

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

REGULAR BOARD MEETING MINUTES – January 12, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, January 12, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:02 pm.

Members Present: Mark Atwood
 Bob Krister (Arrived at 6:05 pm)
 Homer Lucas
 Tim Paul
 Jack Schmidt

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

The approval of the December 8, 2021, meeting minutes was postponed due to a lack of eligible members present qualified to vote.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – December 2021

Beginning Balance 01/01/2021	\$ 33,585.45
Revenue (General Operating)	220,682.87
Expenditures (General Operating)	(199,832.30)
Revenue (Other)	13,000.00
Expenditures (Other)	(59,940.50)
End Balance – November 30, 2021	<u>\$ 7,495.52</u>

FAAA/ODOT Financial Report – December 2021

Beginning Balance 01/01/2021	\$ 8,472.20
Grant Revenue	184,543.22
Grant Expenditures	(156,420.19)
End Balance –November 2021	<u>\$ 37,595.23</u>

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 January 12, 2022, for a total of \$5,884.83.

Moved: Schmidt; Seconded: Atwood

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

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CHA presented a partial invoice for the Master Plan administration.

MOTION: To authorize payment from the FAA/ODOT Checking Account upon receipt of funds from the FAA in the amount of \$6,963.75.

Moved: Schmidt; 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 December 2021 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Schmidt; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins advised prior to this meeting that the green beacon lamp is not functioning. President Lucas will arrange the repair.

Mr. Hopkins also provided a quote of approximately \$30,000+ to repair the sediment issue at the bottom of the 4,000 gallon AV Gas fuel tank.

(Note: Member Krister arrived at 6:05 pm.)

Airport Engineer (Mark Vilem)

- Master Plan Project

As a part of this project, the Portage County Economic office circulated surveys via regular and online mail requesting responses about the potential usage of the Portage County Airport and additional surveys will be sent out. To date, Mr. Vilem received 16 responses, 4 of which would utilize the Portage County Airport; the others only for training purposes one time per month. Two responses were received via regular mail to the Airport Authority, but were from companies that launch balloon rides. The goal is to receive 2-3% responses of the inquiries sent out. Engineer Vilem will send the survey out to all members of the Board.

Responses on the surveys included a recommendation that the FBO have extended hours to accommodate rest room use and that the exiting runway length limits aircraft operations. Letters of commitment from interested companies that may use the airport facility are needed and Member Gilmore will initiate that type of document. The forecast document should be available by January 21 and an Advisory Committee will be scheduled the week of February 7, 2022.

- New Consultation Contract

Engineer Vilem asked when the Board will go out for bid for a new engineering contract. President Lucas commented that the Board will work on this issue and CHA will be included in the bidders list.

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- Infrastructure Bill

This 2022 bill will result in an FAA grant of \$159,000 each year for 5 years and the procedure will follow the AIP grant process. Annual funds may be rolled over from 1 year to another, but funds must be committed by the 4th year of the grant, otherwise will remain in the FAA general fund. Specific details of what the grant may be used have not been disclosed, but Engineer Vilem stated that it cannot be used for maintenance or repairs, but may be used for rehabilitation and construction

A sub-committee was formed at this meeting (Gilmore, Krister, Atwood) to pre-determine possible building/grounds projects that may be eligible for consideration under this infrastructure bill.

Committee Reports

Executive, Finance Committee

- Through the Fence Access – Agreement with PACA

The Board awaits advice from the FAA on what specifically is needed in this agreement.

- Hangar 2 Lease Update

There is interest in the rental of Hangar 2. Water is available and once the issue of the sewer hook-up is complete, it could be rented out. Member Paul will contact the nearby tenant to Hangar 2 to discuss the installation of a lift station in this area.

- North Taxiway Property Acquisition

The Board closed the paperwork on the Dave Kolar property; the PACA property action will follow soon.

Buildings/ Grounds

- An FAA annual recertification of the AWOS will be coordinated with FAA and the respective inspector. The fee is covered by the AWOS maintenance coverage paid by the Board quarterly.

- An aircraft landed at the Portage County Airport without notifying the appropriate authorities of its landing at approach; the FAA notified the State Highway Patrol to verify that the aircraft had actually landed on site. With Member Krister's help, the aircraft was validated as physically in its hangar, B10.

- Groundskeeper Cutright cleaned hangar gutters and patched some roofing areas.

Events

- No news.

OLD BUSINESS

Dissolution of Airport Authority

No additional news. President Luicas remarked that the County Commissioners will be involved in the Master Plan.

NEW BUSINESS

No new business.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens/Employees – None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:49 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