

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

REGULAR BOARD MEETING MINUTES – May 11, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, May 11, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 pm.

Members Present: Bob Krister
Homer Lucas
Tim Paul
Jack Schmidt

Members Absent: Mark Atwood
Christopher Gilmore

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of April 13, 2022, as presented.

Moved: Schmidt; Seconded: Krister

The motion carried with a voice vote with 4 members present eligible to vote in favor: Schmidt, Krister, Paul, Lucas

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – April 2022

Beginning Balance 01/01/2022	\$	7,495.52
Revenue (General Operating)		46,739.15
Expenditures (General Operating)		(52,792.69)
Revenue (Other)		32,000.00
Expenditures (Other)		(8,638.36)
End Balance – April 2022	\$	<u>24,803.62</u>

FAA/ODOT Financial Report – April 2022

Beginning Balance 01/01/2022	\$	37,595.23
Grant Revenue		67,894.01
Grant Expenditures		(105,151.50)
End Balance – April 2022	\$	<u>337.74</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 May 11, 2022, for a total of \$12,471.00.

Moved: Krister; Seconded: Schmidt

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

MOTION: To authorize payment from the ODOT/FAA Checking Account to CHA for the Master Plan Update project in the amount of \$47,739.55 upon receipt of said funds from the FAA.

Moved: Krister; Seconded: Schmidt

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

Portage County Regional Airport Authority Regular Meeting Minutes of May 11, 2022

Approval of Financial Reports

MOTION: To accept and approve the financial reports for April 2022 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Krister; Seconded: Schmidt

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

Airport Manager (Representative: Chris Hopkins)

No report.

Airport Engineer (Mark Vilem)

Land Acquisition – Property Purchase for North Taxiway Project

Engineer Vilem remarked that CHA is wrapping up the Exhibit A which is the detailed airport map. It is required to close the grant for the purchase of the north taxiway properties. It is also required for the master plan. He requested copies of prior land acquisition grants to assure the accuracy of the new Exhibit A.

Master Plan Project

Mark Heckroth from CHA requested the date the PAPI was acquired.

Inquiry on New Consultant Contract

Requests for Proposal are due to the Board on June 10, 2022, by 5:00 pm.

Portage County Commissioners are seeking a consultant for airport management services, but the details of any proposal or decision were not known at this time.

Committee Reports

Executive, Finance Committee

Through the Fence Access – Agreement with PACA

This issue is still under review and discussion with PACA; Members Atwood and Gilmore are addressing this matter.

Hangar 2 Update

Hangar 2 water service has been connected to the lift station at the Kolar property by Harner Plumbing. The Board is awaiting a quote from a heating contractor to fix the heat situation in this hangar and an answer from the potential tenant if still interested in renting the hangar. Groundskeeper Cutright will repair the drywall.

Hangar 1 Potential Rent Opportunity

A pilot who has a 53-foot wing span glider made an offer to rent Hangar 1 on a partial basis (approximately 8 months per year). The Board suggested Member Atwood negotiate with the interested party for a better offer. The Board's concern is where and how to store the Authority's equipment if Hangar 1 is rented out. The available board hangars have some structure damage and may not be ideal for equipment storage.

Buildings/ Grounds Committee

Board Hangar ABD Rentals

Per Member Krister, two hangars still remain vacant: B8 and B9. He also shared some information about autonomous mowing equipment.

Portage County Regional Airport Authority Regular Meeting Minutes – May 11, 2022

Events Committee

Pancake Breakfast

President Lucas stated there was a good turnout at the April 30, 2022, pancake breakfast. There were about 20 Young Eagle flights provided. The Board discussed that banners or an electronic screen may be beneficial in advertising future events and possibly a bigger grill may be helpful to the staff at the Bagel and Coffee operation at the airport.

Future Events

If "Celebrate Portage County" becomes a reality in September 2022, the Board may wish to participate in the event.

OLD BUSINESS

Dissolution of Airport Authority – No additional news.

FAA Inspection/Certification of AWOS

The inspection has not yet been conducted due but will be scheduled by the FAA when personnel become available.

NEW BUSINESS

No new business discussed.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens/Employees

- Groundskeeper Cutright filled in many potholes with cold patch and will continue to do so when time permits.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:42 pm.

Moved: Paul; Seconded: Schmidt

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