

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

REGULAR BOARD MEETING MINUTES – July 14, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, July 14, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:04 pm.

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

Members Absent: Bob Krister

APPROVAL OF MEETING MINUTES

**MOTION:** To approve the regular meeting minutes of June 9, 2021, as presented.

Moved: Schmidt; Seconded: Paul

The motion carried with a voice vote with 4 members in attendance eligible to vote in favor: Schmidt, Paul, Atwood, Lucas; Gilmore abstained as he was absent for the June meeting.

MONTHLY REPORTS

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report – June 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	158,810.99
Expenditures (General Operating)	91,428.64
Revenue (Other)	0.00
Expenditures (Other)	52,474.50
<b>End Balance June 30, 2021</b>	<b><u>\$ 48,493.30</u></b>

FAAA/ODOT Financial Report June 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Revenue	61,201.44
Expenditures	69,290.00
<b>End Balance –June 31, 2021</b>	<b><u>\$ 383.64</u></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 July 14, 2021, for a total of \$31,095.17, but to exclude payment to Kustom Fence Company for \$200 pending investigation of said work.

Moved: Gilmore; Seconded: Atwood

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 June 2021 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Schmidt; Seconded: Paul

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

**Airport Manager (Representative: Chris Hopkins)**

1. Mr. Hopkins will order the filters for the fuel farm and guide Groundskeeper Cutright on the installation.
2. President Lucas will review the fire extinguisher annual inspection procedure with Mr. Hopkins for the Portage Flight Center and the Airport Authority properties.
3. Due to the Notam re AWOS inoperative precipitation sensor, Member Atwood will examine issues relating to the AWOS and loss of internet access.
4. Member Atwood will follow up with Mr. Hopkins re a report that 38 lights are inoperable.

**Airport Engineer (Mark Vilem)**

Grant Updates

Engineer Vilem received a list of paid expenses from the Board required to justify receipt of the American Corona Virus Response Program grant in the amount of \$13,000. Additionally, President Lucas submitted an application for the future American Rescue Plan Act Grant in the amount of \$32,000.

Master Plan Grant

President Lucas received the certifications for the master plan grant and forwarded the documents to the Commissioners for review by the Board's Counsel and subsequent signature and approval by the Commissioners. The paperwork will then be submitted to the FAA to issue the grant.

Status of Taxiway Property Purchase

The Portage County Planning Commission was meeting on this evening. If for some reason the purchase project will not be finalized the end of July, the FAA confirmed that the Board could request a 1-year extension.

**Committee Reports**

Executive, Finance Committee

- System Award Management Renewal

As is required by the FAA to receive grants, President Lucas renewed the Airport Authority's credentials for Year 2021.

Buildings/ Grounds

- Obstruction Removal: Member Paul and Groundskeeper Cutright removed 3 ground obstructions as directed in a FAA notam. Before and after pictures were taken of the respective obstructions and forwarded to the FAA.
- Hangar 1 and 2 Updates: Most of the equipment has been mobilized from Hangar 2 to Hangar 1. Member Krister is to install a new door lock on Hangar 2.

Events:

- President Lucas notified Todd Peetz from the Portage County Administration that there would be no activities on the airport grounds this year in conjunction with the "Celebrate Portage" September event.

**OLD BUSINESS**

Airport Authority Dissolution Update

The Commissioners are seeking a consultant for information on airport operations. Joe Harris, new finance director, has been in contact with President Lucas with questions on airport dealings.

**NEW BUSINESS**

Compass Rose Painting

The Lake Erie Chapter of the 99's offered to re-paint the Compass Rose on September 11 and 12, 2021. The Board's responsibility is to clean and seal the respective area and to pay for the paint. Member Gilmore will arrange the preparation work. President Lucas shall sign the paperwork to proceed with this project.

**MOTION: To authorize President Lucas to sign the paperwork for the Lake Erie Chapter of the 99's to proceed with the project to repaint the Compass Rose at the Portage County Regional Airport.**

Moved: Gilmore; Seconded: Atwood

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

Girl Scout Tour of Airport Grounds

A girl scout troop from Rootstown requested a tour for an age range of 7-10. Citizen Debbie Gliozzi suggested various aircraft-related crafts and perhaps a tour of an aircraft. President Lucas will contact the EAA local chapter as it may have programs designed for this age group.

**COMMENTS/ANNOUNCEMENTS**

Citizens/Employee Comments:

- Groundskeeper Cutright reported:
  1. He will be purchasing a new battery for the Kubota tractor
  2. He installed a new windsock
  3. Has been weeding around the taxiway
  4. Will place safety flags on mowing tractor and will issue notam when mowing
  
- Citizen Lou Gliozzi expressed his appreciation to President Lucas for all his efforts in the AWOS repair issues.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 6:51 pm.**

Moved: Gilmore; Seconded: Schmidt

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