

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

REGULAR BOARD MEETING MINUTES –December 9, 2020

CALL TO ORDER

President Homer Lucas conducted the monthly Portage County Regional Airport Authority Board meeting on Wednesday, December 9, 2020, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:18 pm.

ROLL CALL

Members Present: Mark Atwood
Christopher Gilmore
Homer Lucas
Bob Krister

Members Absent: Tim Paul

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of November 11, 2020, as presented.

Moved: Atwood; Seconded: Gilmore; The motion carried with a voice vote with 4 members in attendance eligible to vote in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of November 30, 2020

Beginning Balance	01/01/2020	\$102,332.27
General Operating Revenue		125,588.89
General Operating Expenditures		150,921.50
Other Income		43,683.42
Other Expenditures		33,316.24
End Balance	11/30/2020	

FAAA/ODOT Financial Report as of November 30, 2020

As of 11/30/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	412.64
Revenue	11/30/2020	30,001.00
Expenditures as of	11/30/2020	30,000.00
End Balance	11/30/2020	\$ 413.64

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Invoice Review and Approval for Payment from General Fund Checking Account

The Board reviewed and approved expenses presented for payment.

MOTION: To authorize payment from the General Operating Fund for invoices/expenses presented on December 9, 2020, in the amount of \$ 7,215.79, except for:

General Crane additional cost for the crane service for the Jet A tank and invoices from Hartong Electric for prior services pending review of alleged services; and, Stanwade Metal Products, the remaining balance due for the Jet A tank, pending funding assistance discussion efforts with County Commissioners.

Moved: Gilmore Seconded: Atwood

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

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

Moved: Atwood; Seconded: Gilmore

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

Airport Manager (Representative: Chris Hopkins) – No report.

President Lucas reported that the FBO manager reported to Commissioner Bennett certain grounds maintenance concerns that are allegedly not being addressed by the Board. President Lucas and Member Atwood shall meet with Commissioner Bennett to address and explain the board's position on these concerns. The Board has authorized the airport manager or the representative to arrange necessary repairs without first consulting the Board for up to \$1,000 when needed.

Airport Engineer (Mark Vilem)

Engineer Vilem requested that the Board approve a pay application for the preliminary obstruction survey project work.

Motion: To authorize President Lucas to sign a payment request for reimbursement from the FAA for the Aeronautical Obstruction Survey by CHA in the amount of \$8,058.56

Moved: Atwood; Seconded: Gilmore

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

Engineer Vilem will submit to the FAA and payment to CHA will be processed when funds are received from the FAA.

Engineer Vilem also advised that the FAA has added action items to the latest capital improvement plan regarding taxiway approaches and property acquisition. President Lucas will follow-up on the status of the property acquisition for the January 2021 meeting. A second follow-up meeting shall be scheduled with the FAA. Property acquisition information is needed before a grant submission may be filed by September 21, 2021.

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The members emphasized the importance of the implementation of the north taxiway project is it will allow aircraft access from the north area of the grounds. If the respective aircraft cannot have access, it will relocate and the airport will lose much needed revenue.

Committee Reports

Executive - No additional comments.

Finance: - No additional comments.

Buildings/ Grounds:

President Lucas confirmed that emergency shut-off valves have been installed on the new Jet A tank.

Groundskeeper Cutright has placed snow stakes around respective obstacles on the grounds to prevent damage during plowing.

Akron Tractor advised that the tractor may be ready by the end of the week; Groundskeeper Cutright will follow-up on this issue and will order new plow blades and shoes.

President Lucas is working on updating the board's website.

Events Committee: No report.

OLD/PENDING BUSINESS

Jet A Fuel Tank Replacement

The fire marshal will inspect the tank within a week and it then will be ready to be filled with gas.

NEW BUSINESS

No new business.

COMMENTS/ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:55 pm.

Moved: Atwood; Seconded: Paul

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

Minutes Prepared by:

Minutes Approved by:

Karen A. Stacko

Karen A. Stacko, Secretary, Treasurer

Homer Lucas

Homer Lucas, President

c: County Commissioners; Financial Report November 2020