

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

REGULAR BOARD MEETING MINUTES – October 13, 2021

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, October 13, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:04 pm.

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

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of September 8, 2021, as presented.

Moved: Schmidt; Seconded: Atwood

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report –September 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	208,336.31
Expenditures (General Operating)	(162,063.38)
Revenue (Other)	0.00
Expenditures (Other)	(52,474.50)
End Balance September 30, 2021	<u>\$ 27,383.88</u>

FAAA/ODOT Financial Report – September 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Revenue	74,201.44
Expenditures	(82,290.00)
End Balance –September 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 October 13, 2021, for a total of \$27,354.28.

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

Moved: Atwood; Seconded: Schmidt

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

Airport Manager (Representative: Chris Hopkins)

President Lucas commented that the beacon has been inspected and it is uncertain how long the existing beacon will function properly. Mr. Hopkins reported that the white light is now out within the beacon. President Lucas has arranged for a contractor to address this new issue. The Board received a quote for a LED beacon at a cost of \$12,500 and may attempt to apply for a grant for this improvement.

Airport Engineer (Mark Vilem)

The Board discussed the following with Engineer Vilem:

- There are tree obstructions located on personal property on the east side of State Route 44. Engineer Vilem stated that the removal could either be handled through an ODOT or FAA grant, or a private deal between the Airport Authority and the property owner.
- Engineer Vilem explained the point system assigned to ODOT grant applications that scores the applications for the grant awards for the following categories: safety obstruction removal, pavement marking, airport lighting rehabilitation, pavement repair replacement and rehabilitation.
- The kick-off meeting for the master plan project was held and recommendations for the participants will include various officials from Portage County and the pilot community. As required for this project, Member Atwood has assumed the responsibility of preparing an updated Form 5010, Airport Master Record, listing the based aircraft at the Portage County Airport and will prepare a spreadsheet listing tail numbers, name of owner, email contact, and cellphone contact.
- The Board suggested that Engineer Vilem contact Sabrina Bennett regarding the closing statements for the land acquisition project.
- The proposed updated capital improvement program will be organized at the next board meeting.

Committee Reports

Executive, Finance Committee – No addition information.

Buildings/ Grounds

- President Lucas replaced the couplers in two taxiway lights.
- There is a potential renter for Board Hangar 2. Member Krister will secure quotes for water access and a lift station to improve the condition of this hangar. The members hope to decide on a contractor by next board meeting. Member Atwood will craft a lease appropriate for this rental to include a security deposit.

OLD BUSINESS

Dissolution of Airport Authority

No additional news.

NEW BUSINESS

Request To Lease Land

There was an inquiry to lease land on the northside of the airport to build a hangar.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens/Employees

Groundskeeper Cutright advised that all fuel filters have been changed out for this year. He reported that he will be purchasing diesel fuel.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:22 pm.

Moved: Atwood; Seconded: Schmidt

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