

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

REGULAR BOARD MEETING MINUTES –July 8, 2020

CALL TO ORDER

Member Christopher Gilmore conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, July 8, 2020. Members attending the meeting at the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm were Members Bob Krister, John Festa, and Tim Paul; Mark Atwood, Chris Gilmore, Mark Villem (Airport Engineer) attended electronically.

ROLL CALL

Members Present: Mark Atwood
John Festa
Christopher Gilmore
Bob Krister
Tim Paul (arrived at 6:30 pm)

(Note: Homer Lucas's Board appointment expired June 30, 2020; he is awaiting reappointment to the Board anticipated later in July. He attended the meeting as a citizen and tenant.)

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of June 10, 2020, as presented.

Moved: Krister; Seconded: Atwood

The motion carried with a roll call vote with 4 members in attendance eligible to vote in favor, 4-0-0.

Yeas: Krister, Atwood, Festa, Gilmore

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of June 30, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		60,477.34
General Operating Expenditures		60,305.81
Other Income		0.00
Other Expenditures		15,303.22
End Balance	05/31/2020	\$ 91,200.58

Portage County Regional Airport Authority Regular Meeting Minutes – July 8, 2020

Invoice Review and Approval for Payment from General Fund Checking Account
The Board reviewed expenses presented for payment.

MOTION: To authorize payment from the General Fund Operating Fund for invoices/expenses presented on July 8, 2020, in the amount of \$ 42,122.46.

Before approving payment, the Board discussed the following issues:

The Board has placed on hold on its \$1,500 July payment for the temporary fuel tank rental fee. In June the Portage Flight Center raised the fee to \$3,000, but the Board maintains the position that the aged-upon amount was \$1,500 and awaits a response from the Portage Flight Center on this issue.

President Lucas stated there is a monetary issue between Harner Plumbing and Hartong Electric relevant to the installation of the lift station at the Castle Hanger. The Board hired Harner Plumbing to perform the service and that any amounts due to Hartong Electric as a sub-contractor of this project is a matter between the two companies to resolve. Secretary Stacko will advise Hartong Electric of this determination.

The Board awaits the invoice from AllPhase Service Company for recent services to the runway lighting system.

The commercial insurance annual premium was added to the list of invoices for payment at this meeting.

The vote was as follows:

Moved: Atwood; Seconded: Krister

The motion carried with a roll call vote with 4 members present in favor, 4-0-0:

Yeas: Atwood, Krister, Gilmore, Festa

FAA/ODOT Fund Report

As of 06/30/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	\$ 412.64
Revenue	06/30/2020	0.00
Expenditures as of	06/30/2020	0.00
End Balance	06/30/2020	\$ 412.64

Secretary Stacko will transfer \$1.00 from the General Fund to the FAA/ODOT Fund in order to maintain the account as an active.

Invoice Review and Approval for Payments from FAA/ODOT Account
No request for payment at this meeting.

Portage County Regional Airport Authority Regular Meeting Minutes – July 8, 2020

Approval of Financial Reports

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

Moved: Krister; Seconded: Atwood

The motion carried with a roll call vote with 4 members present in favor, 4-0-0.

Yeas: Krister, Atwood, Gilmore, Festa

(Member Paul arrived at 6:30 pm.)

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not present but did advise the Board that the new card reader parts have been received at the Portage Flight Center.

Airport Engineer (Mark Villem)

Engineer Villem reported that a grant application has been submitted for an obstruction survey in the amount of \$77,000 to delineate obstructions to be addressed for the north taxiway project. Shelf-life of this survey is 3-5 years. The matching funds shall be covered under the CARES grant already awarded to the Board.

Committee Reports

Executive: No additional comments.

Finance:

The Board discussed anticipated expenses in 2020 and how it is going to fund it all. Expenses include taxiway/runway lighting repairs, lift station installation at Castle, and the new fuel tank installation. A report shall be prepared and shared with members as well as its legal counsel, Chris Meduri, to be able to understand what the Board will be facing financially in 2020.

The Board agreed that its legal counsel needs to pursue legal action and determine responsibility for the fuel tank damage and associated costs for the replacement.

The Board expressed the need to receive annual income from the Commissioners and will discuss this with the Commissioners.

Buildings/ Grounds:

Member Krister reported the following:

- Repairs to D4 are completed and Tenant Schuck may move back into that hangar
- Electrical issues were corrected to Hangars A6 and A8
- There are 4 vacant hangars are A3, A9, B4, B7
- There is one runway light requiring repair; it is not determined who caused the damage.
AllPhase will be called to implement repair.
- The Board approved the purchase of a battery-operated grease soon and diesel fuel.
- Secretary Stacko shall order a new American flag.

Events Committee: No report.

OLD/PENDING BUSINESS

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Procedures – No discussion.

NEW BUSINESS

No new business discussed.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

EXECUTIVE SESSION

Motion: To enter into Executive Session to discuss pending litigation at 6:51 pm.

Moved: Gilmore; Seconded: Paul; The motion carried with a roll call vote 5-0-0

Yeas: Gilmore, Paul, Festa, Atwood, Krister

Motion: To resume Regular Session at 6:52 pm.

Moved: Krister; Seconded: Paul; The motion carried with a roll call vote 5-0-0.

Yeas: Krister, Paul, Festa, Atwood, Gilmore

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:52 pm.

Moved: Krister; Seconded: Paul

The motion carried with a roll call vote with 5 members present in favor 5-0-0.

Yeas: Krister, Paul, Festa, Gilmore, Atwood

Minutes Prepared by:

Minutes Approved by:

Karen A. Stacko, Secretary, Treasurer

Christopher Gilmore, Member

C: County Commissioners
Financial Report June 2020