

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

**REGULAR BOARD MEETING MINUTES – September 14, 2022**

**CALL TO ORDER**

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, September 14, 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  
Bob Krister  
Homer Lucas  
Tim Paul  
Jack Schmidt  
Clyde Watson

**APPROVAL OF MEETING MINUTES**

**Motion:** To approve the meeting minutes of August 10, 2022, as presented.  
**Moved:** Atwood; **Seconded:** Krister  
The motion carried with a voice vote with all members present eligible to vote in favor: Atwood, Krister, Paul, Lucas, Gilmore, Schmidt, Watson

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report – Aug 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	82,163.81
Expenditures (General Operating)	107,470.14
Revenue (Other)	32,000.00
Expenditures (Other)	(8,638.36)
<b>End Balance – Aug 2022</b>	<b>\$ <u>5,550.83</u></b>

FAA/ODOT Financial Report – Aug 2022

Beginning Balance 01/01/2022	\$ 37,595.23
Grant Revenue	139,171.26
Grant Expenditures	(176,428.75)
<b>End Balance – Aug 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 August 10, 2022, for a total of \$ 7,857.60

Moved: Gilmore; Seconded: Atwood

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

**MOTION: To authorize payments from the ODOT/FAA Checking Account to CHA for the Master Plan Update project in the amount of \$20,251.96 and 36,715.94 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 August 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)**

The Board awaits the installation of the annual fuel filters.

**Airport Engineer (Mark Vilem)**

Master Plan Update

Per Engineer Vilem a meeting will be scheduled with the FAA to address various FAA comments in order 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 and approval of the revised Exhibit A before the project may close.

**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

The hangar lease proposal is still being developed and reviewed.

The hangar was inspected for a report of possible mold, but It has been determined that the interior may just need a good cleaning and painting.

Member Krister is preparing a letter that will inform tenants on the proper protocol when vacating the hangar, the turn-in of the gate access card/hangar keys, and what steps to take when a move to another available hangar is desired.

**Events Committee**

No discussion.

Dissolution of Airport Authority – No additional news.

AWOS Certification

The Board awaits the certificate as the inspection has been completed. President Lucas will followup on this issue.

General Annual Airport Inspection

The inspection was scheduled for September 15, 2022.

Runway Sealing and Marking

The work by Perrin Asphalt has been scheduled to seal/crack the runway, paint the respective numbers on the runway, and pave Nanway Boulevard. The County Commissioners have agreed to fund this undertaking.

New Engineering Contract

The Board is still reviewing the received proposals and anticipates a selection of the new engineering contract soon.

**NEW BUSINESS**

No additional new business.

**COMMENTS/ANNOUNCEMENTS**

Board Members/Employees/Tenants

No additional comments.

**ADJOURNMENT**

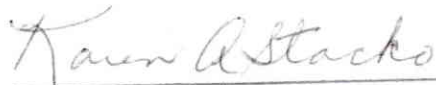
**MOTION:** To adjourn the regular meeting at 7:00 pm.

Moved: Schmidt; Seconded: Atwood

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

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President