

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

REGULAR BOARD MEETING MINUTES – August 11, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, August 11, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:03 pm.

Members Present: Mark Atwood
 Christopher Gilmore
 Bob Krister (Arrived at 6:25 pm.)
 Homer Lucas
 Jack Schmidt
 Tim Paul

APPROVAL OF MEETING MINUTES

MOTION: **To approve the regular meeting minutes of July 14, 2021, as presented.**

Moved: Gilmore; Seconded: Atwood

The motion carried with a voice vote with 5 members in attendance eligible to vote in favor: Atwood, Schmidt, Lucas, Paul

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – July 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	168,335.99
Expenditures (General Operating)	122,523.81
Revenue (Other)	0.00
Expenditures (Other)	52,474.50
End Balance July 31, 2021	<u>\$ 26,923.13</u>

FAAA/ODOT Financial Report June 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Revenue	74,201.44
Expenditures	69,290.00
End Balance – June 30, 2021	<u>\$ 13,383.64</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 August 11, 2021, for a total of \$15,337.41, 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 5 members present in favor.

There was some discussion on outstanding user fees; Secretary Stacko will send out reminder letters to the respective tenants to determine status.

Approval of Financial Reports

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

Moved: Schmidt; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance but advised per an email that the fuel filter parts have arrived and he will schedule the installation with Groundskeeper Cutright.

As for the annual inspection of the fire extinguishers, Mr. Hopkins will arrange the inspection for the extinguishers for the Portage Flight Center; President Lucas will ask Member Krister to arrange the inspection for the Airport Authority's extinguishers

Member Atwood remarked that the taxiway lights are on all the time. President Lucas will address issue with Mr. Hopkins first for resolution. Engineer Vilem will research if runway lights may qualify for grant funding.

Airport Engineer (Mark Vilem)

A third federal CARES assistance grant has been submitted for \$32,000 to the Commissioners for signature.

Approval paperwork for the masterplan grant is underway with the Commissioners administration and needs to be submitted by the deadline August 16, 2021.

All the required County departments have signed the plat paperwork for the land acquisition project relative to the north taxiway project and the Board awaits news from the title company on the next step.

Engineer Vilem will attend the OAA virtual conference on runway rehabilitation in September.

(Bob Krister arrived at 6:25 pm)

Committee Reports

Executive, Finance Committee – No addition information.

Buildings/ Grounds

- There was an inquiry into the rental of Board Hangar 2. The question remains if the Board should initiate the needed repairs or leave it to the potential renter. Member Gilmore suggested that the Board could grant the renter free rent for a certain amount of time if the renter would implement required repairs. The Board also could initiate improvements and charge a higher rent.
- All Phase Company repaired a taxiway light that a pilot damaged. Secretary Stacko will send said invoice to the responsible party.
- Member Tim Paul removed a minor tree obstruction.
- The Compass Rose and KPOV sign painting project will be \$975.00. President Lucas calculated that the Board does have sufficient funds to include crack sealing/seal coating to aid in the painting project as well as the taxiway area.

MOTION: To authorize the President arrange a crack sealing and seal coating project for the airport grounds for designated areas for an amount not to exceed \$10,000.

Moved: Gilmore; Seconded: Atwood

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

Member Gilmore will contact a contractor to provide the necessary road stripes where needed

MOTION: To authorize the painting of the compass rose and KPOV sign at the Portage County Airport for an amount of \$975.00.

Moved: Gilmore; Seconded: Atwood

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

Events Committee

- A Young Eagles event is scheduled for August 28, 2021, for a boy scout troop. A pancake breakfast will be held by Joe Murray from KPOV Coffee and Bagel to solicit volunteer pilots for that event.
- Tenant Debra Gliozzi will hold an event for a girl scout troop on September 25, 2021, to tour various aircraft and learn about the aviation industry.

OLD BUSINESS

Dissolution of Airport Authority

There has not been any news about the proposed dissolution. Member Gilmore offered to follow-up with the Commissioners.

NEW BUSINESS

No additional comments.

COMMENTS/ANNOUNCEMENTS

Groundskeeper Comments:

Per Groundskeeper Cutright the air conditioner is still not working in the Kubota tractor. Akron Tractor Company advised that it cannot locate the problem and referred the Board to another contractor.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:48 pm.

Moved: Schmidt; Seconded: Gilmore

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