

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

REGULAR BOARD MEETING MINUTES – March 10, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, March 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 (via Zoom)
Homer Lucas
Bob Krister
Tim Paul
Jack Schmidt

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of February 10, 2021, as presented.

Moved: Atwood; Seconded: Schmidt

The motion carried with a voice vote with all 5 members in attendance eligible to vote in favor: Atwood, Schmidt, Krister, Lucas, Gilmore, Krister; Paul abstained as he did not attend this meeting.

MOTION: To approve the special meeting minutes of February 25, 2021, as presented.

Moved: Atwood; Seconded: Schmidt

The motion carried with a voice vote with all 6 members in attendance in favor:

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report - February 2021

Beginning Balance	01/01/2021	\$	33,585.45
Revenue (General Operating)			15,291.21
Expenditures (General Operating)			33,788.71
Revenue (Other)			0.00
Expenditures (Other)			0.00
End Balance	February 28, 2021	\$	15,087.95

FAAA/ODOT Financial Report February 2021

Beginning Balance	01/01/2021	\$	8,472.20
Revenue			22,285.23
Expenditures			30,343.79
End Balance – February 28, 2021		\$	413.64

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 March 10, 2021, in the amount of \$ 10,292.92 and, \$46,660.89 for invoices/expenses presented at the special February 25, 2021 meeting, but paid in March after receipt of county loan proceeds.

Moved: Gilmore; Seconded: Krister

The motion carried with a voice vote with all 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 \$25,967.56 for the Aeronautical Obstruction Survey pending receipt of the funds from the Federal Aviation Administration.

Moved: Gilmore; Seconded: Paul

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

Approval of Financial Reports

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

Moved: Schmidt; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance. The fuel filter change-out remains an issue as to who is to conduct or perform this annual maintenance. Member Gilmore will discuss matter with the FBO owner.

First Energy has been notified that 6 streetlights are not functioning at the fence line between the fuel farm and the parking lot.

Airport Engineer (Mark Vilem)

Engineer Vilem prepared final pay applications for President Lucas's review and signature for the Obstruction Removal Study.

Engineer Vilem also prepared a Disadvantage Business Enterprise plan to include years 2020-2022 per compliance with federal requirements. Mark Atwood shall be the representative for the Board. A virtual meeting shall be held to educate contractors on the goals of the potential projects through these years.

An FAA conference call has been scheduled for the upcoming Tuesday March 16, 2021, with the emphasis on the north taxiway project and the master plan.

Mr. Vilem offered his services to the Portage County Commissioners when it comes time for the county to take over the airport facility.

Committee Reports

Executive, Finance: No additional information

Buildings/ Grounds: Member Krister related there have been several hangar rental inquiries.

Events: No report.

OLD/PENDING BUSINESS

Proposed Hangar Construction Requirements

President Lucas received a list of requirements from the FAA for any potential through-the-fence hangar construction that included general operating procedures and user fees. A user's agreement shall be created between the Board and the owner of the proposed hangar that will be reviewed and approved by both the Board and its legal counsel.

NEW BUSINESS

No new business discussed.

EXECUTIVE SESSION

The Board initiated the following:

MOTION: To move into executive session to discuss existing Board Hangar 1 rental fee and contract.

Moved: Schmidt; Seconded: Paul

The motion carried with a roll call vote with all 6 members in favor: Schmidt, Paul, Atwood, Gilmore, Krister, Lucas.

MOTION: To return to regular session at 6:53 pm.

Moved: Atwood; Seconded: Paul

The motion carried with a roll call vote with all 6 members in favor: Atwood, Paul, Lucas, Gilmore, Schmidt, Krister

MOTION: To prepare a new Board Hangar 1 rental contract and to increase the monthly rent to \$2,400 per month.

Moved: Schmidt; Seconded: Atwood

The motion carried with all 6 members in favor.

Member Schmidt shall be the designated contract person in dealing with the tenant currently renting Board Hangar 1.

COMMENTS/ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

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

Moved: Schmidt; Seconded: Atwood

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

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners; Financial Report February 2021