

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

**REGULAR BOARD MEETING MINUTES –August 12, 2020**

**CALL TO ORDER**

Member Christopher Gilmore opened the monthly Portage County Regional Airport Authority Board meeting on Wednesday, August 12, 2020 remotely via Zoom application at 6 pm. Members in attendance at the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm were Mark Atwood, Robert Krister, and Tim Paul.

**ROLL CALL**

Members Present:     Mark Atwood  
                              Christopher Gilmore  
                              Bob Krister  
                              Tim Paul

Members Absent:     John Festa

**OATH OF OFFICE**

Secretary Stacko administered the oath of office to Homer Lucas who was reappointed to the Board on July 16, 2020; the appointment will expire on June 30, 2023.

The members nominated Homer Lucas to accept the position of President for the remainder of 2020. There were no other nominations; Mr. Lucas accepted the nomination for position as President.

**MOTION: To elect Homer Lucas as President of the Board for the remainder of 2020.**

Moved: Tim Paul; Seconded: Atwood

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

Yeas: Paul, Atwood, Gilmore, Lucas, Paul

**APPROVAL OF MEETING MINUTES**

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

Moved: Paul; Seconded: Atwood

The motion carried with a roll call vote with 4 members in attendance eligible to vote in favor, 4-0-1.

Yeas: Paul, Atwood, Krister, Gilmore

Member Lucas abstained as he was not an appointed member at that meeting.

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report as of July 31, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		68,917.34
General Operating Expenditures		102,318.23
Other Income		0.00
Other Expenditures		15,413.26
<b>End Balance</b>	<b>07/31/2020</b>	<b>\$ 53,518.12</b>

Member Atwood brought up the topic of non-payment of user fees and how to address the issue with the respective parties. President Lucas will address non-payment with those who have not complied to reach a resolution. The members expressed that it is unfair to those private, support, and commercial operators who do comply with the Board’s regulations regarding user fees.

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 August 12, 2020, in the amount of \$ 31,581.37.**

Moved: Paul Seconded: Atwood

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

Yeas: Paul, Atwood, Krister, Gilmore, Lucas

FAA/ODOT Fund Report

As of 07/31/2020, the FAA/ODOT Fund balance is as follows. Due to inactivity over the past year, a transfer of \$1.00 in July 2020 from the General Fund was necessary to retain the account in an “open status”.

Beginning Balance	01/01/2020	\$ 412.64
Revenue	07/31/2020	1.00
Expenditures as of	07/31/2020	0.00
<b>End Balance</b>	<b>07/31/2020</b>	<b>\$ 413.64</b>

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 July 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 5 members present in favor, 5-0-0.

Yeas: Atwood, Gilmore, Krister, Lucas, Paul

**Airport Manager (Representative: Chris Hopkins)**

Mr. Hopkins was not present but did provide a list of general repairs for future implementation. After review of the list, the Board authorized Mr. Hopkins to proceed with the fire extinguisher inspection. The Board will alert him when finances permit the other items on the list as they do not present a safety issue at this time.

**Airport Engineer (Mark Vilem)**

Engineer Vilem reported that the application approving the new Jet A tank location has been approved.

Secretary Stacko will provide the Board-paid invoices for recent repairs to Mr. Vilem so his office may process the approved funding via the Cares Act Grant for such improvements. The projects include the installation of the lift station at the Castle Hangar (\$15,180.50) and the runway light assembly repair (\$23,6000).

The obstruction survey grant is being processed which will include a full aerial survey. An ODOT grant application will be submitted for the required removal of any required obstruction.

Mr. Vilem advised that a Form 7460-1, Notice of Proposed Construction or Alteration, has been filed with the FAA to build a new hangar at the back of the airport property. Mr. Vilem did not have available specific prints or information to answer questions as to the exact location and how this construction would impact any portion of the existing concrete pads and aprons. He will provide this information at a later date.

#### Committee Reports

**Executive:** No additional comments.

#### **Buildings/ Grounds:**

Member Krister reported that there is a possible rental of Hangar A3 with an ultralight aircraft.

Groundskeeper Cutright displayed a recently purchased grease gun to be used with tractor equipment.

**Events Committee:** No report.

### **OLD/PENDING BUSINESS**

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Procedures – No discussion.

#### Fuel Farm Update

The location of the new Jet A tank has been approved and the Board now awaits the permit. Total Tank Works will then be able to remove the old and install the new Jet A convault tank. A cell phone will need to be installed to the 911 application to meet another fire marshall requirement.

#### M4000 card Reader Installation Update

President Lucas is awaiting quotes from several contractors to perform the necessary electrical work on the new card reader. A QT Pod technician will assist with the installation scheduled for August 28, 2020.

### **NEW BUSINESS**

#### Airport Finances Analysis

President Lucas prepared an analysis of the year-end cash projection for 2020. It included the expenses for the taxiway/runway light assembly, the lift station at Castles hangar, all expenses incurred to date and projected for the installation of the new Jet A tank, and proposed general operating expenses. The end result was a shortage of \$28,750.08 anticipated in 2020 even after considering receipt of Cares Act grant in the amount of \$30,000 and the projected general accounts receivables.

Member Gilmore stressed that certain events have created a dire situation during this past year. The costs associated with the new Jet A tank at the fuel farm issue are being litigated as they were a direct result of negligence of those responsible for the safe operation of the airport.

**Motion: To present the 2020 year-end analysis prepared by President Lucas to the County Commissioners (separating the costs associated with the new Jet A tank installation from the financial analysis) to respectfully request additional financial assistance.**

Moved: Gilmore; Seconded: Atwood

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

Yeas: Gilmore, Atwood, Krister, Lucas, Paul

#### **COMMENTS/ANNOUNCEMENTS**

Members/Personnel/Tenants/Citizens: None

#### **EXECUTIVE SESSION**

**Motion: To enter into Executive Session to discuss pending litigation at 7:04 pm.**

Moved: Paul; Seconded: Krister

The motion carried with a roll call vote 5-0-0

Yeas: Paul, Krister, Atwood, Gilmore, Lucas

**Motion: To resume Regular Session at 7:06 pm.**

Moved: Atwood; Seconded: Krister

The motion carried with a roll call vote 5-0-0.

Yeas: Atwood, Krister, Paul, Lucas, Gilmore

There was no action taken as a result of the executive session.

#### **ADJOURNMENT**

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

Moved: Krister; Seconded: Gilmore

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

Yeas: Krister, Gilmore, Paul, Lucas, Atwood

Minutes Prepared by:

Minutes Approved by:

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Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners  
Financial Report July 2020