

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

**REGULAR BOARD MEETING MINUTES – October 14, 2020**

**CALL TO ORDER**

President Lucas opened the monthly Portage County Regional Airport Authority Board meeting on Wednesday, on October 14, 2020, at 6:05 pm at the Portage Flight Center, 4039 Nanway Boulevard in Shalersville, Ohio, at 6:05 pm.

**ROLL CALL**

Members Present: Mark Atwood  
Christopher Gilmore  
Homer Lucas  
Tim Paul  
Bob Krister (*Arrived at 6:22 pm*)

**APPROVAL OF MEETING MINUTES**

**MOTION: To approve the regular meeting minutes of September 9, 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 September 30, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		87,970.34
General Operating Expenditures		140,587.11
Other Income		0.00
Other Expenditures		15,633.34
<b>End Balance</b>	<b>09/30/2020</b>	<b>\$ 34,082.16</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 October 14, 2020, in the amount of \$10,963.61**

Moved: Paul; Seconded: Atwood

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

FAA/ODOT Fund Report

As of 09/30/2020, the FAA/ODOT Fund balance remains at \$413.64 with no activity in September 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 September 2020 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Atwood; Seconded: Paul

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 repairs:

- The beacon light lamp is scheduled to be replaced.
- The gate at the end of Nanway Boulevard is now operative.
- A heater was replaced at the airport lighting vault.

### Airport Engineer (Mark Vilem)

#### FAA Issues

Engineer Vilem and President Lucas shared issues of concern expressed by the FAA during a recent telephone meeting regarding the proposed north taxiway and an issue with a building or hangar construction on the north side of the airport.

1. A proposed building construction on the north side

The Board discussed the proposed interest in the construction of a hangar or building and how it relates to the Airport Authority and taxiway access if a hangar or building is constructed.

2. Discussion on Through-the-fence Agreements

The FAA questioned if there were any through-the-fence (TTF) agreements with those tenants on the northside of the airport. Engineer Vilem explained that the FAA funds projects in which the airport benefits, but not for private entities.

The Board will prepare a presentation scheduled for the next FAA meeting on 11/17 to include the following facts relative to northside entity of Portage Airport Condominium Association (PACA).

1. Both partial and full designs for the north taxiway service airport owned and operated hangers.
2. The TTF operators/owners have deeded access to the airport and runway
3. The TTF operators/owners, as recorded in the plat/deed, must comply with the rules and regulations of the Portage County Airport
4. The TTF operators/owners, as recorded in the plat/deed, must only use the property for storage of aircraft and aircraft operations.
5. The TTF operators/owners have contributed land valued at \$45,000 to complete the taxiway project.
6. The TTF operators/owners pay user fees in accordance with the rules and regulations of the Portage County Airport

President Lucas will advise the members of the upcoming meeting times to develop the presentation and Capital Improvement Plan priority list.

#### Care Act Grant

President Lucas signed the final papers and Engineer Vilem expects funding to become available within the week.

## **Committee Reports**

### **Executive Committee:**

Land Acquisition: No additional news about the title transfers. Member Paul stated that AMS Title Company is very knowledgeable about the Portage County Airport and perhaps may be of some help in moving this issue along if need be.

**Finance Committee:** No additional comments.

### **Building/Grounds Committee:**

Member Krister reported:

- Three hangars are vacant
- He will arrange for Groundskeeper Cutright to receive appropriate training for pesticide applications
- Has discussed the vacating of Hangar 1 by October 31, 2020 with current tenant

**Events Committee:** No report.

## **OLD/PENDING BUSINESS**

Airport Expansion Opportunity (T hangar) – Discussion postponed.

### Records Request and Policy Procedures

Secretary Stacko reminded the Board that it must create its own procedures and policy in compliance with state audit mandate of audit year 2018-2019. Currently the Board had followed the procedures and policy from the County Commissioners office as approved by Chris Meduri, Assistant Prosecutor. It will be on November agenda.

### Jet A Tank Replacement

President Lucas was informed that a delay in the contractor's installation of the new tank moved to the week of November 16, 2020; Mr. Lucas intends on contacting the contractor to stress the urgency in this matter to perhaps have an earlier installation date.

### Meeting with County Officials (Roberts, Bennet, Brag)

The Board awaits feedback from the Portage County Officials relative to its last meeting about the current and future airport financial condition.

## **NEW BUSINESS**

### Board Official Nominations- Year 2021

President Lucas reminded the members to consider nominations for the positions of president and vice-president for Year 2021. Nominations and election shall take place at the November meeting.

**COMMENTS/ANNOUNCEMENTS**

Members/Personnel/Tenants/Citizens: None

- Groundskeeper Cutright advised that Akron Tractor should pick up the New Holland tractor by the end of the month for repair.
- President Lucas announced that tenant and pilot, Jack Schmidt, has submitted his application for an Airport Authority board appointment to the County Commissioners.
- President Lucas suggested that Castle Hanger should be referred to as "Board Hangars 3 and 4" to be consistent in its numbering system for board-owned hangars.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:06 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 September 2020