

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

SPECIAL BOARD MEETING MINUTES –January 20, 2021

CALL TO ORDER

President Homer Lucas conducted the special Portage County Regional Airport Authority Board meeting on Wednesday, January 20, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:03 pm.

(Note: There was no quorum to conduct the regularly scheduled meeting of January 13, 2021. Therefore, this special meeting was arranged to consider the usual and customary monthly business.)

Members Present: Mark Atwood
 Christopher Gilmore (via Zoom)
 Homer Lucas
 Bob Krister
 Tim Paul
New Member: Jack Schmidt

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of December 14, 2020, as presented.

Moved: Atwood; Seconded: Krister; The motion carried with a voice vote with 4 members in attendance eligible to vote in favor: Atwood, Krister, Lucas, Gilmore. Member Paul abstained as he did not attend the December meeting.

OATH OF OFFICE

The Board welcomed new member, Jack Schmidt, who recited the oath of office. His commission commenced on December 17, 2020, and is effective until November 5, 2023.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of December 31, 2020

Beginning Balance	01/01/2020	\$102,332.27
Revenue (General Operating)		133,073.89
Expenditures (General Operating)		158,027.25
Revenue (Other)		0.00
Expenditures (Other)		43,793.46
End Balance	12/31/2020	33,585.45

FAAA/ODOT Financial Report as of December 31, 2020

Beginning Balance		412.64
Revenue		38,059.56
Expenditures		30,000.00
End Balance	12/31/2020	8,472.20

Portage County Regional Airport Authority Special Meeting Minutes of January 20, 2021

Invoice Review and Approval for Payment from General Fund Checking Account

The Board reviewed and approved certain expenses presented for payment.

MOTION: To authorize payment from the General Operating Fund for invoices/expenses presented on January 20, 2021, in the amount of \$ 6,774.20 to include payroll and related payroll expenses, utility expenses, and certain expenses designated by the Board.

Moved: Atwood; Seconded: Paul

The motion carried with a voice vote with 6 members present in favor.

Invoice Review and Approval for Payments from FAA/ODOT Account

Motion: To authorize partial payment from the FAA/ODOT Fund for an invoice submitted by CHA Consulting in the amount of \$8,058.56 for the Aeronautical Obstruction Survey.

Moved: Atwood; Seconded: Paul

The motion carried with a voice vote with 6 members present in attendance in favor.

The Board discussed its receipt of revenue; some expenses were placed on hold this month pending the receipt of additional revenue. Secretary Stacko advised that user fee invoices would be initiated at the end of January which would bring in additional funds.

At this time in the meeting, the Board addressed another issue with issues of pending expenses due and receipt of revenue from Hartong Electric.

One issue is the claim for payment for work done by Hartong Electric for various projects in past years. The Board is awaiting revised invoices for said work.

A second issue is that Mr. Hartong as the tenant in Hangar 1 has not complied with the Board's request to evacuate the hangar by October 31, 2020 and that rent payments have not been received for October 2020 and the subsequent months.

The Board considered various options on handling these separate issues.

Motion: To authorize the Board to initiate the eviction process for the tenant in Board Hangar 1 with the Portage County Sheriff's office, and send a letter to the Hangar 1 tenant to encourage the tenant to meet with the Board to discuss the evacuation of Hangar 1 as requested.

Moved: Schmidt; Seconded: Atwood

The motion carried with 6 members in favor.

Approval of Financial Reports

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

Moved: Schmidt; Seconded: Krister

The motion carried with a voice vote with 6 members present in favor.

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Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance but related to President Lucas that Total Tank Works implemented a repair to hand pump on the fuel system, will order parts to correct a small leak in the Jet A dispenser, and order parts for a new vent on the new tank.

Airport Engineer (Mark Vilem)

Mr. Vilem was not in attendance.

President Lucas will arrange a future conference call to discuss the north taxiway project and masterplan's inclusion in the Capital Improvement Plan with Engineer Vilem.

President Lucas provided the requested the Novak property description to Bennett Title and is awaiting the legal closing title work for the other involved properties relative to the North Taxiway project.

Committee Reports

Executive - No additional comments.

Finance: - No additional comments.

Buildings/ Grounds:

Member Krister requested that the topic of user fees be placed on the next agenda.

Member Schmidt suggested tenants be reminded not to retain gas in containers within hangars in the interest of safety. Secretary Stacko will include such a notice on the upcoming user fees and rent invoices.

(Note: Member Gilmore exited the meeting at 7:05 pm)

Events Committee: No report.

OLD/PENDING BUSINESS

No old business discussed.

NEW BUSINESS

No new business.

COMMENTS/ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

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

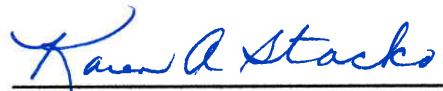
Moved: Krister; Seconded: Atwood

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

Portage County Regional Airport Authority Special Meeting Minutes – January 20, 2021

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners; Financial Report December 2020