



PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
REGULAR MEETING MINUTES OF JUNE 14, 2023

CALL TO ORDER

President Mark Atwood conducted the regular meeting of the Portage County Regional Airport Authority (Authority) on June 14, 2023, from the Portage Flight Center, 4039 Nanway Boulevard, Shalersville, OH 44266, at 6:00 pm.

ROLL CALL

Mark Atwood
Chris Gilmore
Bob Krister
Homer Lucas
Patrick O'Malia
Tim Paul
Jack Schmidt
Clyde Watson

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of May 10, 2023, as presented with one correction that the Board Engineer (Thrasher) is willing to initiate the design of the north taxiway project in 2024.

Moved: Schmidt; Seconded: Paul

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – 05/31/2023

Beginning Balance 01/01/2023	\$ 16,507.69
Revenue (General Operations)	61,115.61
Expenditures (General Operations)	(61,143.69)
Revenue (County Funds)	102,665.62
Expenditures (From County Funds)	(81,140.10)
End Balance 05/31/2023	\$ 30,005.13

FAA/ODOT Fund Financial Report – 05/31/2023

Beginning Balance 01/01/2023	337.74
Grant Revenue	30,863.70
Grant Expenditures	(30,863.70)
End Balance 05/31/2023	337.74

Portage County Regional Airport Authority Regular Meeting Minutes of June 14, 2023

Invoice Review and Approval

MOTION: To authorize payment from the General Fund Account for general operating expenses in the amount of \$12,391.32, and \$5,938 expenses attributable to the special County funds; the combined total was \$18,329.32.

Moved: Schmidt; Seconded: Paul

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

President Atwood remarked that two proposed projects remain from the county funding: a heater issue for Board Hangar #1 and storm sewer repair when grounds conditions are dry.

There were no expenses or revenue for May for the FAA/ODOT Grant account.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for May 2023 as presented by Secretary Stacko subject to audit.

Moved: O'Malia; Seconded: Paul

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

Airport Manager: Chris Hopkins, Representative

No report from the FBO.

Member Krister, however, commented that the fire extinguishers on site are outdated and have not been certified due to rust conditions. President Atwood will work with Member Krister on a plan to correct this situation.

Airport Engineer: Thrasher

President Atwood met with Thrasher to discuss the north taxiway project and the possibility of new hangar construction in 2024.

Thrasher is willing to initiate the north taxiway project design without grant funding and then roll the expenses into the construction grant at a later date.

The Authority must show the FAA that there is demand for hangar space. Member Schmidt created a form for hangar requests and will maintain a spreadsheet. An amount of 10-20 interested parties in hangar space will be required in order to justify a new hangar for FAA funding.

Thrasher has updated the CIP list to include new hangar construction as well as the design/construction of the north taxiway project.

Land Acquisition for North Taxiway Project

Member Lucas stated per Assistant County Prosecutor Garnier, the State of Ohio has removed the lien on the respective portion of property that was holding up the project. It is now just a matter of the owner of said property to process the final paperwork.

This action will allow the Authority to resubmit an Airport Layout Plan which will enable the review of the Master Plan.

Portage County Regional Airport Authority Regular Meeting Minutes – June 14, 2023

Committee Reports

Events Committee

Runway Fest 2023

President Atwood commended the chairman of the Runway Fest, Theo Ridenbaugh, for a successful Runway Fest event.

Theo Ridenbaugh reported that approximately 300 people attended the event. There were 15-17 transient aircraft and 100 show cars on site. David Schindler and his crew of pilots accommodated 58 Young Eagle rides. Vendors expressed their satisfaction with the event.

Mr. Ridenbaugh shared his appreciation for those who assisted in this event. He intends on meeting with those involved to discuss the event for feedback for the pro's and con's for future events that include community involvement.

Member Watson suggested that flyers be sent to surrounding airports to be placed on its bulletin board as one way of advertising a future event.

Buildings/Grounds Committee

Construction Work

Concrete work is scheduled on June 19, 2023 on the north/north taxiway between Buildings D and E for approximately 5 days. Funding is provided by PACA, the private hangar owners, and the Authority.

T-Marker Painting

There will be a T-marker painting party on Saturday, June 24, 2023, to correct the existing T-markers prior to Kent State's arrival on site.

Fuel Farm Hose

Member Krister will work with FBO manager Chris Hopkins to purchase a new large fuel hose.

Requests for Hangar Space

Member Krister remarked that he has received many requests and will utilize the new hangar request form for this purpose.

Property Grounds

President Atwood complimented Groundskeeper Ridenbaugh on the condition of the grounds. Needed equipment repairs include repair to the broken trimmer, purchase of hardware to aid in the installation of the mower shoes, and the sharpening of the mower blade.

The members discussed the purchase of a used commercial zero-turn mower for small grass areas when funding permits.

Portage County Regional Airport Authority Regular Meeting Minutes – June 14, 2023

Executive Committee

Vice-President Lucas announced that his board appointment will expire June 30, 2023.

OLD BUSINESS

Dissolution of Airport Authority

Commissioner Badalamenti was in attendance and confirmed that the County has initiated a resolution for the dissolution by 9/30/2023. The Authority will be an advisory board to the Commissioners.

Certification of AWOS

The Authority awaits the formal paperwork for its record.

Kent State Temporary Tie-In Service Update

Kent State expects to begin its temporary stay on site August 1, 2023. It was noted that no training exercises will take place. It anticipates purchasing 3000-5000 gallons of fuel per month and requested to be invoiced for fuel if possible. A dry run for the 16 aircraft tie-ins will be scheduled. Notice was given that Kent State's flight team may practice on site in October 2023.

COMMENTS/ANNOUNCEMENTS

Citizens/Tenants/Employees

Citizen Bill Boyd attended the meeting.

Diane Smith from the Record Courier was in attendance.

ADJOURNMENT

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

Moved: Schmidt; Seconded: Paul

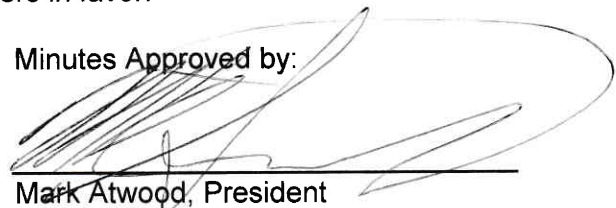
The motion carried with a voice vote with all members in favor.

Minutes prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Mark Atwood, President

c: County Commissioners