

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

**REGULAR BOARD MEETING MINUTES – June 8, 2022
CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, June 8, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, at 6:00 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 meeting minutes of May 11, 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; Atwood abstained as he did not attend the May meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – May 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	55,866.15
Expenditures (General Operating)	(65,256.21)
Revenue (Other)	32,000.00
Expenditures (Other)	(8,638.36)
End Balance – May 2022	<u>\$ 21,467.10</u>

FAA/ODOT Financial Report – May 2022

Beginning Balance 01/01/2022	\$ 37,595.23
Grant Revenue	115,633.56
Grant Expenditures	(152,891.05)
End Balance – May 2022	<u>\$ 337.74</u>

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

The Board reviewed the list prepared by Secretary Stacko for payment:

MOTION: To authorize payment from the General Operating Fund for invoices and expenses presented June 8, 2022, for a total of \$ 12, 596.84.

Moved: Schmidt; Seconded: Atwood

The motion carried with a voice vote with 5 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 \$13,639.20 upon receipt of said funds from the FAA.

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 May 2022 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Schmidt; Seconded: Atwood

The motion carried with a voice vote with 5 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 stated that Exhibit A will have to show the property purchases for the north taxiway and sent Exhibit A to the FAA for review and approval before the grant may be closed. After approval of Exhibit A by the FAA, the grant may be closed. CHA will then request the final grant funds due and will provide the final invoice for the project. The Board has already made some advanced payments to CHA for this project as well as paying the closing costs on the properties. The final payment from the FAA will include the reimbursement to the Board.

Portage County Assistant Prosecutor Garnier talked with Jerry Novak and is working on a way to secure the small portion of the Novak property to be included in the north taxiway project.

Consultant Services Requested for Airport Operations

The Portage County Commissioners are reviewing proposals by several interested consultants. No additional information is available at this time.

Future Infrastructure Grant

Mr. Vilem stated that the method for distribution of these funds has not been determined. The Board discussed what types of projects would qualify for the funds.

Committee Reports

Executive, Finance Committee

Through the Fence Access – Agreement with PACA

This issue is still under review with PACA President Larry Beardsley.

Hangar 2 Update

There is an interested party that may come on board July 1, 2022. There are repairs yet to be made in Hangar 2 and the interested tenant is willing to perform these repairs in exchange for some portion of the rent. Repairs include a new gutter at the entrance to the building, power wash the floor, pump installation, and dry wall work. Discussion is underway with the tenant on this issue.

Hangar 1 Potential Rent Opportunity

There is an interested tenant who may wish to rent Hangar 1 on a trial basis for approximately 6 months. Discussion continues with the tenant and the Board expects to have an answer by June 15, 2022.

Buildings/ Grounds Committee

Board Hangar ABD Rentals

Per Member Krister ABD Hangars B4 and B9 are empty, but the floor in B9 is seriously damaged.

Member Atwood stated that a new hangar lease template has been created that would be used for all hangar rentals.

Member Atwood inquired on how past hangar rental increases have been determined. President Lucas explained that in some existing leases the rental increase schedule is stipulated. Board Hangars ABD rents were raised effective 1/1/2020. Notice of any increase should be given in the fall before a new year commences.

Member Atwood is seeking quotes for future project consideration from Perrin Asphalt to repair Nanway Boulevard pavement to the fence, the FBO parking lot, to seal the runway area, and additional work at Board Hangar 1.

Events Committee

Future Events

President Lucas asked the members if there was interest in a Labor Day event on the grounds.

OLD BUSINESS

Dissolution of Airport Authority – No additional news.

FAA Inspection/Certification of AWOS

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

New Board Engineer Contract

To date the Board has received 2 proposals for review.

NEW BUSINESS

Interest for FBO Tenant: University Hospital

Member Atwood shared information on the University Hospital's interest in staging its helicopter emergency crew on the Portage County Airport grounds while maintenance on other helicopters is being conducted elsewhere. The Portage County grounds are close to the hospital's location in Ravenna.

Annual Airport Inspection

The FBO Manager received notice that the annual inspection will be forthcoming. ODOT will be conducting the inspection; a date has not yet been scheduled.

COMMENTS/ANNOUNCEMENTS

Board Members

The allotted number of appointed by the County Commissioners members for the Airport Authority Board is 8, but only 6 appointees are serving currently. Member Atwood remarked that 2 representatives from PACA would be a great addition to the Board.

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Tenants/Citizens/Employees

Tenant Gliozzi remarked that the beacon green light is out; President Lucas will report this to All Phase Company for repair. All Phase Company also worked with Member Paul in repairing the light on the tetrahedron wind indicator.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 5:52 pm.

Moved: Schmidt; Seconded: Krister

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