

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

**REGULAR BOARD MEETING MINUTES – July 13, 2022**

**CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, July 13, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, commencing at 6:04 pm.

**OATH OF OFFICE**

President Lucas administered the oath of office to reappointed members: Tim Paul, Robert Krister, and Mark Atwood. The term is for 3 years expiring June 30, 2025.

**ROLL CALL**

Members Present: Mark Atwood  
Bob Krister  
Homer Lucas  
Tim Paul (Via Telephone)

Members Absent: Christopher Gilmore  
Jack Schmidt

**APPROVAL OF MEETING MINUTES**

**Motion: To approve the meeting minutes of June 8, 2022, as presented.**

Moved: Atwood; Seconded: Krister

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

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report – June 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	63,526.15
Expenditures (General Operating)	(77,853.05)
Revenue (Other)	32,000.00
Expenditures (Other)	(8,638.36)
<b>End Balance – June 2022</b>	<b><u>\$ 16,530.26</u></b>

FAA/ODOT Financial Report – May 2022

Beginning Balance 01/01/2022	\$ 37,595.23
Grant Revenue	129,272.76
Grant Expenditures	(166,530.25)
<b>End Balance – June 2022</b>	<b><u>\$ 337.74</u></b>

**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 July 13, 2022, for a total of \$ 18,517.09.**

Moved: Atwood; Seconded: Krister

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 \$9,898.50 upon receipt of said funds from the FAA.**

Moved: Atwood; Seconded: Krister

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

Moved: Atwood; Seconded: Krister

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

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

Mr. Hopkins reminded the Board that fire extinguisher inspection is due in August and President Lucas will arrange the inspection. Mr. Hopkins will arrange the annual replacement of fuel filters due in September.

Mr. Hopkins issued a 7-day notam due to the lack of Jet A fuel. President Lucas will recommend that Mr. Hopkins adjust his method of ordering for future deliveries to prevent this from occurring in the future.

**Airport Engineer (Mark Vilem)**

Master Plan Update

Engineer Vilem submitted the Facility Requirement Report to the FAA and awaits its response. CHA is working on the alternative work paper expected to be completed by end of July. The next technical meeting will be scheduled in mid-August 2022. The masterplan project is on track per Engineer Vilem.

Land Acquisition Update – Property Purchase for North Taxiway Project

CHA emailed the Exhibit A document to the FAA and is awaiting the final review/approval in order to close the grant. Engineer Vilem will check into the total funds due the Board upon closing of this grant which will include advanced payments, closing costs paid on the respective properties, and credit from the County-donated land agreement.

President Lucas noted that the Portage County Auditor's office is showing the Airport Authority as owner of these respective properties. The addition of these properties bring the total owned by the Airport Authority to 224 acres.

Engineer Vilem also submitted to the FAA the comments of the Obstruction Study for the final grant closeout. This project also will result in the reimbursements of advanced payments to CHA at closeout.

President Lucas will contact the FAA to inquire if the projected infrastructure funding may be used for crack sealing and marking of the runway pavement and under what criteria could this proposed project be initiated in this year.

Engineer Vilem will supply President Lucas with information supporting the FAA funding of the crack sealing and marking. This information shall be used when contacting the FAA.

**Committee Reports**

**Executive, Finance Committee**

Through the Fence Access – Agreement with PACA

The proposed agreement template has been forwarded to the FAA for review and approval.

**Building/Grounds Committee**

Hangar 2 Update

In attendance was the new tenant of Hangar 2, Nicko Koutavas, of Detailed Xpress, effective July 1, 2022. This company provides national aviation detailing to various aircraft. Mr. Koutavas explained its company's goal is to increase traffic and revenue to the Portage County airport with its aviation detailing business. Member Atwood is reviewing the lease with the company.

In exchange for rental adjustment, the company agreed to implement certain repairs. Member Krister is working with Harner Plumbing to resolve potential sewer backup concerns with nearby hangar owner, David Kohler.

Mr. Koutavas expressed interest in purchasing a hangar as opposed to leasing it; this idea may be discussed in the future.

ABD Hangar Rental Status

Per Member Krister, all ABD hangars are rented, except for B9 which has an aircraft in it that is in the process of being dismantled and removed. Due to the condition of this hangar, it is not available for rental.

Hangar 1 Potential Rent Opportunity

This hangar remains available. The previous interest in a rental opportunity did not work out at this time due to personal reasons.

**Events Committee**

No discussion.

**OLD BUSINESS**

Dissolution of Airport Authority – No additional news.

FAA Inspection/Certification of AWOS

The inspection was completed and the FAA will issue the report to the Board.

ODOT Inspection

The last airport inspection was conducted in 2019 by a private contractor. The upcoming inspection will be performed by ODOT. President Lucas suggested that a sub-committee consisting of Mark Atwood, Homer Lucas, and Bob Krister review the list of non-conformities identified in the 2019 from the private contractor. The sub-committee will meet by July 22, 2022. Member Krister advised that the windsock is in need of repair.

Potential Ambulance Crew on Site

The Board shared information on this idea with the Commissioners.

New Engineering Contract

The Board expects to address this issue in August 2022.

**NEW BUSINESS**

No new business.

**COMMENTS/ANNOUNCEMENTS**

Board Members/Employees/Tenants

- Member Krister inquired if any legal resolution was ever determined about the fuel tank damage replacement on site. There has not been any action per President Lucas.
- President Lucas will order runway light bulbs.
- Tenant Todd Fisher reported that hangar A10 needs a new door.
- Groundskeeper Cutright will order diesel fuel.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:03 pm.**

Moved: Krister; Seconded: Atwood

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

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President