



Portage County Regional Airport Authority
4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, July 13,2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, July 13, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 7:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio, by Vice-President John Siman.

ROLL CALL

Members Present: John Festa
 Christopher Gilmore
 Robert Krister
 Homer Lucas
 Tim Paul
 John Siman
 Melvin Steedly

Members Absent: Christopher Mars

OATH OF OFFICE

The County Commissioners re-appointed Tim Paul, Robert Krister, and Christopher Mars for a new term. Members Paul and Krister recited the oath of office; their term will expire 6/27/2019. (Note: Member Mars was not in attendance.)

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of June 8, 2016, as presented.

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with a voice vote with 6 members eligible to vote in favor: Paul, Steedly, Lucas, Gilmore, Festa, Siman; Member Krister abstained as he was not in attendance for that meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 06/30/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	06/30/16		74,870.13
Expenditures as of	06/30/16		(58,333.27)
End Balance	06/30/16	\$	43,577.34

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated July 13, in the amount of 16,234.62.

Moved: Paul; Seconded: Lucas

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

FAA Fund Report

Beginning Balance	01/31/2016	\$	2.00
Ending Balance	06/30/2016	\$	2.00

There was no grant activity during the month of June 2016.

AIRPORT MANAGER REPORT

FBO representative Chris Hopkins reported that fuel pump #2 is down and under repair with Collins Equipment. He also stated that there is an electrical problem with the runway lighting system. Member Siman will secure the system schematic to aid in the correction of this issue.

AIRPORT ENGINEER REPORT

Engineer Yager was not in attendance.

In his absence, President Gilmore advised that ODOT will not be providing the expected funding for the Grant Project 2016. As a result, the Nanway Boulevard road improvement has been deleted from the project. President Gilmore stated that he will discuss the very poor condition of this roadway with the Commissioners to try to seek some resolution for its improvement.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee, President Gilmore reported:

- The FBO owner is still reviewing the existing contracts relative to the FBO operation.
- The new website is under development; web site address will be www.fly.KPOV.com.
- The Board shall seek bids for a new 5-year engineering contract.

Finance Committee, Member Lucas reported:

- The Board decided to renew the commercial insurance liability based on existing values; the proposed increased values provided by the insurance company would have resulted in a much higher premium.
- The Board paid the stormwater assessments on all board-owned properties as recommended by the Portage County administration.
- The County will withhold any lien sales against board-owned properties until the request for exemption on certain board-owned properties have been decided.

Building/Grounds Committee, Member Siman reported:

- The Portage County Building inspector will inspect Hangars ABD for recommendations for any required or necessary structural deficiencies.
- The Roofing Guy will implement roofing repairs as necessary for Board Hangars ABD commencing the first week in August 2016
- A Local pre-school will be touring the airport grounds.

OLD BUSINESS

Survey for Auto Gas Interest

The Board decided not to pursue auto gas sales on the airport grounds due to a low response from survey presented to the tenants.

NEW BUSINESS

Board By-Laws Revision

Per President Gilmore, the revisions to the by-laws included a re-typing of existing document into a Word format and the addition of the formation of the sub-committees.

MOTION: To adopt the Board's By-Laws as revised dated July 13, 2016.

Moved: Paul; Seconded: Steedly

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

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

President Gilmore :

- Advised that a Temporary Flight Restriction at Portage County Airport was issued due to the Republic Convention from July 17 – July 23, 2016. This information will be placed on the Board's website and sent via email to all known tenants on site. Pilots must check with the flight service center and prepare a flight plan. No training or pattern work shall be allowed during this TFR.
- Reminded the members of the PACA picnic on August 14, 2016 at 5 pm.

Member Festa:

- Reported a change in his email address as he has not been receiving emails sent by the Secretary of the Board. He also offered to serve on the Building/Grounds Committee.

Member Steedly:

- Will check into the fuel pump certification procedure based on correspondence received relative to this matter.

Member Siman:

- Will investigate and determine what maintenance issues are needed due to an ODOT inspection of the airport grounds.

Groundskeeper Dunlavy

- Stated that there is a hydraulic leak in one of the tractors. The members suggested that he contact a company who can come on site, instead of driving the equipment or having it hauled off-site.

Tenants/Citizens

Tenant Larry Davis:

- Offered to check on the condition of the runway lights to verify where any deficiencies exist.

- Will send a picture of the new Goodyear Blimp as he witnessed its landing at the airport for possible placement on the Board's website.

- Suggested that the Board alert tenants of the FAA determination on the use of hangars and the circumstances in which non-aviation equipment/aircraft may be stored.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 8:13 pm

Moved: Paul; Seconded: Steedly

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

Minutes Prepared by:

Minutes Approved by:

Karen A. Stacko, Secretary/Treasurer

Chris Gilmore, President

c: County Commissioners