penn Township about their Zoning Update are ongoing. Purvis Brothers, the distributor for Philips 66 aviation fuels, replaced the filter on the authority's self service fuel farm and examined the tank and found it to be in good condition as well as reporting that is a high-quality tank. Their professional opinion was that it will need relining but it isn't an immediate need; they found no particulate in the filter. The fuel farm was down for almost three weeks recently because of the outdated credit card system and they recommended that this system be replaced. The quotes so far range from $15,000 to $20,000. The Pennsylvania Bureau of Aviation (BOA) conducted its annual airport inspection in August and removed seven obstructions but added five. The Maintenance Building project is underway but there are issues: sewage and electric. A discussion ensued about the conflicting electrical line locations from PA One Call markings and the Saxonburg Area Authority's requirement that the tap be on the same parcel as the lateral. Stephanie also reported on the annual meeting with the BOA and the Federal Aviation Administration (FAA) about grant funding. In the meeting, the BOA spoke about additional funding from the state. Stephanie has already coordinated with Nick Barber, McFarland Johnson engineer for the airport authority, to ask for money for the federal contract tower particularly. On the subject of the tower, Dr. David Byers, Quadrex Aviation LLC consultant for McFarland Johnson, is writing the final report on the tower siting but is waiting on final airspacing and safety risk management reports from the siting exercises. She received an Invitation to Apply for the Rehabilitation of the Northwest Taxiway A-Design Phase today and the grant for the Demolition Project has been approved by the FAA. Pennsylvania Senator Scott Hutchinson will be visiting the airport next Thursday with Butler County Commissioner Kim Geyer; Stephanie hopes this will help the authority's Local Share Account – Statewide grant application.

Engineer Report: Nick Barber, McFarland Johnson, added to Stephanie's report on the Maintenance Building project that the contracts have been signed, but Notices to Proceed have not been issued to any contractor. Until the electric line issue is resolved, they are taking care of submittals to keep things moving along.

Committee Reports:

A. The Business Operations Committee had nothing to report.
B. The Scholarship Committee had nothing to report but Joyce is thinking about an event to raise scholarship funds.
C. The Finance Committee met and discussed an Artificial Intelligence Policy and a formal Disaster Contingency Plan, both requested by the auditors. They also spoke about the truck purchase.
D. Jim reported that the Federal Contract Tower Committee is disappointed with the FAA delays affecting the final siting report.

Public Comment: NONE

Old and Unfinished Business:

A. A motion to table the discussion regarding High Flight Academy's expansion was made by Justin, seconded by Mike and passed unanimously.

B. A motion to table the signing of the Civil Air Patrol lease was made by Mike, seconded by Justin and passed unanimously.

New Business:

A. After discussion, a motion to preapprove the purchase of the Dodge Ram 5500, upfitted for all the things we need, was made by Chad, seconded by Jim and passed unanimously with Mike abstaining.

A motion to approve the July 2026 financial reports was made by Jim, seconded by Mike and passed unanimously.

Good and Welfare: Joyce asked the board to think about the timing of these meetings, that perhaps 6:00 p.m. could be considered. She also reminded the board that though the bylaws allow officers to serve continuously, elections can be held. She then expressed thanks to the employees. Justin brought forward the continued desire of The 99s (an association for females in aviation whose members in the local chapter are known to many board members) to paint the airport's Compass Rose which was then discussed. Jim helped board members to understand that having a Compass Rose is not a safety issue. Stephanie outlined the preparations that would need to be made prior to any painting work The 99s might do.

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