

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

REGULAR BOARD MEETING MINUTES – June 20, 2020

CALL TO ORDER

President Homer Lucas conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, June 10, 2020 from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:02 pm accompanied by Members Tim Paul, Bob Krister, and Mark Atwood; 4 members and the Airport Engineer electronically attended 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 (joined meeting at 6:25 pm.)
 Christopher Gilmore
 Bob Krister (joined meeting at 6:15 pm.)
 Homer Lucas
 Melvin Steedly
 Tim Paul (joined meeting at 6:10 pm)

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of the May 13, 2020, as presented.

Moved: Atwood; Seconded: Steedly; The motion carried with a roll call vote with 4 members in attendance eligible to vote in favor.

Yeas: Atwood, Steedly, Burton, Lucas; Abstain: Gilmore and Paul as they were not in attendance.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of May 31, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		55,202.34
General Operating Expenditures		48,872.90
Other Income		0.00
Other Expenditures		13,693.18
End Balance	05/31/2020	\$ 96,968.53

Invoice Review and Approval for Payment from General Fund Checking Account

The Board reviewed expenses presented for payment.

There was an increase in the truck rental for the JET A fuel by Portage Flight. Payment was not approved pending an explanation for said increase.

There was discussion on the general liability insurance coverage expenditure. Member Gilmore will contact Aviation Insurance Managers to inquiry on the renewal cost. Payment was approved as presented unless a reduction in cost can be negotiated by Member Gilmore.

MOTION: To authorize payment from the General Fund Operating Fund for invoices/expenses presented on June 10, 2020, in the amount of \$19,560.95.

Moved: Burton; Seconded: Steedly

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

FAA/ODOT Fund Report

As of 05/31/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	\$ 412.64
Revenue	05/31/2020	0.00
Expenditures as of	05/31/2020	0.00
End Balance	05/31/2020	\$ 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 May 2020 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Atwood; Seconded: Gilmore

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

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

Airport Manager (Representative: Chris Hopkins)

There was discussion on who is responsible for the maintenance and payment for the fire extinguishers on the airport grounds. Mr. Hopkins will arrange the inspection and the Board will review the airport manager's contract to clarify the issue.

An issue with the fuel card reader not functioning correctly has been resolved.

Airport Engineer (Mark Vilem)

Engineer Vilem advised the Board will receive a fully executed CARES grant agreement at which time it may begin to draw funds for operational expenses.

He is completing an ODOT grant application to utilize any 2020 remaining funding to be used for a survey to delineate obstructions to be addressed for the north taxiway project.

Committee Reports

Executive – No additional comments.

Finance: - No additional comments.

Buildings/ Grounds:

Successful repair to various taxiway/runway lights has been completed by electrician, Steve Duber.

Events Committee: No report.

OLD/PENDING BUSINESS

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Jet A Fuel Tank Replacement

The preparation transitional work needed is still in progress before the tank may be installed.

Castle Hangar Sewer Repair

Harner Plumbing completed the sanitary system repair at Castle Hangar, but additional findings during excavation resulted in additional cost near \$15,000.

Self-Service Fuel Terminal Replacement

President Lucas commented that the hardware will be shipped and an electrician will need to implement the installation. The type of communication system for the new fuel system is yet to be determined.

NEW BUSINESS

CARES Grant

The Board has accepted the offer from the Federal Government for a CARES grant to be used for operational expenses in the amount of \$30,000. The Board initiated Resolution 2020-01 accepting the offer and agreeing to the terms of the agreement.

MOTION: To initiate Portage County Regional Airport Authority, Resolution 2020-01, accepting the Federal government CARES Grant (3-39-0099-031-2020) in the amount of \$30,000 to be used to maintain safe and efficient airport operations.

Moved: Burton; Seconded: Gilmore

The motion carried with a roll call vote with 8 members present in favor:

Yeas: Burton, Gilmore, Festa, Lucas, Steedly, Krister, Paul, Atwood

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

Board Members: President Lucas announced that Members Melvin Steedly and Bill Burton will not be reappointed for a new term on the Board. They both remarked how they enjoyed their time and experiences on the Board.

ADJOURNMENT

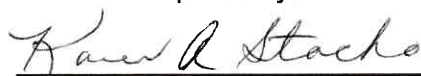
MOTION: To adjourn the regular meeting at 7:07 pm.

Moved: Atwood; Seconded: Burton

The motion carried with a roll call vote with 8 members in favor.

Yeas: Atwood, Burton, Festa, Lucas, Krister, Gilmore, Paul, Steedly

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President

c: County Commissioners
Financial Report May 2020