

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

REGULAR BOARD MEETING MINUTES – January 11, 2023

CALL TO ORDER

President Mark Atwood conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, January 11, 2023, 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
Christopher Gilmore
Bob Krister
Homer Lucas
Tim Paul
Jack Schmidt
Clyde Watson

Before the regular order of the meeting agenda commenced, the Board agreed to hear a short presentation by Dan Ellenberger, University Hospitals, on how its presence on Portage County Airport will be used to facilitate its services to the community. He explained that the airport facilities shall act as a critical care medical hub for transportation. Currently one crew is available to man one helicopter and one ambulance.

The meeting resumed its normal order:

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of December 14, 2022, as presented.

Moved: Schmidt; Seconded: Paul

The motion carried with a voice vote with 6 members present eligible to vote in favor: Schmidt, Paul, Lucas, Atwood, Watson, Krister; Gilmore abstained as he was not in attendance.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – Dec 2022

Beginning Balance 01/01/2022	\$ 7,495.52
Revenue (General Operating)	268,990.54
Expenditures (General Operating)	(290,836.01)
Revenue (Other)	39,496.00
Expenditures (Other)	(8,638.36)
End Balance – Dec 2022	<u>\$ 16,507.69</u>

FAA/ODOT Fund Financial Report – Dec 2022

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

Invoice Review and Approval from General Checking and FAA/ODOT Checking Accounts

he Board reviewed the list prepared by Secretary Stacko for payment:

MOTION: To authorize payment from the General Operating Fund for invoices and expenses presented January 11, 2023, for a total of \$ 14,160.29, excluding a balance due to Perrin Asphalt (\$8,125.00 at this time.

Moved: Paul; Seconded: Schmidt

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

Moved: Schmidt; Seconded: Paul

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

Proposed Budget Draft

President Lucas provided adjustments to the proposed 2023 budget draft to the members based on last year's numbers and used as a guide throughout the year by the members. This budget will be shown on the Financial Report effective February 2023 meeting.

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

Airport Engineer

Masterplan Update

Per CHA representative Mark Vilem, the FAA prefers that the final draft of FLAP sheet to show 4,300 feet with an alternative FLAP sheet showing 5,000 feet. Once the final draft of the FLAP is ready, the Board will arrange a public meeting. Member Paul recommended that the bay area within the Portage Flight Center would be a good spot to conduct this meeting.

Land Acquisition – Novak Property

Assistant County Prosecutor Garnier continues to work with the State of Ohio to release the lien on this property.

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. The FAA has requested certain additional information showing that PACA does have access to the airport facility.

Building/Grounds Committee

Member Krister advised the tractor is primed and ready for snow removal; new lights were installed. The snowplow plan was distributed and final adjustments added.

Diesel fuel will be ordered.

The Board hopes to select a new permanent part-time groundskeeper within a week. Three resumes are under consideration.

Hangar B2 has been rented.

Events Committee

Theodore Ridenbaugh advised that he is not able to be chairman of the Runway Fest due to a personal heavy workload. Member Lucas asked for a list of duties and tasks associated with the event to see if they may be divided among volunteers that may lighten the load.

OLD BUSINESS

Dissolution of Airport Authority

No additional information.

NEW BUSINESS

Snowplowing Service to PACA

The Board discussed a fair cost for this service and PACA President Bearsley agreed. The following was proposed:

Motion: To charge PACA a fee of \$2,400 per snowseason for snowplowing service.

Moved: Gilmore; Seconded: Schmidt

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

COMMENTS/ANNOUNCEMENTS

Commissioner in Attendance

Commissioner Michael Tinlin was in attendance. He toured the airport grounds to see first-hand some of the many anticipated and necessary improvements on the grounds. He advised that he is following up on the progress of the consultant's report for the Portage County Airport.

Request to Address the Board

Dan Carlisle addressed the Board. He is a potential candidate for the groundskeeper's position. The Board advised that they expect to make the selection with a week's time.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:40 pm.

Moved: Schmidt; Seconded: Paul

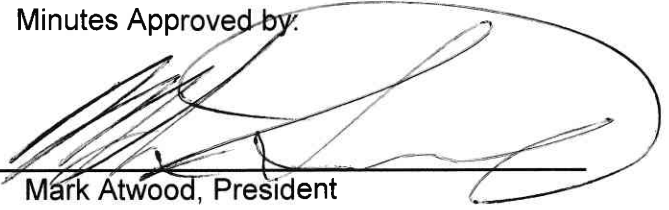
The motion carried with a voice vote with 7 members present in favor.

Minutes Prepared by:

Karen Stacko

Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:

A large, stylized handwritten signature in black ink, enclosed within a hand-drawn oval. The signature is written over a horizontal line.

Mark Atwood, President