



**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
REGULAR MEETING MINUTES OF JULY 12, 2023**

CALL TO ORDER

President Mark Atwood conducted the regular meeting of the Portage County Regional Airport Authority (Authority) on July 12, 2023, from the Portage Flight Center, 4039 Nanway Boulevard, Shalersville, OH 44266, at 6:00 pm.

ROLL CALL

Present: Mark Atwood
Bob Krister
Homer Lucas
Jack Schmidt
Clyde Watson

Absent: Chris Gilmore
Patrick O'Malia
Tim Paul

REAPPOINTMENT OF MEMBER

President Atwood discussed the reappointment of Member Lucas after his term expired in June 2023 with County Prosecutor Meduri who agreed that it is beneficial for Member Lucas to continue his service. Appropriate paperwork will be initiated to confirm this action.

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of June 14, 2023, as presented.

Moved: Schmidt; Seconded: Lucas

The motion carried with a voice vote with 5 members present in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – 06/30/2023

Beginning Balance 01/01/2023	\$ 16,507.69
Revenue (General Operations)	77,633.02
Expenditures (General Operations)	(73,535.01)
Revenue (County Funds)	102,665.62
Expenditures (From County Funds)	(87,078.10)
End Balance 06/30/2023	\$ 36,193.22

FAA/ODOT Fund Financial Report – 06/30/2023

Beginning Balance 01/01/2023	337.74
Grant Revenue	30,863.70
Grant Expenditures	(30,863.70)
End Balance 06/30/2023	337.74

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Invoice Review and Approval

MOTION: To authorize payment from the General Fund Account for general operating expenses in the amount of \$18,653.42, and \$908.00 expenses attributable to the special County funds; the combined total expensed from the General Fund was \$19,561.42.

Moved: Schmidt; Seconded: Lucas

The motion carried with a voice vote with 5 members present in favor.

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

Approval of Financial Reports

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

Moved: Schmidt; Seconded: Krister

The motion carried with a voice vote with 5 members present in favor.

Airport Manager: Chris Hopkins, Representative

Per Mr. Hopkins, the fuel farm filters are scheduled to be replaced in September. He will provide a quote for filters before arranging the installation.

Vice-President Lucas reported the AWOS system down and will ask Mr. Hopkins to prepare a notam on this issue. Harris Airport Systems that provide AWOS maintenance will address the problem.

Airport Engineer: Thrasher

Master Plan Update

The plan is on hold waiting for a revised Airport Layout Plan which is dependent upon the close-out of the land grant and signed paperwork by Gerry Novak.

A waiting list has been created and will be maintained for potential hangar tenants.

Committee Reports

Executive Committee – None

Events Committee- None

Buildings/Grounds Committee

Fire Extinguisher Inspection

Member Krister commented the fire extinguishers have been inspected and updated where needed.

Storage of Non-Aircraft in Hangars

There is a concern that hangars are housing other than aircraft and are inspecting hangars to alert those in violation. In addition, the Board will inquire from those whose hangars may be vacant for a time if they would consider another tenant to temporarily utilize that space in their absence. A reduction in monthly rent would be considered for the permanent tenant.

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Weed Condition on Grounds

President Atwood will arrange the removal of unsightly weeds growing around lights and up through concrete areas.

OLD BUSINESS

Dissolution of Airport Authority

President Atwood stated that the Board shall operate business as usual until informed by the Commissioners. He shared that there have been nine (9) applicants for the FBO Management position and the Board will have input into the final selection.

County Prosecutor Meduri provided a document to begin the dissolution process: Informed Consent Waiver of any Potential Conflict of Interest. After review, the Board members signed this document and it was returned to Mr. Meduri.

In addition, Resolution 2023-01 was crafted to address the real property, personal property, and agreements relative to the dissolution.

MOTION: To initiate Resolution 2023-01 that authorizes the Portage County Regional Airport Authority Board of Trustees to enter into a conveyance agreement with the Board of Trustees of Portage County Commissioners concerning all real property, personal property, and agreements.

Moved: Lucas; Seconded: Schmidt

The motion carried with a roll call vote with 5 members present in favor:

Yea: Atwood, Schmidt, Krister, Lucas, Watson

Kent State Temporary Tie-In Service Update

Representative Brian Neff stated that the planes shall begin to arrive on site on July 28 and hopes to have a dry run of operations before that date. The maintenance building provided by Tim Paul is ready for use. Dick Bonner from the FBO will be alerted to coordinate fuel issues, access to the FBO building, and trash removal with Mr. Neff.

COMMENTS/ANNOUNCEMENTS

Citizens/Tenants/Employees - None

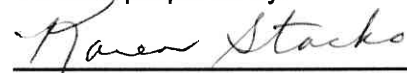
ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:42 pm.

Moved: Schmidt; Seconded: Watson

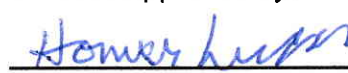
The motion carried with a voice vote with 5 members present in favor.

Minutes prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Homer Lucas, Vice- President