



**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
REGULAR MEETING MINUTES OF AUGUST 9, 2023**

CALL TO ORDER

Vice- President Homer Lucas conducted the regular meeting of the Portage County Regional Airport Authority (Authority) on August 9, 2023, from the Portage Flight Center, 4039 Nanway Boulevard, Shalersville, OH 44266, at 6:00 pm.

ROLL CALL

Present: Bob Krister
 Homer Lucas
 Tim Paul
 Jack Schmidt
 Clyde Watson

Absent: Mark Atwood
 Chris Gilmore
 Patrick O'Malia

REAPPOINTMENT OF MEMBER

Homer Lucas recited the Authority's Oath of Office as he was appointed to a new term on the Board per County resolution.

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of July 12, 2023, as presented.

Moved: Krister; Seconded: Schmidt

The motion carried with a voice vote with 4 members present in favor; Member Paul abstained as he did not attend the July meeting..

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – 07/31/2023

Beginning Balance 01/01/2023	\$ 16,507.69
Revenue (General Operations)	197,027.16
Expenditures (General Operations and County-funded projects)	(180,111.53)
End Balance 07/31/2023	\$ 33,423.32

FAA/ODOT Fund Financial Report – 07/31/2023

Beginning Balance 01/01/2023	337.74
Grant Revenue	30,863.70
Grant Expenditures	(30,863.70)
End Balance 07/31/2023	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 \$12,343.14.

Moved: Schmidt; Seconded: Krister

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

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

Approval of Financial Reports

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

Moved: Krister; Seconded: Schmidt

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 were delivered and will be installed in mid-September.

Airport Engineer: Thrasher

Master Plan Update

The plan is on still 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.

The Board has received the revised plat for the Novak property. The Board shall submit this plat to the Portage County Planning Commission for approval at its September 13, 2023, meeting.

MOTION: To authorize Vice-President Homer Lucas to prepare the necessary paperwork to submit an application to the Portage County Planning Commission for the approval of the revised plat for the Novak property in the amount of \$350.00.

Moved: Paul; Seconded: Watson

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

A meeting was held on August 3, 2023 with Thrasher, who will provide options for a proposed hangar, using proposed sites for hangars on the draft airport layout plan. The financing of a new hangar will partially come from an FAA infrastructure grant.

Committee Reports

Executive Committee – None

Events Committee- None

Buildings/Grounds Committee

Fire at Hangars 3 / 4.

The Board's insurance company has been contacted regarding a fire at Hangars 3 / 4. Vice-President Lucas remarked the matter is under review by the insurance adjuster for repairs.

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Runway Lights Update

Groundskeeper Ridenbaugh reported that all runway lights are functioning; he recently replaced 36 bulbs. He will prepare a maintenance spreadsheet for future reference.

Request for Switch in Hangar Locations

Tenant Fisher (Hangar B10) reported he will be leaving the field on 8/31/2023; Tenant Lennon in Hangar B3 has requested to move into B10. Member Krister will advise Mr. Lennon that he may do so effective September 1, 2023.

OLD BUSINESS

Dissolution of Airport Authority

The Board awaits all final details for the dissolution expected by the end of September.

Kent State Temporary Tie-In Service Update

Brian Neff advised that the temporary tie-in condition on the grounds is going well.

COMMENTS/ANNOUNCEMENTS

Citizens/Tenants/Employees – No additional comments


ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:45 pm.

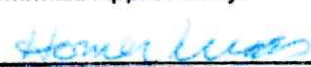
Moved: Schmidt; Seconded: Krister

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

C: County Commissioners