

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

REGULAR BOARD MEETING MINUTES – December 14, 2022

CALL TO ORDER

President Homer Lucas conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, December 14, 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 6:05 pm)
Homer Lucas
Tim Paul
Jack Schmidt
Clyde Watson

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of November 9, 2022, as presented.

Moved: Schmidt; Seconded: Paul

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – Nov 2022

| | |
|----------------------------------|----------------------------|
| Beginning Balance 01/01/2022 | \$ 7,495.52 |
| Revenue (General Operating) | 268,990.54 |
| Expenditures (General Operating) | (290,836.01) |
| Revenue (Other) | 32,000.00 |
| Expenditures (Other) | (8,638.36) |
| End Balance – Nov 2022 | <u>\$ 18,167.77</u> |

FAA/ODOT Fund Financial Report – Nov 2022

| | |
|-------------------------------|-------------------------|
| Beginning Balance 01/01/2022 | \$ 37,595.23 |
| Grant Revenue | 250,012.86 |
| Grant Expenditures | (287,270.35) |
| End Balance – Nov 2022 | <u>\$ 337.74</u> |

(Member Krister entered meeting at 6:05 pm.)

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 December 14, 2022, for a total of \$ 20,179.63, excluding a balance due to Perrin Asphalt (\$16,250) at this time.

Moved: Atwood; Seconded: Paul

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

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The Board reviewed an invoice for the Master Plan.

MOTION: To authorize payment from the FAA/ODOT Checking Account to CHA Consulting, Inc. for Invoice 68648-13 for \$46,377.70 subject to receipt of said funds from the FAA.

Moved: Atwood; Seconded: Paul

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

(Note: CHA Consulting, Inc. has arranged for the reimbursement of \$7,496 (Obstruction Study) from the FAA. The Board advanced these funds to CHA from the General Fund; the funds will be returned back to the General Fund when received.)

Approval of Financial Reports

MOTION: To accept and approve the financial reports for November 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.

Proposed Budget Draft

President Lucas provided a proposed 2023 budget draft to the members based on last year's numbers and used as a guide throughout the year by the members. Adjustments to this budget draft will be presented at the January 2023 meeting.

Member Atwood suggested that the basic draft be adjusted to show projections of anticipated numbers that realistically reflect the marketing strategy of the Board for 2023. Members Schmidt, Atwood, and Krister will work on this expanded type of budget to present to the County Commissioners that show proactive maintenance on-going and catch up on deferred maintenance.

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

Airport Engineer

New Engineering Contract

The Board has received the new contract with Thrasher. President Lucas will sign and return the contact back to Nicole Jones, Thrasher representative.

MOTION: To approve the 5-year engineering contract between the Airport Authority and Thrasher.

Moved: Schmit; Seconded: Atwood

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

President Lucas stated the annual meeting with the FAA was conducted via telephone with participation from the County and Thrasher covering topics such as the master plan update, capital improvement plan, and future infrastructure grant.

Per the FAA it is imperative that the Airport Authority acquire the Novak property (5 ft. x 131 ft) before the North Taxiway project may proceed. Assistant County Prosecutor David Garnier will prepare an agreement that will facilitate the necessary action. It is anticipated that this issue will be resolved in January 2023. The Board initiated the following action:

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MOTION: To initiate Resolution 2022-02 authorizing the purchase of a certain portion of the Novak property for \$900 plus any closing costs and pro-rated property taxes not to

exceed a total of \$1,500.00.

Motion: Atwood; Seconded: Schmidt

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

The FAA commented that it is possible for the design of the north taxiway to commence in 2023 with construction slated in 2024.

Committee Reports

Executive, Finance Committee

Through the Fence Access – Agreement with PACA

The Board awaits the review and approval of the draft agreement by the FAA.

Building/Grounds Committee

Member Krister advised the tractor is primed and ready for snow removal; new lights were installed.

The Board is seeking a new groundskeeper.

Events Committee

Theodore Ridenbaugh, Chairperson, reported no additional news at this time.

OLD BUSINESS

Dissolution of Airport Authority

No additional information.

AWOS Certification

President Lucas will follow-up on obtaining the certification as the inspection has been completed.

University Hospital Ambulance Operations

No additional information.

NEW BUSINESS

Election of Officers 2023

Member Schmidt nominated Member Atwood for the position of President 2023; there were no other nominations. Member Atwood accepted the nomination.

Motion: To elect Mark Atwood as President of the Airport Authority for Year 2023.

Moved: Paul; Seconded: Schmidt

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

Member Paul nominated Member Lucas for Vice-President 2023; there were no other nominations. Member Lucas accepted the nomination.

MOTION: To elect Homer Lucas for the position of Vice-President of the Airport Authority for Year 2023.

Moved: Paul; Seconded: Schmidt

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

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COMMENTS/ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:10 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