

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

REGULAR BOARD MEETING MINUTES – June 09, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, June 09 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:02 pm.

Members Present: Mark Atwood  
Homer Lucas  
Bob Krister (Arrived 6:21 pm)  
Jack Schmidt  
Tim Paul

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

**MOTION:** To approve the regular meeting minutes of May 12, 2021, as presented.

Moved: Atwood; Seconded: Schmidt

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – May 2021

|                                  |                     |
|----------------------------------|---------------------|
| Beginning Balance 01/01/2021     | \$ 33,585.45        |
| Revenue (General Operating)      | 152,425.19          |
| Expenditures (General Operating) | 80,203.70           |
| Revenue (Other)                  | 0.00                |
| Expenditures (Other)             | 52,474.50           |
| <b>End Balance May 31, 2021</b>  | <b>\$ 53,332.44</b> |

FAAA/ODOT Financial Report May 2021

|                                  |                  |
|----------------------------------|------------------|
| Beginning Balance 01/01/2021     | \$ 8,472.20      |
| Revenue                          | 61,201.44        |
| Expenditures                     | 69,290.00        |
| <b>End Balance –May 31, 2021</b> | <b>\$ 383.64</b> |

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 June 9, 2021 for a total of \$11,224.12, but to exclude payment to Kustom Fence Company for \$200 pending investigation of said work.

Moved: Atwood; 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 May 2021 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Paul; 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)**

Engineer Vilem alerted the Board to watch for the FAA certification paperwork for the Master Plan as it will precede the issuance of the grant for this project.

**Committee Reports**

**Executive, Finance Committee**

President Lucas announced that another grant opportunity relative to the Corona Virus Pandemic will be available to airport in the near future. The Airport Corona Virus Response Program (ACVRP) will offer another grant for \$13,000 to be used for paid operational expenses during the Corona Virus pandemic. Once the grant is executed, the Board will forward appropriate expense receipts to Engineer Vilem for processing. Member Paul inquired if property taxes may be considered in these operational expenses and Engineer Vilem will check into that possibility.

**Buildings/ Grounds**

AWOS Weather Station Issue: Member Atwood reported that the AWOS weather station had failed several times recently during high heat days. The repairman advised that the culprit could be the power supply or control board, but recommended that the ground area around the weather station be trimmed low to prevent heat and moisture build-up. Groundskeeper Cutright will follow these guidelines.

Change Out of Fuel Farm Filters: The filters are due to be replaced. Groundkeeper Cutright will contact the Airport Manager Representative, Chris Hopkins, to see if he may be able to provide guidance and assistance in the replacement process.

*(Note: Member Krister arrived at 6:21 pm.)*

FAA Notam re Approaches: The FAA issued a notam relative to small trees and bushes near the taxiway. Engineer Vilem will mark the respective areas in question to be removed. The Board will photo the area before and after the completion of the work by Groundskeeper Cutright and board members. The Board will send a letter to the FAA certifying the removal of the stated obstructions once eliminated.

Member Krister reported:

- Hangar 1 is now ready for the Board's equipment storage.
- Hangar 2 is under repair before leasing. The Board awaits quotes for a lift station installation.

President Lucas stated that the parking lot lights are overpowering the beacon. Member Krister will determine a solution.

Events Committee

2021 Runway Fest: Todd Peetz from the Portage County Regional Planning Commission inquired if there was going to be such an event in 2021. President Lucas has contacted former member Christopher Mars who lead prior committees on this event in the past for input. President Lucas expressed it does not appear that this event will happen this year, but possibly in 2022. He suggested, however, that a Young Eagles event could be considered yet for 2021.

**OLD BUSINESS**

Dissolution of Airport Authority

There has been no additional information from the Commissioners' office about the requested dissolution of the Board. President Lucas will contact Commissioner Bennett regarding this issue.

Use of Groundwork Due to New Hangar Construction

The Board awaits a letter of explanation and agreement from Dick Bonner.

Purchase Order Policy

The Board will address the procedure when warranted per President Lucas.

**NEW BUSINESS**

Metro Life Flight

The Board learned that Metro Life Flight will be leaving the Portage County Airport facility. President Lucas will find out if University Hospital may be interested in this opportunity.

**COMMENTS/ANNOUNCEMENTS**

Citizens Comments:

Citizen Julie Andrella inquired about the status of the masterplan. Engineer Vilem explained that the grant application has been submitted. Once the grant is issued, working groups and public meetings will be set up to craft the draft of masterplan for FAA review and approval. The timeframe is anticipated at one year.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 6:57 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