

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

REGULAR BOARD MEETING MINUTES – February 8, 2023

CALL TO ORDER

President Mark Atwood conducted the regular Portage County Regional Airport Authority Board meeting on Wednesday, February 8, 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
Bob Krister
Homer Lucas
Tim Paul
Jack Schmidt
Clyde Watson

Members Absent: Chris Gilmore

APPROVAL OF MEETING MINUTES

Motion: To approve the meeting minutes of January 11, 2023, 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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – Jan 2023

Beginning Balance 01/01/2023	\$	16,507.69
Revenue (General Operating)		12,687.00
Expenditures (General Operating)		(18,783.87)
Revenue (Other)		.00
Expenditures (Other)		.00
End Balance – January 31, 2023	\$	<u>10,410.82</u>

FAA/ODOT Fund Financial Report – January 2023

Beginning Balance 01/01/2023	\$	337.74
Grant Revenue		.00
Grant Expenditures		.00
End Balance – January 31, 2023	\$	<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 February 8, 2023, for a total of \$22,494.47.

Moved: Krister; Seconded: Schmidt

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

Portage County Regional Airport Authority Regular Meeting Minutes – February 8, 2023

There were no invoices to review for payment from the FAA/ODOT account.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for January 2023 as prepared for this meeting by Secretary Stacko subject to audit.

Moved: Krister; Seconded: Schmidt

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

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

Airport Engineer

Public Meeting Scheduled

The engineering firm, CHA, will arrange a public meeting on February 23, 2023, in the bay area of the Portage Flight Center from 5pm – 7 pm to discuss and present the masterplan project to the public.

Land Acquisition – Novak Property

The Board awaits the release of the lien on the Novak property by the State of Ohio. Per requirement by the FAA, this legal issue is essential in order for the north taxiway project to proceed.

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. President Atwood submitted legal documentation to the FAA indicating that PACA occupants have perpetual airport access.

Commissioners Meeting Update

At a recent meeting with the County Commissioners, President Atwood shared specific repair recommendations for airport grounds. The Commissioners were very receptive and interested in the proposed improvements. President Atwood will prepare the final quotes for the Commissioners' review and approval.

Buildings/Grounds Committee

Groundskeeper Position

The Board is undecided on the hiring of a new groundskeeper. The Board discussed setting the hourly wage for the future hire.

MOTION: To set the rate of pay for the Groundskeeper position for up to \$20.00 per hour.

Moved: Schmidt; Seconded: Paul

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

Portage County Regional Airport Authority Regular Meeting Minutes of February 8, 2023

New Equipment and Grounds Improvements

President Atwood related the following new equipment and work to be completed with proposed Portage County Commissioners' funding: new beacon, new windsock, updated hardware for the access gate, concrete work on the north side of the airport, and sewer work.

Events Committee

Runway Fest Update

Theodore Ridenbaugh, chairman of the proposed Runway Fest scheduled for June 11, 2023, provided an outline of proposed activities to the members for this event. The members discussed all the aspects of the activities and were assigned certain duties. The Board will seek volunteers to serve on the day of the event.

Member Watson suggested that there be a flag raising and the playing of the national anthem to open the Runway Fest event.

OLD BUSINESS

Dissolution of Airport Authority

No additional information.

NEW BUSINESS

Support Operator Fee Update

The Board agreed that it is important to be consistent in the pursuit of support operator fees and to treat all fairly in compliance with the Airport Authority's rules and regulations. President Atwood will meet with those who have not complied with this issue to reach a resolution.

COMMENTS/ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:07 pm.

Moved: Paul; Seconded: Schmidt

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

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Mark Atwood, President