

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

REGULAR BOARD MEETING MINUTES – May 12, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, May 12, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm.

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

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of April 12, 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 – April 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	126,563.57
Expenditures (General Operating)	72,478.30
Revenue (Other)	0.00
Expenditures (Other)	52,474.50
End Balance April 30, 2021	<u>\$ 35,196.22</u>

FAAA/ODOT Financial Report April 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Revenue	61,201.44
Expenditures	69,290.00
End Balance – April 30, 2021	<u>\$ 383.64</u>

Invoice Review and Approval from General Checking Account

The Board reviewed the list presented by Secretary Stacko for payment:

MOTION: To authorize payment from the General Operating Fund for invoices and expenses presented May 12, 2021, for a total of \$ 8,145.45, but to exclude payment to Kustom Fence Company for \$200 pending investigation of said work.

Moved: Schmidt; Seconded: Atwood

The motion carried with a voice vote with 5 members present in favor.

Approval of Financial Reports

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

Moved: Schmidt; Seconded: Krister

The motion carried with a voice vote with 5 members present in favor.

Airport Manager (Representative: Chris Hopkins)

No report.

Airport Engineer (Mark Vilem)

Engineer Vilem submitted the grant application for the masterplan and the paperwork has been forwarded to the Board's legal counsel for signature. The Board awaits approval of the Airport Corona Virus Response Program (ACVRP) grant from the FAA.

The Board anticipates news on the submission of the replat application by the title company for the property acquisition project. The deadline for submission was on this date in order to be on the County's Planning Commission meeting in June. Mr. Vilem related that the title company just needed county-required signatures on the application as the property owner signatures had already been secured.

Engineer Vilem will apply for an ODOT grant in May 2022 for the obstruction removal .

The only grant for Year 2021 will be for the masterplan preparation to begin in 2021. The public, county commissioners, and the Board all will have input into the masterplan document. Member Paul expressed the need for a designated area to place snow removed from the runway/taxiway and wanted this to be incorporated into the plan.

OLD/PENDING BUSINESS

Dissolution of Airport Authority

The Board has not received any additional feedback on this issue and will revisit this topic next month.

Through the Fence Access Request

President Lucas sent a draft of a Through-the-Fence Access Agreement to the FAA for review on behalf of Mark Vojtko who would like to build a hangar on the north side of the airport. The draft agreement was previously sent to the Board's Counsel for review and input. The Board awaits the response from the FAA.

Committee Reports

Executive, Finance: No additional information.

Buildings/ Grounds:

LED lights have replaced the existing bulbs at the light poles surrounding the parking lot on the airport grounds. There is a discrepancy on who is responsible for 3 non-functioning lights on a light pole at the parking lot. Secretary Stacko will follow up with Ohio Edison to clarify this issue.

Member Krister has been following up on hangar rental interest.

The Board's equipment will be moved to Hangar 1 after a door repair has been completed. The members discussed what repairs to Hangar 2 may be necessary before renting it out.

NEW BUSINESS

Purchase Order Review

The Board discussed the need for a purchase order form and criteria when one is needed. President Lucas shared some samples of forms. The members will discuss further at a future meeting.

COMMENTS/ANNOUNCEMENTS

Citizens Comments: None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:53 pm.

Moved: Atwood; Seconded: Krister

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

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners; Financial Report April 2021