

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
4039 NANWAY BOULEVARD * SHALERSVILLE, OH 44266

REGULAR BOARD MEETING MINUTES – APRIL 8, 2020

CALL TO ORDER

President Homer Lucas conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, April 8, 2020 from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:02 pm. He was accompanied by Member Tim Paul. Other members attended electronically in accordance with Governor Dewine's stay-at-home order due to the coronavirus pandemic.

ROLL CALL

Members Present: Mark Atwood
Bill Burton
John Festa
Christopher Gilmore
Homer Lucas
Tim Paul
Melvin Steedly

Members Absent: Bob Krister

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of February 12, 2020, as presented.

Moved: Steedly; Seconded: Paul

The motion carried with 4 members in attendance eligible to vote in favor: Steedly, Paul, Festa, Lucas

MOTION: To approve the regular meeting minutes of March 8, 2020, as presented.

Moved: Burton; Seconded: Paul

The motion carried with 5 members in attendance eligible to vote in favor: Burton, Paul, Atwood, Gilmore, Lucas

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of March 31, 2020

Beginning Bank Balance	01/01/2020	\$102,332.27
General Operating Revenue		39,485.34
Other Revenue		0.00
General Operating Expenditures		34,261.61
Other Expenditures		5,397.46
End Balance	03/31/2020	\$102,158.54

Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment:

MOTION: To authorize payment from the General Fund Operating Fund for invoices/expenses presented on April 8, 2020, in the amount of \$14,994.85.

Moved: Gilmore; Seconded: Burton

The motion carried with a roll call vote with 7 members present in favor: Gilmore, Burton, Festa, Lucas, Paul, Steedly, Atwood

FAA/ODOT Fund Report

As of 03/31/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	\$ 412.64
Revenue as of	03/31/2020	0.00
Expenditures as of	03/31/2020	0.00
End Balance	03/31/2020	\$ 412.64

Invoice Review and Approval for Payments from FAA/ODOT Account

No request for payment at this meeting.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for March 2020 as presented at this meeting by Secretary Stacko subject to audit.

Moved: Burton; Seconded: Steedly

The motion carried with a roll call vote with 7 members present in favor: Burton, Steedly, Festa, Lucas, Gilmore, Paul, Atwood

Airport Manager (Representative: Chris Hopkins)

No report.

Airport Engineer (Mark Vilem)

No report.

Committee Reports

Executive

Grant Project: President Lucas advised that he and the CHA representatives spoke via a conference call with the FAA to discuss the revised AIP schedule and how to best utilize the unused funding for 2020 (approximately \$27,000.) An option may be to perform an obstruction survey in 2020 with the intention of removing the proposed tree/land obstructions in 2020. If the Board is able to secure funding to complete the design work by the end of 2020, then the north taxiway construction could proceed without further delay in 2021.

Finance: No additional comments.

Buildings/ Grounds: No report.

Events Committee: No report.

OLD/PENDING BUSINESS

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Jet A Fuel Tank Replacement

The transition work is in progress. The Board has received specific direction from the state fire marshall on what is required before a permit for installation is granted. President Lucas will request a formal list of said requirements from the fire marshall's office for the sake of clarity and to determine less costly alternatives if possible.

NEW BUSINESS

The members addressed the following issues:

- South Taxiway: Vice-President Paul stated that the south taxiway is in critical condition and immediate repair is required. President Lucas will approach the Commissioner's office to request assistance from the County Engineer's office to assist in this repair.
- President Lucas will request that the FBO Manager check out the non-functioning lights on the taxiway and runway to replace any needed bulbs and/or perform any necessary maintenance. Member Burton offered to secure a quote from a local electrician if needed for the electrical portion of the lighting system if warranted.
- Member Atwood commented that Jack Giulitto (farmer on airport grounds) asked if he could plant and harvest hay on the west end of the airport grounds near Infirmary Road. The members approved this request as long as there is no interference with aviation activity.
- Member Atwood reported that a sewer line in the Castle Hangar building has deteriorated and needs replacement. The Board recommended that the tenant be responsible for the repair cost in lieu of outstanding operator support fees.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:57 pm.

Moved: Gilmore; Seconded: Burton

The motion carried with a roll call vote with 7 members present in favor:

Gilmore, Burton, Atwood, Festa, Steedly, Paul, Lucas

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners
Financial Report March 2020