



**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
REGULAR MEETING MINUTES OF September 13, 2023**

CALL TO ORDER

President Atwood conducted the regular meeting of the Portage County Regional Airport Authority (Authority) on September 13, 2023, from the Portage Flight Center, 4039 Nanway Boulevard, Shalersville, OH 44266, at 6:01 pm.

ROLL CALL

Present: Mark Atwood
Bob Krister
Homer Lucas
Patrick O'Malia
Tim Paul
Jack Schmidt (*Arrived at 6:03 pm*)
Clyde Watson

Absent: Chris Gilmore

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of August 9 , 2023, as presented.
Moved: Krister; Seconded: Schmidt
The motion carried with a voice vote with 5 members present eligible to vote in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report – 08/31/2023

Beginning Balance 01/01/2023	\$ 16,507.69
Revenue	201,314.16
Expenditures	(192,454.67)
End Balance 08/31/2023	\$ 25,367.18

FAA/ODOT Fund Financial Report – 08/31/2023

Beginning Balance 01/01/2023	337.74
Grant Revenue	30,863.70
Grant Expenditures	(30,863.70)
End Balance 08/31/2023	337.74

(Member Schmidt entered the meeting at 6:03 pm.)

Portage County Regional Airport Authority Regular Meeting Minutes of September 13, 2023

Invoice Review and Approval

MOTION: To authorize payment from the General Fund Account for general operating expenses in the amount of \$ 12,187.11; the Board agreed to postpone an invoice from PACA (2,401.84) and to pay Harris Airport Systems ½ of its invoice in the amount of \$1,515.00.

Moved: Schmidt; Seconded: Krister

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

There were no expenses presented at the September meeting for the FAA/ODOT Grant account.

Approval of Financial Reports

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

Moved: O'Malia; Seconded: Schmidt

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

Airport Manager: Introduction of New Manager

Robert Hartigan has been selected as the new airport manager by the Portage County Commissioners. He started an FBO and a flight school at a county airport in Dayton, Ohio, that began his aviation career. Mr. Hartigan not only is a pilot but has several years' experience in airport management with the Cuyahoga County Airport and most recently an Assistant Commissioner for Airport Development at Cleveland Hopkins Airport.

Mr. Hartigan's stated his mission is to make the airport pay for itself as a viable economic engine and to make the Portage County airport affordable for those who utilize the facility.

Airport Engineer: Thrasher

Master Plan Update

The plan has finally been submitted to the satisfaction of the FAA. The Airport Layout Plan is moving through the approval process.

Annual FAA Meeting Preparation

President Atwood and Mr. Hartigan met with Thrasher to review the discussion items for the upcoming annual meeting with the FAA in October.

Land Acquisition - North Taxiway Project

Per Vice-President Lucas, the Portage County Planning Commission approved the plat for the Novak property. The document shall be circulated to obtain the necessary signatures and then returned to the Planning Commission for final action and recording by the County Auditor's office.

Committee Reports

Executive Committee – None

Events Committee- None

Buildings/Grounds Committee

Hangar Vacancy Status

Member Krister advised that the Board continues to receive inquiries for hangar space. Currently there are no vacancies. Members Krister and Schmit maintain a list of these requests and act upon a vacancy when it occurs.

NEW BUSINESS

New Employee

The Board has decided to hire an additional employee for grounds maintenance. The current groundskeeper, Theo Ridenbaugh, is returning back to school and will be limited in taking care of airport maintenance responsibilities. In the interest of being prepared for upcoming snowplowing season, the Board has elected to hire a part-time person at this time to learn the necessary maintenance operations of the airport.

MOTION: To hire Robert Kohn on a part-time basis to conduct grounds maintenance to include mowing and snowplowing for \$20.00 per hour effective September 13, 2023.

Moved: Schmidt; Seconded: Krister

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

OLD BUSINESS

Dissolution of Airport Authority

It is necessary for the Authority to initiate a resolution to sign the agreed judgement entry and order for the dissolution

MOTION: To initiate Resolution 2023-02 to approve and sign the agreed judgement entry and order for the dissolution of the Portage County Regional Airport Authority.

Moved: Schmidt; Seconded: Krister

The motion carried with a roll call vote with 7 members present in favor:

Schmidt, Krister, Lucas, Atwood, O'Malia, Watson, Paul

Kent State Temporary Tie-In Service Update

The temporary tie-in activity will cease as of Monday, September 18, 2023. President Atwood commented that the operation was a success and suggested that Kent State consider a permanent situation in the future.

COMMENTS/ANNOUNCEMENTS

Citizens/Tenants/Employees – No additional comments

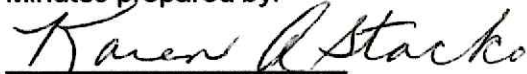
ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:31 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

c: County Commissioners

Minutes Approved by:



Mark Atwood, President