

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

REGULAR BOARD MEETING MINUTES – September 8, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, September 8, 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
Jack Schmidt

Members Absent: Bob Krister
Tim Paul

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of August 11, 2021, as presented.

Moved: Schmidt; Seconded: Atwood

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – August 2021

| | |
|------------------------------------|----------------------------|
| Beginning Balance 01/01/2021 | \$ 33,585.45 |
| Revenue (General Operating) | 198,550.99 |
| Expenditures (General Operating) | (137,161.22) |
| Revenue (Other) | 0.00 |
| Expenditures (Other) | (52,474.50) |
| End Balance August 31, 2021 | <u>\$ 42,500.72</u> |

FAAA/ODOT Financial Report - August 2021

| | |
|--------------------------------------|-------------------------|
| Beginning Balance 01/01/2021 | \$ 8,472.20 |
| Revenue | 74,201.44 |
| Expenditures | (82,290.00) |
| End Balance – August 31, 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 September 8, 2021, for a total of \$24,902.16, 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 August 2021 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Schmidt; Seconded: Gilmore

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins reported per an email that Groundskeeper Cutright and he changed out the two 12,000-gallon fuel system filters. The 4,000-gallon system filter changeout will be completed during the upcoming week.

Airport Engineer (Mark Vilem)

Mr. Vilem shared the following:

- The masterplan grant has been executed. Mark Heckroth from CHA will set up a kick-off meeting the last week in September to include board members and the County Commissioners. He recommended that the Board select 5-6 persons to serve as the Technical Advisory Committee.
- The plat for the north taxiway property acquisition project has been filed. Bennett Title is now preparing the closing documents. Once completed, CHA can send the paperwork to the FAA to release the funds.
- Reminded the members that only a partial payment for the final Obstruction Survey Grant invoice was paid to CHA in April 2021; CHA and is now requesting the remaining amount. The Board will need to pay the remaining amount from its general fund but will be reimbursed in the future from the FAA.
- Secretary Stacko will provide to Mr. Vilem all backup information to substantiate the \$32,000 grant award from the Airport Rescue Grant Program (ARGP).
- In Spring 2022, it may be possible to submit a 95% ODOT grant application for a potential taxiway/runway light project for 2023 installation.
- Mr. Vilem suggested the Board keep record of all pavement maintenance paid out of pocket as this will enhance future grant opportunity.

Committee Reports

Executive, Finance Committee – No addition information.

Buildings/ Grounds

- Most of the crack sealing project has been completed for the east end of the taxiway and the apron by Perrin Asphalt. The Board shall consider additional crack sealing at the west end of the taxiway.

MOTION: To approve an invoice for the crack sealing project by Perrin Asphalt in the amount of \$12,945.00.

Moved: Gilmore; Seconded: Atwood

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

Building/Grounds (continued)

- The Board approved additional crack sealing by Perrin Asphalt for the west end of the taxiway in the approximate amount of \$10,500.
- "The 99's" will paint the Compass Rose on September 11, 2021.
- The windsock pole appears to be bent on its top and will need repair.
- Mr. Hopkins will be asked to check out a repair to a damaged taxiway light; Groundskeeper Cutright to assist.
- President Lucas recommended that numbers be placed on the taxiway/runway lights for identification and provided samples to the group.

MOTION: To approve a purchase for number identification tags for the runway/taxiway lights in an approximate amount of \$400.00.

Moved: Atwood; Seconded: Schmidt

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

OLD BUSINESS

Dissolution of Airport Authority

Per President Lucas, the Commissioners are addressing the dissolution of the Airport Authority, but no details have become public.

Groundskeeper Cutright stored the traffic cones used at the Young Eagles in the airport hangar and will set 16 cones out for use by the 99's during the compass rose painting project.

NEW BUSINESS

No new business.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens

Tenant and pilot Lou Gliozzi expressed an interest in renting a board hangar.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:01 pm.

Moved: Atwood; Seconded: Gilmore

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

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President