

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

**REGULAR BOARD MEETING MINUTES – September 9, 2020**

**CALL TO ORDER**

President Lucas opened the monthly Portage County Regional Airport Authority Board meeting on Wednesday, September 9, at 6:01 pm. Members in attendance at the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm were Mark Atwood, Bob Krister, Homer Lucas, and Tim Paul; Member Gilmore attended via Zoom application; and Member Bob Krister entered the meeting at 6:15 pm.

**ROLL CALL**

Members Present: Mark Atwood  
Christopher Gilmore  
Homer Lucas  
Tim Paul  
Bob Krister (*entered at 6:35 pm.*)

Members Absent: None

**APPROVAL OF MEETING MINUTES**

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

Moved: Atwood; Seconded: Paul

The motion carried with a roll call vote with 4 members in attendance eligible to vote in favor, Atwood, Paul, Lucas, Gilmore

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

**General Fund Financial Report as of August 31, 2020**

|                                |                   |                     |
|--------------------------------|-------------------|---------------------|
| Beginning Balance              | 01/01/2020        | \$102,332.27        |
| General Operating Revenue      |                   | 74,682.34           |
| General Operating Expenditures |                   | 133,789.78          |
| Other Income                   |                   | 0.00                |
| Other Expenditures             |                   | 15,523.30           |
| <b>End Balance</b>             | <b>08/31/2020</b> | <b>\$ 27,701.53</b> |

**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 September 9, 2020, in the amount of \$27,701.53.**

Moved: Atwood; Seconded: Paul

The motion carried with a voice with 4 members present in favor.

**FAA/ODOT Fund Report**

As of 08/31/2020, the FAA/ODOT Fund balance remains at \$413.64 with no activity in August 2020.

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 August 2020 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Gilmore ; Seconded: Atwood

The motion carried with a voice vote with 4 members present in favor.

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

Mr. Hopkins was not in attendance but did notify the Board of the following:

- The fire extinguishers inside the fuel farm (2 units) and the extinguishers located at each dispensing cabinet (3 each) have been certified for another year.
  
- Waiting for the new control circuit board needed to repair the inoperative gate at the end of Nanway Blvd. Secretary Stacko will followup on this issue.
  
- The airport lighting vault has an exhaust fan to keep the internal temperature down during the summer and a radiant heater to keep the internal temperature above freezing during the winter. The heater is inoperative. Secretary Stacko will request that Mr. Hopkins arrange for Mr. Duber to repair the heater.

**Airport Engineer (Mark Vilem)**

Committee Reports

**Executive:**

A meeting has been set up to discuss support operator fees with the respective tenant.

**Buildings/ Grounds:**

The County Engineer's Office advised that it is not legally allowed to work on private property, when asked by Member Krister for aid in pavement improvement.

**Events Committee:** No report.

**OLD/PENDING BUSINESS**

Airport Expansion Opportunity (T hangar) – Discussion postponed.

Procedures

Secretary Stacko prepared a draft of Records Retention Policy for the Board's review. Once approved by the Board, it will be submitted to the Portage County Records Committee that meets in February for its review as a part of the review process. It is important that the Board accept its own policy to comply with the State Auditor's recommendation as a result of the state audit of 2018-2019.

Jet A Tank Replacement

Total Tanks Works anticipates installation of the new tank in mid-October 2020. The Board will need to notify the crane contractor 1 week before installation in order to remove the existing damaged tank. Jet fuel will not be available during the switch-out of the tanks.

**NEW BUSINESS**

Termination of Lease – Board Hangar 1

The Board decided In the fall of 2019 that it would be necessary to move its equipment out of Board Hangar 2 in order to implement improvements to Board Hangar 2. The Board advised the current tenant in Board Hangar 1 in 2019 of its future intentions in preparation of the move.

**Motion: To terminate the lease with the tenant in Board Hangar 1 effective by October 31, 2020.**

Moved: Atwood; Seconded: Paul

The motion carried with a voice vote with 4 members present in favor.

Meeting with County Officials (Roberts, Bennet, Brag)

President Lucas and Member Atwood met with County Administrator Gene Roberts, Commissioner Bennet, and Finance Director Todd Brag at the airport. They toured the airport and and learned about the many good benefits offered by the airport facility to the community, along with witnessing those areas that are in disrepair, i.e., Hangar B and its wet conditions, the damaged Jet A tank, the taxiway and runway with its pavement cracks, and the land on which Hangar C once stood.

The current Capital Improvement Plan was shared with the County group in detail emphasizing the funding opportunity offered from the FAA and ODOT which funds 90% and 5% of a project total respectively. President Lucas pointed out the value of both these funding sources as a past paving project totaled \$885,000 and now the upcoming North Taxiway Relocation project for both design and construction is projected at \$908,000.

(Engineer Vilem entered meeting at 6:30 pm; Bob Krister at 6:35 pm.)

President Lucas explained that the FAA cannot not consider funding for the engineering and design of the North Taxiway project until the property transfer has been completed. In an effort NOT to delay the North Taxiway project another year, there was some discussion if the County may be able to loan the respective funds to the Board to initiate the engineering and design with the intention of paying the funds back once the eventual FAA funding was received. However, if the Board proceeds with its own funding and the FAA specifications change, the FAA may not reimburse the Board. President Lucas shall invite the Board's FAA representative to walk the airport property and view the current status of this project; the Board will ask if the FAA would make an exception and provide discretionary funding for the design in an effort not to lose any annual entitlement.

There will be a follow-up meeting after October 1 with the County group to further discuss this matter.

A meeting with County Prosecutor Chris Meduri will be scheduled to discuss legal action relative to the damaged Jet A tank.

**COMMENTS/ANNOUNCEMENTS**

Members/Personnel/Tenants/Citizens: None

- Groundskeeper Cutright stated that he New Holland tractor needs rear roller bearings and Akron Tractor will be implementing that repair.
- Citizen Lou Gliozzi offered to email tenants on the airport grounds to seek contributions and labor to implement repair in the many potholes on Nanway Boulevard. The Board expressed appreciation to Mr. Gliozzi for initiating this action.
- President Lucas announced that John Festa, Board Member, has resigned from the Board effective immediately.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 6:56 pm.**

Moved: Krister; Seconded: Gilmore

The motion carried with a voice vote with 5 members present.

Yeas: Krister, Gilmore, Paul, Lucas, Atwood

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners  
Financial Report August 2020