

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

REGULAR BOARD MEETING MINUTES –May 13, 2020

CALL TO ORDER

President Homer Lucas conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, May 13, 2020 from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:12 pm; 5 members attended and the Airport Engineer 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
Bob Krister
Homer Lucas
Melvin Steedly

Members Absent: Chris Gilmore
Tim Paul

APPROVAL OF MEETING MINUTES

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

Moved: Steedly; Seconded: Burton. The motion carried with a roll call vote with 5 members in attendance eligible to vote in favor.

Yeas: Steedly, Burton, Festa, Lucas Atwood; Abstain: Krister

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of April 30, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		48,197.34
General Operating Expenditures		42,103.20
Other Expenditures		11,863.06
End Balance	04/30/2020	\$ 96,263.35

Portage County Regional Airport Authority Regular Meeting Minutes – May 13, 2020

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 May 13, 2020, in the amount of \$6,299.82.

Moved: Krister; Seconded: Atwood

The motion carried with a roll call vote with 6 members present in favor:

FAA/ODOT Fund Report

As of 04/30/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	\$ 412.64
Revenue	04/30/2020	0.00
Expenditures as of	04/30/2020	0.00
End Balance	04/30/2020	\$ 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 April 2020 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Atwood; Seconded: Krister

The motion carried with a roll call vote with 5 members present in favor:

Yeas: Atwood, Krister, Lucas, Steedly, Burton; Abstain: Festa

Airport Manager (Representative: Chris Hopkins)

No report.

At this time, the Board discussed the condition of the lighting system problem on the taxiway and runway areas stated in a state inspection report in 2017 and again in 2019. President Lucas commented that he may consider a conference call with the Airport Manager and the inspector-of-record to clarify the appropriate course of action.

Member Burton advised that an electrician he contacted already reviewed the reported situation and should have an estimate of costs available; he will forward the contact information to Member Krister for follow-up. It is important that the lighting problem be addressed and repaired in order to be eligible for future ODOT funding.

Member Atwood recommended that the Airport Manager or representative should be present at the Board meetings in order to discuss such matters and various maintenance issues or concerns. President Lucas will contact the FBO owner to request this action.

Airport Engineer (Mark Vilem)

Engineer Vilem will be submitting a final FAA application to fund a full obstruction survey for the proposed north taxiway project using the remaining FAA funds from this year. This action will pave the way for the mandated obstruction clearing so that the design phase of the north taxiway project may commence.

Engineer Vilem will offered to send information on the standard for the lighting system on taxiway and runways for the Board's information.

Committee Reports

Executive – No additional comments.

Finance: - No additional comments.

Buildings/ Grounds:

Member Krister reported:

- Has an appointment to show an empty hangar to a prospective tenant
- Repair to Board Hangar D4 is complete.
- Will address repair for Board Hangars D3 and A6 doors
- Has received quotes for sewer repair in Hangar 2 under consideration
- Seeking quotes for Nanway Boulevard pavement repair

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.

Castle Hangar Sewer Repair

The sanitary sewer line has burst and is in need of immediate replacement outside of the building per County code. Due to the urgency of this condition, the Board proceeded with the following motion.

MOTION: To approve the installation of a new sanitary sewer system for Castle Hangar as quoted by Harner Plumbing in an amount not to exceed \$14,120 unless another quote of lesser amount is received by another contractor.

Moved: Atwood; Seconded: Burton

The motion carried with a roll call vote with 5 members in favor.

Yeas: Atwood, Burton, Steedly, Lucas, Krister

Nays: Festa

Self-Service Fuel Terminal Replacement

The company is discontinuing all product support for the existing M3000 self-serve terminal on site as of June 30, 2020. The Board elected to update to the M4000 terminal under a payment plan over a 24-month period. President Lucas will advise the company of this approval and will notify the Board when installation will take place.

MOTION: To purchase QT Pod Model M4000 Self-Serve Fuel Terminal in the amount of \$14,200 under a payment plan of \$622.00 per month for a 24-month period.

Moved: Burton; Seconded: Steedly

The motion carried with a roll call vote with 5 members in favor.

Yeas: Burton, Steedly, Krister, Lucas, Atwood.

Abstain: Festa

NEW BUSINESS

CARES Grant

President Lucas related that the Board has been awarded a grant under the Federal Corona Aid, Relief, and Economic Security Act (CARES Act) to aid in airport operational expenses due to the COVID-19 virus pandemic. The grant agreement was issued on May 5, 2020, in the amount of \$30,000.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:11 pm.

Moved: Atwood; Seconded: Krister

The motion carried with a roll call vote with 6 members present in favor:

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners
Financial Report April 2020