



**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
REGULAR MEETING MINUTES OF OCTOBER 11, 2023**

CALL TO ORDER

President Atwood conducted the regular meeting of the Portage County Regional Airport Authority (Authority) on October 11, 2023, from the Portage Flight Center, 4039 Nanway Boulevard, Shalersville, OH 44266, at 6:02 pm.

ROLL CALL

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

Absent: Chris Gilmore

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of September 13, 2023, as presented.

Moved: Schmidt; Seconded: Krister

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – 09/30/2023

Beginning Balance 01/01/2023	\$ 16,507.69
Revenue	211,507.39
Expenditures	(206,837.99)
End Balance 09/30/2023	\$ 21,177.09

FAA/ODOT Fund Financial Report – 09/30/2023

Beginning Balance 01/01/2023	337.74
Grant Revenue	30,863.70
Grant Expenditures	(30,863.70)
End Balance 09/30/2023	337.74

Portage County Regional Airport Authority Regular Meeting Minutes of October 11, 2023

Invoice Review and Approval

MOTION: To authorize payment from the General Fund Account for general operating expenses in the amount of \$ 11,966.68.

Moved: Schmidt; Seconded: Krister

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

CHA presented Invoice 068648-19 in the amount of \$2,386.50; it will be paid upon receipt of FAA funding.

Approval of Financial Reports

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

Moved: O'Malia; Seconded: Paul

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

Airport Manager

Robert Hartigan, the future airport manager for the County Commissioners, was in attendance, and he provided the following report:

1. The reils were reported as not functioning. Two notams have been issued stating this "out-of-service status; however, the reils are working, but the official inspection after installation was not initiated which could be the reason for the current status on record. Mr. Hartigan will discuss this issue with the FAA.
2. The County Commissioners will vote on October 12, 2023, to accept the agreed judgement entry and order for the dissolution of the Portage County Regional Airport Authority.
3. Mr. Hartigan shared information on a SMART 100% grant program through ODOT. The purpose of the grant is to conduct demonstration projects focused on advanced technologies to improve transportation efficiency and safety. The program includes 2 phases: planning and implementation. The commissioners have applied for this grant for a potential drone project to enable emergency medical and emergency logistics.
4. Mr. Hartigan has been seeking quotes for the ice/snow control for the airport grounds for 2024.

Airport Engineer: Thrasher

Master Plan Update

The recorded plat for the Novak property purchase has been completed. This is the final piece of information needed for the FAA to approve the master plan.

Committee Reports

Executive Committee – None

Events Committee

A possible Young Eagles event may be held if the weather is good for the upcoming Saturday.

Buildings/Grounds Committee

Delay of Employment – Robert Kohn

Due to surgery scheduled for Mr. Kohn, he will not be able to commence employment for at least 6 weeks.

Fuel Pump Hose Repair

The Board discussed the issue of the hose that connects the drum to the fuel tank. The hose is worn, kinks, and relays a “pressure backflow error” message on the site minder.

NEW BUSINESS

No new business.

OLD BUSINESS

Dissolution of Airport Authority

The FAA is in process of approving the County Commissioners to be the sole sponsor for grant assurances to be effective hopefully by January 1, 2024.

Kent State Temporary Tie-In Service Update

Kent State aviation crew exited the grounds in a very impressive order per President Atwood. Each plane lined up in numerical order and returned back to the Kent State University airport grounds. Brian Neff, representative from Kent State, presented the Board with a framed picture signed by the pilots in appreciation for allowing the temporary tie-in project to take place while the Kent pavement rehabilitation took place.

COMMENTS/ANNOUNCEMENTS

Citizens/Tenants/Employees – No additional comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:36 pm.

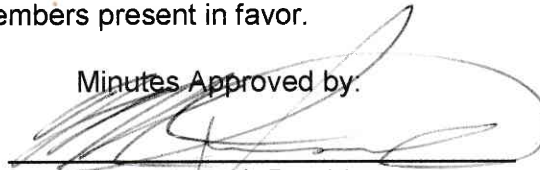
Moved: Schmidt; Seconded: Krister

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

Minutes prepared by:


Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:


Mark Atwood, President