

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

REGULAR BOARD MEETING MINUTES – October 12, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, October 12, 2022, from the lobby of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, commencing at 6:05 pm.

ROLL CALL

Members Present: Mark Atwood

Bob Krister
Homer Lucas
Tim Paul (*Arrived at 6:34 pm*)
Jack Schmidt
Clyde Watson

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of September 14, as presented.

Moved: Schmidt; Seconded: Watson

The motion carried with a voice vote with 6 members present eligible to vote in favor: Schmidt, Watson, Atwood, Krister, Lucas, Gilmore

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – Sep 2022

Beginning Balance 01/01/2022	\$	7,495.52
Revenue (General Operating)		90,156.93
Expenditures (General Operating)		115,038.74
Revenue (Other)		32,000.00
Expenditures (Other)	(8,638.36)
End Balance – Sep 2022	\$	<u>5,975.35</u>

FAA/ODOT Fund Financial Report – Sep 2022

Beginning Balance 01/01/2022	\$	37,595.23
Grant Revenue		196,139.16
Grant Expenditures		(176,428.75)
End Balance – Sep 2022	\$	<u>57,305.64</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 October 12, 2022, for a total of \$ 145,862.92; this expenditure includes a partial payment to Perrin Asphalt in the amount of \$130,000.

Moved: Atwood; Seconded: Krister

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

There were no invoices presented for the FAA/ODOT grant account consideration.

Approval of Financial Reports

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

Moved: Krister; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins)

Secretary Stacko will check with the FBO on the status of the annual fuel filter change-out installation.

Airport Engineer (Mark Vilem)

Master Plan Update

Per Engineer Vilem discussion continues addressing the FAA comments in order to prepare the alternative chapter of the document.

Member Atwood mentioned that he received a support letter from the County Commissioners. Engineer Vilem recommended that it should be sent to the FAA from the Board directly. President Lucas offered to do so. Member Atwood sent a copy of this support letter to Mark Heckroth of CHA and is awaiting a response to this letter.

There was discussion on the advantage of the length of runway projected on the future Airport Layout Plan (ALP): 4,300 feet vs. 4,500 feet. Engineer Vilem stated that once a project is confirmed, a change in the length may be incorporated into the project. The advantage in requesting a 4,500 foot runway on the future ALP is that you would get all the length and the safety area on the current property. Both lengths will be indicated on the future ALP per Engineer Vilem.

Capital Improvement Program Update

A meeting has been set up for November 10, 2022, at 10:30 am for discussion on the update per President Lucas.

(Member Tim Paul joined the meeting at 6:34 pm.)

Land Acquisition Update – Property Purchase for North Taxiway Project

Per President Lucas, the State of Ohio Attorney's office is finalizing paperwork with the property owner (Novak) to acquire said property.

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 proposed lease to an interested tenant is off the table. Member Atwood expressed that it is imperative to get Hangar 2 in shape suitable for a rental agreement as soon as funding becomes available.

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Letter to Tenants

Member Krister prepared a letter addressed to all tenants within the ABD Hangars. It includes general safety guidelines, procedures for leaving the grounds, key access maintenance, and proper contact information when requesting a move to another hangar location. Secretary Stacko will include this letter with the upcoming monthly lease invoice with a statement that there will be a rate increase for 2023 and to watch for additional information on this subject.

Completion of ODOT Inspection Items of Concern

Member Atwood suggested that a photo of the corrected items be sent to the inspector. President Lucas remarked that he will contact the inspector to discuss the procedures for reporting lighting outages on the runway.

Cell Phone Tower Final Paperwork

It was brought to the attention of the Board that a certain form (Form 7460) is needed to certify the installation of the cell phone tower on the grounds.

Tractor Repair

The Kubota tractor air conditioning unit has been repaired.

New Lease for Tenants

New lease and rates will be discussed at the November meeting for all tenants Hangars ABD and Hangars 3 and 4.

Events Committee

Theodore Ridenbaugh, a Kent State aviation student, has volunteered to be the point person for an airport event in Year 2023. He will contact former point person, Christopher Mars, for guidance.

OLD BUSINESS

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 conducted on September 15, 2022. A certificate was issued allowing the airport to continue its operations.

University Hospital Ambulance Operations

Member Atwood will meet with Commissioner Bennett regarding the details of the operation and the funding sources for a new ambulance to be based on the airport grounds.

NEW BUSINESS

Suggestion: Sub-Committee for Improvements

Member Atwood suggested that a sub-committee be organized to review potential improvement projects for the Board's review. A Board member would be assigned a certain category (AWOS, lighting, windsock, event planning issues) and would bring forth recommendations to the Board when warranted. Non-Board members may be considered to serve on this sub-committee to bring forth an idea to the Board for consideration.

COMMENTS/ANNOUNCEMENTS

Member Paul reported that the reil lights are not functioning. President Lucas will contact All Phase Services to affirm that Member Paul has the authority to discuss this issue with the company for resolution.

EXECUTIVE SESSION

MOTION: To enter into executive session to discuss a confidential matter at 7:29 pm.

Moved: Atwood; Seconded: Schmidt

The motion carried with a roll call vote with 6 members present in favor: Atwood, Schmidt, Lucas, Krister, Watson, Paul

MOTION: To resume regular session at 7:45 pm.

Moved: Paul; Seconded: Schmidt

The motion carried with a roll call vote with 6 members present in favor: Paul, Schmidt, Atwood, Lucas, Krister, Watson

The Board motioned the following after the return to regular session of the meeting:

MOTION: To award a 5-year contract to THRASHER as the best and most responsive engineering consultant for the Portage County Regional Airport Authority.

Motion: Paul; Seconded: Krister

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

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:48 pm.

Moved: Atwood; Seconded: Schmidt

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