

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

**REGULAR BOARD MEETING MINUTES – November 10, 2022**

**CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, November 10, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:05 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 October 13, 2021, as presented.**

Moved: Schmidt; Seconded: Paul

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

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

**General Fund Financial Report – October 2021**

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	200,126.31
Expenditures (General Operating)	(181,952.06)
Revenue (Other)	13,000.00
Expenditures (Other)	( 59,940.50)
<b>End Balance - October 31, 2021</b>	<b><u>\$ 4,819.20</u></b>

**FAAA/ODOT Financial Report – October 2021**

Beginning Balance 01/01/2021	\$ 8,472.20
Grant Revenue (Land Acquisition:ACVRP)	125,961.00
Grant Expenditures	(82,290.00)
<b>End Balance –October 31, 2021</b>	<b><u>\$ 52,143.22</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 November 10, 2021, for a total of \$8,503.23.**

Moved: Paul; Seconded: Atwood

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

CHA presented invoice 64648-01 in the amount of \$20,298.80 for the Master Plan Update project.

**MOTION: To authorize payment from the FAA/ODOT Checking Account upon receipt of funds from the FAA.**

Moved: Paul; Seconded: Atwood

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

The Board reviews the list of outstanding payments due each month. Member Atwood brought to the attention of the Board outstanding support operator fees. He offered to work out a solution to incorporate the fees with the lease payments and will advise the Board of his recommendation.

Approval of Financial Reports

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

Moved: Atwood; Seconded: Schmidt

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

**Airport Manager (Representative: Chris Hopkins**

No report.

**Airport Engineer (Mark Vilem)**

Engineer Vilem advised that the ACIP meeting will be held on 11/29/2021. Prior to this meeting, the Executive Committee will discuss the capital improvement plan with Engineer Vilem.

The Master Plan Advisory Committee meeting was scheduled for 11/17/2021 at 10:00 am.

Vice-President Atwood continues to work on the base aircraft form required for the Master Plan Update and the Airport 5010 form for the FAA.

President Lucas will request that Perrin Asphalt remove the safety cones left behind during a recent pavement improvement project. Perrin has been asked to quote repainting the markings on the runway.

**Committee Reports**

Executive, Finance Committee – No additional information.

**Buildings/ Grounds**

There is interest in the rental of Board Hangar 2. The Board is weighing the option to rent “as is” or to pursue the option to complete needed repairs to the building and charge a higher rent fee.

Groundskeeper Cutright stated that the air conditioning unit in the tractor still requires repair and will pursue this action.

President Lucas will request that Perrin Asphalt implement pavement markings on the runway and remove the safety cones left behind during a recent pavement improvement project.

**OLD BUSINESS**

**Dissolution of Airport Authority**

No additional news.

**NEW BUSINESS**

**Budget 2022 Draft**

President Lucas presented a draft of the 2022 budget. He stated that there are several monthly payments that will be coming to an end soon which will lighten the load for 2022; the biggest concern is the airport maintenance.

Vice-President Atwood suggested that perhaps the County Commissioners may consider budgeting funds for specific pro-active airport improvements for the future. Member Krister shall prepare a comprehensive list of repairs and potential improvements for consideration.

**MOTION: To approve the Budget 2022 as prepared and presented by President Lucas.**

Moved: Paul; Seconded: Atwood

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

Authorization for Land Acquisition

When the project to acquire property for the north taxiway first initiated, Homer Lucas was not the President who would now be the one to act on behalf of the Airport Authority to take action and execute appropriate and necessary documents relative to the land acquisition.

**Motion: To prepare Resolution 2021-03 that authorizes President Homer Lucas to take any and all actions and to execute any and all documents deemed necessary and appropriate to acquire land on the Portage County Regional Airport Authority's behalf between Timothy J. Paul, David M. Kolar, Lawrence R. Davis and Eugenia W. Davis, and the Portage Airport Condominium Association.**

Moved: Paul; Seconded: Atwood

The motion carried with a roll call vote with 5 members in favor: Paul, Atwood, Krister, Lucas, Schmidt

**COMMENTS/ANNOUNCEMENTS**

Tenants/Citizens/Employees

Tenant Gliozzi reported that the PAPI lights are not functioning; this will be reported to the FBO Manager by President Lucas.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:11 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