

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

**REGULAR BOARD MEETING MINUTES – December 8, 2021**

**CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, December 8, 2021, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:08 pm.

Members Present: Mark Atwood  
Bob Krister  
Homer Lucas  
Christopher Gilmore

Members Absent: Tim Paul  
Jack Schmidt

**ELECTION OF OFFICERS**

Nominations for President and Vice-President Positions

Vice-President Atwood nominated Homer Lucas to serve as president for Year 2022. There were no other nominations; Member Lucas accepted the nomination.

**MOTION: To elect Homer Lucas to serve as Board president for the Year 2022.**

Moved: Atwood; Seconded: Gilmore

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

Member Gilmore nominated Mark Atwood to serve as vice-president for Year 2022. There were no other nominations; Member Atwood accepted the nomination.

**MOTION: To elect Mark Atwood to serve as Board vice-president for Year 2022.**

Moved: Gilmore; Seconded: Lucas

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

**APPROVAL OF MEETING MINUTES**

**MOTION: To approve the regular meeting minutes of November 10, 2021, as presented.**

Moved: Atwood; Seconded: Krister

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

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report – November 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	212,931.97
Expenditures (General Operating)	(190,455.29)
Revenue (Other)	13,000.00
Expenditures (Other)	( 59,940.50)
<b>End Balance – November 30, 2021</b>	<b><u>\$ 9,121.63</u></b>

FAAA/ODOT Financial Report – November 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Grant Revenue	144,961.02
Grant Expenditures	(69,290.00)
<b>End Balance –November 2021</b>	<b><u>\$ 84,143.22</u></b>

**Invoice Review and Approval from General Checking and FAA/ODOT Checking Accounts**

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 December 8, 2021, for a total of \$9,377.01.**

Moved: Paul; Seconded: Atwood

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

CHA presented once again the invoice 64648-01 in the amount of \$20,298.80, new Invoice 64648-02 for \$10,069.65, and an invoice for Woolpert for \$3,250 all relative to the Master Plan administration.

**MOTION: To authorize payment from the FAA/ODOT Checking Account upon receipt of funds from the FAA for the above invoices list above totaling \$33,618.45.**

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

Moved: Gilmore; Seconded: Atwood

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

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

There was no report from Mr. Hopkins.

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President Lucas commented that the PAPI light was functioning. He will also advise Mr. Hopkins that the Board will not be repairing the 4,000 gallon AVGAS fuel tank.

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Vice-President Atwood suggested that Mr. Hopkins keep the north door leading into the FBO unlocked to allow entrance from the runway side. President Lucas will talk to Chris Hopkins about the door being locked.

**Airport Engineer (Mark Vilem)**

**Master Plan Project**

Per Engineer Vilem, a revised master plan must be completed before any other project may commence.

He commented that the design/construction of the north taxiway could be implemented in 2023 if the County Commissioners would front the funds for the design. The FAA would require a letter of intent from the County Commissioners on this funding commitment.

Engineer Vilem expressed that in order for the FAA to fund the taxiway improvement design, it must be determined which existing aircraft on the field will use the north taxiway. A completed inventory has just been completed and provided to CHA to use for the master plan and the north taxiway requirements.

To determine if an extension of the runway is justified, forecasted commitments by interested companies who would base its aircraft on site would be required. Member Gilmore suggested that letters be sent to various companies to secure these letters of intent by January 2022.

As a result of the planning meeting with the FAA, the Board needs to submit a revised capital improvement plan and a letter expressing the intent to rollover designated funds to next year.

Vice-President Atwood commented that to date that his inventory of aircraft on airport grounds showed 76 aircraft (48 on north side; 28 on south side). The 5010 form has been updated with the inventory numbers.

**Committee Reports**

**Executive, Finance Committee**

**Through the Fence Access – Agreement with PACA**

The Board needs for formalize an agreement with PACA either in an individual or group format to authorize the right of access onto the airport area. The Board shall contact the FAA for advice on what specifically it needs for such an agreement.

**Hangar 2 Lease Update**

There is interest in the rental of Hangar 2. Once the issue of the sewer hook-up is complete, it could be rented out.

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Taxiway Relation Property Acquisition

The Board closed on the Larry Davis and Tim Paul properties. The Dave Kolar property should close in December 2021 and the PACA properties in January 2022.

Buildings/ Grounds

The water well on the north side, between Dave Kolar's hangar and Board Hangar 2 is on the Board's property. The property line was surveyed to verify the location of the well.

Events – No news.

**OLD BUSINESS**

Dissolution of Airport Authority

No additional news.

**NEW BUSINESS**

Possible Release of Lien – Northside Property

The Novak property extends 5 feet into the clearance area required for the north taxiway relocation. There are liens on this property that prevent its acquisition by the Board. The Board shall discuss the possibility of paying off this lien and will pursue this idea with the County Commissioners if it could be an imminent domain issue. President Lucas shall contact the Portage County Prosecutor's office on this matter.

**COMMENTS/ANNOUNCEMENTS**

Tenants/Citizens/Employees – None

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:09 pm.**

Moved: Gilmore; Seconded: Atwood

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