

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

REGULAR BOARD MEETING MINUTES – August 10, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, August 8, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, commencing at 6:00 pm.

ROLL CALL

Members Present: Mark Atwood
 Christopher Gilmore *(Exited at 6:56 pm)*
 Bob Krister
 Homer Lucas
 Tim Paul
 Jack Schmidt *(Arrived at 6:20 pm)*

OATH OF OFFICE

John Clyde Watson recited the oath of office as a new member of the Board. Mr. Watson's appointment is effective August 4, 2022 – August 5, 2025.

APPROVAL OF MEETING MINUTES

Motion: **To approve the meeting minutes of July 13, 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

(Note: Members Gilmore and Schmidt did not attend the July meeting; Member Watson was not yet appointed a member.)

Motion: **To approve the special Board meeting minutes of July 25, 2022, as presented.**

Moved: Atwood; Seconded: Krister

The motion carried with 5 members present eligible to vote in favor: Atwood, Krister, Lucas, Paul, Schmidt

(Note: Member Gilmore did not attend this special meeting and Member Watson was not yet appointed a member.)

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – July 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	73,690.29
Expenditures (General Operating)	(96,370.90)
Revenue (Other)	32,000.00
Expenditures (Other)	(8,638.36)
End Balance – July 2022	<u>\$ 8,176.55</u>

FAA/ODOT Financial Report – July 2022

Beginning Balance 01/01/2022	\$ 37,595.23
Grant Revenue	139,171.26
Grant Expenditures	(176,428.75)
End Balance – July 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 August 10, 2022, for a total of \$ 11,099.24.

Moved: Gilmore; Seconded: Atwood

The motion carried with a voice vote with all 6 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 \$20,251.96 upon receipt of said funds from the FAA.

Moved: Atwood; Seconded: Krister

The motion carried with a voice vote with all 7 members present in favor.

Approval of Financial Reports

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

Moved: Atwood; Seconded: Krister

The motion carried with a voice vote with all 7 members present in favor.

Airport Manager (Representative: Chris Hopkins)

President Lucas confirmed that Mr. Hopkins may order the necessary fuel filters at this time.

Airport Engineer (Mark Vilem)

Master Plan Update

Both Mark Vilem and Mark Heckroth from CHA were in attendance. Mr. Heckroth advised that CHA has received comments from the FAA about the facility requirement report relative to the Master Plan. CHA will hold off its response to the respective comments that involve the length of the runway and additional support letters. A meeting will be scheduled with the FAA after a draft is composed from input from at least one Commissioner, CHA, and the Board relative to the respective FAA comments. The next step is for CHA to prepare the alternative chapter of the document.

Capital Improvement Program Update

Infrastructure grant information is not yet available that would allow an update to the Board's program.

Land Acquisition Update – Property Purchase for North Taxiway Project

CHA awaits the FAA's final review. A revised Exhibit A has been submitted for FAA approval. The Exhibit A must be approved before the project may close. Engineer Vilem expressed that it is urgent that this project be closed out and will follow up with the FAA immediately.

President Lucas commented that the Portage County Prosecutor Garnier is has contacted the state regarding the lien on certain property relative to its land acquisition and expects a resolution by September 2022.

Disadvantaged Business Enterprise (DBE) Consult Meeting

President Lucas remarked that it is an FAA requirement that a consult meeting be held to alert disadvantaged businesses of upcoming project plans. Mark Atwood is the Board's DBE liaison officer. The meeting will be advertised on the website.

Committee Reports

Executive, Finance Committee

Through the Fence Access – Agreement with PACA

Member Gilmore is working on the legal description for the proposed agreement submitted by PACA President Larry Beardley.

Building/Grounds Committee

Hangar 2 Update

Members Atwood and Schmidt will recraft the proposed lease based on comments from the interested party's attorney. The lease would be for one year with a one year renewal term.

Member Atwood stated that the proposed repairs would not hinder the rental of Hangar 2. The repairs consist of a missing radiant heater, a missing gutter on east side of building, some replacement drywall, and LED lighting change out. An inspection of possible black mold will be investigated.

The rental amount may vary from \$800 - \$1200 per month depending on the condition of Hangar 2 and the repair completion upon rental by proposed tenant.

Request for Tie-Down Space

An interested person wants to tie-down an aircraft for 4-6 months. The Board has no available ABD hangars, but the Board suggested this party check on the north side for space.

Events Committee

No discussion.

OLD BUSINESS

Dissolution of Airport Authority – No additional news.

AWOS Certification

The Board awaits the certificate as the inspection has been completed.

General Annual Airport Inspection

This inspection date has not been determined.

Reported ODOT Inspection Concerns

1. Concrete Structures

Member Paul advised that the underlying reason for the settled ground area around the field drains is due to leaks in the walls of the catch basins.

Motion: To authorize repair not to exceed \$500 for materials and labor to repair concrete structures on the Portage County Airport grounds.

Moved: Atwood; Seconded: Krister

The motion carried with a voice vote with all 7 members present in favor.

(Note: Member Gilmore exited the meeting at 6:56 pm.)

2. Painting of the PAPI light

Member Krister has arranged this activity.

Runway Sealing and Marking

The special board meeting of August 25, 2022, resulted in the Portage County Commissioners' agreement to seal/crack the runway, paint the respective numbers on the runway, and pave Nanway Boulevard. Three quotes are needed and will be forwarded to the Commissioners' office for review. The work is to be completed by year-end.

University Hospital Ambulance Station

The proposed ambulance station is moving forward with the news of the Nanway Boulevard paving project funded by the County Commissioners.

New Engineering Contract

The Board received Request for Qualifications from 3 consultants relative to a new 5-year engineering contract. CHA's contract has expired, but the company is managing the Master Plan project currently and will do so until project closes.

NEW BUSINESS

No additional new business.

COMMENTS/ANNOUNCEMENTS

Board Members/Employees/Tenants

Groundskeeper Cutright reported that in addition to mowing service, he patched a shingled roof, cleared taxiway weeds, picked up runners for the mower, and will help replace fuel filters when delivered.

ADJOURNMENT

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

Moved: Schmidt; Seconded: Atwood

The motion carried with a voice vote with 6 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President