

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

SPECIAL BOARD MEETING MINUTES –February 10, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, February 10, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm.

Members Present: Mark Atwood
Christopher Gilmore
Homer Lucas
Bob Krister
Tim Paul
Jack Schmidt

APPROVAL OF MEETING MINUTES

MOTION: To approve the special meeting minutes of January 20, 2021, as presented.

Moved: Schmidt; Seconded: Gilmore

The motion carried with a voice vote with all 6 members in attendance eligible to vote in favor: Schmidt, Atwood, Krister, Lucas, Gilmore, Paul, Krister

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of January 31, 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	4,336.21
Expenditures (General Operating)	4,767.26
Revenue (Other)	0.00
Expenditures (Other)	0.00
End Balance 12/31/2020	\$ 33,154.40

FAAA/ODOT Financial Report as of January 31, 2021

Beginning Balance	\$ 8,472.20
Revenue	22,285.23
Expenditures	8,058.56
End Balance 12/31/2020	\$ 22,698.87

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 February 10, 2021, in the amount of \$ 17,322.20 to include payroll and related payroll expenses, utility expenses, and certain expenses designated by the Board.

Moved: Gilmore; Seconded: Krister

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 payment from the FAA/ODOT Fund for an invoice submitted by CHA Consulting in the amount of \$895.39 for the balance of Invoice 1; \$16,388.95 for Invoice 2; and \$5,000.89 for Invoice 3 for the Aeronautical Obstruction Survey.

Moved: Gilmore; Seconded: Paul

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

The FAA had previously deposited the funds into the FAA/ODOT checking account to cover these expenses.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for January 2021 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Atwood; Seconded: Gilmore

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance but related to President Lucas that it is time to change out the fuel filters on the airport grounds. There was some discussion on who actually should initiate the change out, the Board or the FBO. Secretary Stacko will ask Mr. Hopkins if he would implement this maintenance issue.

There are 6 streetlights that are not functioning at the fence line between the fuel farm and the parking lot that require attention. Secretary Stacko will report this situation to First Energy.

Airport Engineer (Mark Vilem)

Engineer Vilem distributed the copy of the obstruction study for review and discussion. He will initiate an ODOT grant to implement the necessary work for this project.

Engineer Vilem remarked that the obstruction removal, design of the north taxiway, and masterplan shall be included in 2021 grant. The Board is seeking a way to get the north taxiway constructed in 2021 in the interest of safety. President Lucas will contact the FAA representative to find a way to accomplish this in 2021.

Committee Reports

Executive, Finance, Buildings/ Grounds, Events Committees: No report.

OLD/PENDING BUSINESS

No old business discussed.

NEW BUSINESS

Potential Dissolution of Airport Authority

The Board of Portage County Commissioners is considering the takeover of the general operations of the Airport Authority. It is necessary for the Board to pass a resolution of intent to begin the process. The Board discussed the issue and initiated the following resolution:

Motion: To Prepare Resolution 2021-01, Resolution of Intent- Dissolution

The Portage County Regional Airport Authority seeks the dissolution of the Portage County Regional Airport Authority Board of Trustees and the Portage County Regional Airport Authority.

Moved: Atwood; Seconded: Paul

The motion carried with a roll call vote with all six members in favor: Atwood, Paul, Gilmore, Krister, Lucas, Schmidt

This resolution will be forwarded to the County Commissioners for consideration.

COMMENTS/ANNOUNCEMENTS

Tenant Gliozzi reported that the PAPI's are not working and pointed out areas of the taxiway that have severe cracks allowing water to flow under the taxiway.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:03 pm.

Moved: Schmidt; Seconded: Atwood

The motion carried with a roll call vote with 6 members present in favor:

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners; Financial Report January 2021