

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

**REGULAR BOARD MEETING MINUTES – April 14, 2021**

**CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, April 14, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm.

Members Present: Mark Atwood (Via Zoom)  
Homer Lucas  
Bob Krister  
Jack Schmidt  
Members Absent: Christopher Gilmore  
Tim Paul

**APPROVAL OF MEETING MINUTES**

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

Moved: Schmidt; Seconded: Krister

The motion carried with a voice vote with 4 members in attendance eligible to vote in favor: Schmidt, Krister, Lucas, Atwood

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

**General Fund Financial Report - March 2021**

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	120,748.57
Expenditures (General Operating)	50,950.52
Revenue (Other)	0.00
Expenditures (Other)	39,792.00
<b>End Balance March 31, 2021</b>	<b><u>\$ 63,591.50</u></b>

**FAAA/ODOT Financial Report March 2021**

Beginning Balance 01/01/2021	\$ 8,472.20
Revenue	22,285.23
Expenditures	30,343.79
<b>End Balance –March 31, 2021</b>	<b><u>\$ 413.64</u></b>

**Invoice Review and Approval for Payment from General Fund Checking Account**

The Board reviewed the list and discussed certain expenses.

Hartong Electric: There were 2 separate issues:

- (1) The Board owes Hartong Electric for past lighting work from prior years, some of which the Board was not aware of; and,
- (2) Hartong Electric was requested to vacate Hangar 1 over 1 year ago and has not complied; it now owes the Board rent for 4 months for the occupancy of Board Hangar 1.

Mr. Hartong stated to Member Schmidt that until the Board paid the outstanding invoices for past work, he would not vacate Hanger 1. After discussion, the Board agreed that two board members (Schmidt and Krister) would meet with Mr. Hartong to exchange the Board's payment due to Hartong Electric in exchange for Mr. Hartong's past due rental fee with the immediate surrender of Hangar 1 and key.

Portage County Regional Airport Authority Regular Meeting Minutes – April 14, 2021

Portage Flight Center LLC

There were expenses connected with the Jet A tank damage and prior expenses that were placed on hold. Due to the receipt of a loan from the Portage County Commissioners, the Board was able to initiate payment for these past due expenses.

After discussion of these special expenses, the Board approved the following:

**MOTION: To authorize payment from the General Operating Fund for invoices/expenses as listing below:**

**An amount of \$14,431.00 to Portage Flight Center for outstanding expenses for fuel tank rental, snowplowing, fuel farm motor repair; and,**

**An amount of \$10,224.30 to Hartong Electric for 3 lighting projects from prior years in a manner prescribed during the meeting; and,**

**the remaining invoices presented for payment for the usual and customary expenses presented April 14, 2021, for \$9,554.98; for a total of \$34,210.28.**

Moved: Krister; Seconded: Schmidt; The motion carried with a voice vote with 4 members present in favor.

Approval of Financial Reports

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

Moved: Krister; Seconded: Schmidt

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

Airport Manager (Representative: Chris Hopkins)

No report.

Airport Engineer (Mark Vilem)

Approval of Invoice from CHA for Obstruction Study

Mr. Vilem submitted the final FAA reimbursement application for signature to President Lucas. It reflected only 90% of the amount due; the remainder due will be requested at the grant closing as is the FAA practice. The invoice 6 was \$20,444.65, but only \$12,948.65 was requested.

**MOTION: To authorize payment to CHA upon receipt of FAA funding for the partial amount for Invoice 6 in the amount of \$12,948.65.**

Moved: Schmidt; Seconded: Krister

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

Mr. Vilem also presented the independent fee proposal for the master plan study estimate from Woolpert, an engineering firm. Since the Master Plan fee is over \$100,000, this application for the master plan study estimate is required to be included in the final grant application due May 3, 2021.

**MOTION: To authorize the final grant application submittal for the master plan study based on the independent fee estimate from Woolpert.**

Moved: Schmidt; Seconded: Krister

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

**OLD/PENDING BUSINESS**

Land Acquisition Project

Some progress has been made with the land acquisition for the 2017 grant reported by President Lucas.

Dissolution of Airport Authority

Per President Lucas the County Commissioners are in process of hiring a new County supervisor and a replacement for the former Director of Budget and Financial Management before the transition will occur.

**NEW BUSINESS**

Farmer's Agreement 2021

Jack Giulitto signed the agreement to farm the acres of Airport Authority in exchange for weed control on airport grounds.

**MOTION: To authorize Jack Giulitto to farm the 8 acres of Airport Authority land on State Route 44 (across the road from the Portage County Airport) in exchange for the implementation of weed control on airport grounds effective immediately until December 31, 2021.**

Moved: Schmidt; Seconded: Krister

The motion carried with 4 members present in favor.

New Hangar Construction on Northside of Airport

Dick Bonner is planning to construct a new hangar on the north side of airport. He requested to exchange the use of groundwork from the northeast corner of the runway where an identified obstruction exists for use at the new hangar location. Equipment will be directed from Infirmary Road to avoid transporting dirt over the taxiway/runway.

The Members suggested that an agreement be prepared and presented to Mr. Bonner listing the conditions under which this request may be honored to include restoration of the affected land to original condition. The members recommended Tim Paul and Christopher Gilmore prepare the said agreement.

**MOTION: To authorize Members Tim Paul and Christopher Gilmore to prepare an agreement listing conditions required for the use of groundwork as requested by Dick Bonner for a new hangar construction on the Northside of the Portage County Airport.**

Moved; Schmidt; Seconded: Krister

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

Committee Reports

Executive, Finance: No additional information.

Buildings/ Grounds:

All Phase Company investigated the light outage at the parking lot area and determined it was a ballast issue. It recommended the conversion to the LED light system at a cost of \$1,975 for better efficiency and longer light production.

**MOTION: To authorize All Phase Company to convert the existing lights to LED lights at the parking lot area in the amount of \$1,975.00.**

Moved: Schmidt; Seconded: Krister

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

Member Krister advised:

- He and Groundskeeper Cutright repaired roof areas at Hangars A and D.
- There are 4 hangar vacancies advertised on the Board's website.
- He and Member Schmidt cleaned up the gravel and debris at the taxiway area in front of Hangars A and B and implemented some cold patch work in a few places.

### COMMENTS/ANNOUNCEMENTS

#### Citizens Comments

- Citizen Julie Andrella who resides on Webb Road shared concerns over low-flying aircraft over her property. She is concerned over the noise and frequent air traffic. President Lucas will meet with Mrs. Andrella to share airport information and continue future communications relative to her concerns.
  
- Pilot Lou Gliozzi reported that there is water undermining the cracksealed area on the airport grounds.

### ADJOURNMENT

**MOTION: To adjourn the regular meeting at 7:12 pm.**

Moved: Schmidt; Seconded: Krister

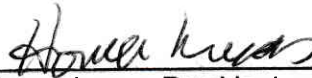
The motion carried with a voice vote with 4 members present in favor:

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners; Financial Report March 2021