

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

REGULAR BOARD MEETING MINUTES – November 9, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, November 9, 2022, from the conference room of the Portage Flight Center at 4039 Nanway Boulevard in Shalersville, Ohio, commencing at 6:00 pm.

ROLL CALL

Members Present: Mark Atwood
Bob Krister (*Arrived at 6:10 pm*)
Homer Lucas
Tim Paul
Jack Schmidt
Clyde Watson (*Arrived at 6:07 pm*)

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of October 12, as presented.

Moved: Schmidt; Seconded: Atwood

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

(Member Watson arrived at 6:07 pm; Member Krister arrived at 6:10 pm.)

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – Oct 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	248,212.97
Expenditures (General Operating)	(260,902.36)
Revenue (Other)	32,000.00
Expenditures (Other)	(8,638.36)
End Balance – Oct 2022	<u>\$ 18,167.77</u>

FAA/ODOT Fund Financial Report – Oct 2022

Beginning Balance 01/01/2022	\$ 37,595.23
Grant Revenue	196,139.16
Grant Expenditures	(233,396.65)
End Balance – Oct 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 November 9, 2022, for a total of \$ 10,406.87, excluding a balance due to Perrin Asphalt (\$24,375.00) at this time.

Moved: Atwood; Seconded: Paul

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

Moved: Schmidt; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins) – No report.

Airport Engineer

President Lucas and Vice-President Atwood met with Nicole Jones from Thrasher (new engineer firm) earlier on this date and discussed the CIP Plan and Masterplan update. They learned that the infrastructure grant will become a part of the CIP plan. President Lucas commented that legal title to the Novak property as part of the land acquisition for the north taxiway project is anticipated by year-end per David Garnier of the Portage County Prosecutor's office.

Committee Reports

Executive, Finance Committee

Through the Fence Access – Agreement with PACA

Member Gilmore is trying to locate the legal description for the proposed agreement submitted by PACA President Larry Beardly.

New Lease Agreement and Rates 2023

Vice-President Atwood and Member Schmidt developed a new lease for Board Hangars ABD and Board Hangars 3 and 4 effective January 1, 2023. The increase will be an additional \$15.00 to the existing hangar leases for Hangars ABD and an additional \$110.00 for Board Hangars 3 and 4. The lease will be for 1 year and will convert to a month-to-month lease after the first year. The new lease clarifies the Board's rules and regulations for a better understanding and compliance.

Rates for the current land leases will be increased according to the respective contract terms.

MOTION: To implement a new hangar lease agreement effective January 1, 2023, increasing existing rates for Board Hangars ABD by \$15.00 and increasing existing rate for Board Hangar 3 and 4 by \$110.00.

Moved: Schmidt; Seconded: Atwood

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

Building/Grounds Committee

Snow Removal

The Board discussed a proposal that would add snow service to the north side area between PACA Condominiums and the north pushes to the existing snow removal plan. The concept is:

1. To use one person from one single source of snow removal service
2. To determine an effective plan for snow placement
3. To utilize the Board's Holland tractor
4. To determine an appropriate fee to PACA and the FBO (if applicable)

The advantages are that a one-person operation knows and understands the existing procedure and management of efficient snow placement within the grounds. The disadvantages may be a longer timeframe to accomplish the clearing of the respective areas and possible damage to the grounds by the New Holland tractor.

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The Board will discuss this proposal with the FBO to determine its interest in this proposal as the FBO may wish to continue to use its own service. In the meantime, the Board agreed that if there is a snow event until the final plan is determined, it will handle the PACA area and the usual areas serviced by the Airport Authority.

President Lucas will check on the insurance coverage for this snow plowing service outside the boundaries of the board-owned properties.

Member Watson asked if the snow could be trucked outside the grounds. Vice-President Atwood commented that this option could be considered if necessary.

MOTION: To authorize the Airport Authority to be responsible for the snow removal at Board-owned properties and PACA designated areas event requiring service; The Board will perform snow removal service on behalf of the FBO upon its approval with the proposed plan at a negotiated cost.

Moved: Atwood; Seconded: Paul

The motion carried with a roll call vote with 6 members in favor.

Chairman's Comments (Bob Krister)

- Board Hangar D2 rented as of October 2022 to Bains Aviation
- Board Hangar B2 will be available as of January 1, 2023
- New blades installed on New Holland tractor, ready for snow season

Events Committee

Per Theodore Ridenbaugh, the date for the annual airport event is slated for June 10, 2023. He has contacted many sources who are interested in the event.

OLD BUSINESS

Dissolution of Airport Authority

President Lucas is meeting with the County's consultant on November 30, 2022, to answer questions and share information on this issue.

AWOS Certification

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

University Hospital Ambulance Operations

Member Atwood related that a lease has been signed for space for an ambulance operation. Date of operation commencement has not been determined. Funding for a critical care ambulance which would be stationed at the airport facility is in progress.

New Engineer Contract

Thrasher is preparing the 5-year contract.

NEW BUSINESS

No new business.

COMMENTS/ANNOUNCEMENTS

No additional comments.

EXECUTIVE SESSION

MOTION: To enter into executive session to discuss a personnel issue.

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 7:21 pm.

Moved: Atwood; Seconded: Paul

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

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

MOTION: To terminate the employment of Troy Cutright as the Airport Authority's groundskeeper effective as soon as possible with a severance pay equivalent to 30 hours; and, to seek the service of a new groundskeeper.

Motion: Atwood; Seconded: Schmidt

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

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:22 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