

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, April 13, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, April 13, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 7:08 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio, by Vice- President John Siman.

ROLL CALL

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

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of March 9, 2016, as presented.
Moved: Steedly; Seconded: Mars
The motion carried with a voice vote with all members in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 03/31/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	03/31/16		41,988.87
Expenditures as of	03/31/16		(25,848.22)
End Balance	03/31/16	\$	43,181.13

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated April 13, 2016, in the amount of \$11,022.64.

Moved: Krister; Seconded: Steedly
The motion carried with a voice vote with all 7 members in favor.

FAA Fund Report

Beginning Balance	03/31/2016	\$	2.00
Ending Balance	03/31/2016	\$	2.00

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

Approval for Expense Payments from the FAA/ODOT Account

GA Consultants, Inc. presented invoices for payment for the Grant 27-15 project. After review, the Board approved the following payments pending receipt of said grant funds into the FAA/ODOT account by the FAA:

MOTION: To approve payments for the Grant 27-15 project pending receipt of funds by the FAA into the FAA/ODOT Checking Account for Chagrin Valley Paving, Inc., Pay application 2, \$31,983.63 and Pay application 3 for \$2,819.25; and, GA Consultants, Inc., Invoice 16001, \$4,420.12.

Moved: Krister; Seconded: Steedly

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

Secretary Stacko advised that it will be necessary to transfer General Funds into the FAA/ODOT account which represents the Board's local match responsibility.

MOTION: To authorize the transfer of General Funds into the FAA/ODOT Account to be used as the local match for approved contractor and engineering payments as listed above in the total amount of \$3,923.00.

Moved: Lucas; Seconded: Steedly

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

AIRPORT MANAGER REPORT

There was no representative from the FBO in attendance.

AIRPORT ENGINEER REPORT

The Ohio Airport Grant Program 2017 application for funding is due May 1, 2016, for Phase 2 of the runway rehabilitation 1,600' x 75' .

MOTION: To authorize President Gilmore to sign the Ohio Airport Grant Program FY 2017 for Phase 2 Runway Rehabilitation Project for a grant amount of \$386,650. (Resolution 2016-02)

Moved: Paul; Seconded: Mars

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

President Gilmore stressed the financial challenges ahead in order to meet the local match for the projects proposed and expressed the hope that among the FAA, ODOT, County Commissioners, and the Airport Authority working together will enable the proposed projects for 2016 to move forward.

OLD/PENDING BUSINESS

Selection of Airport Engineer

Three engineering firms submitted Request for Qualifications on April 4, 2016. After interviews and evaluation of each firm, the Board Selection Committee chose GA Consultants, Inc. as the best qualified. The contract was modified from original specifications due to the deadlines of the proposed projects.

MOTION: To award a modified term of a 1-year contract for engineering services and Grant Administration services for 2015-2016 grants to GA Consultants, Inc.

Moved: Paul; Seconded: Mars

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

Action Items

The subcommittees addressed the following topics:

Executive Committee

1. The Minimum Standards and By-Laws ready for review
2. New Website Design/Set-up email communication system/records retention
3. Need for communication with other county organizations

Finance Committee

1. Propose a change in presentation of financial reports/organization of data (Quickbooks)
2. Review of insurance policies for content and better understanding of coverage

Building/Grounds

1. Lighting repair
2. Roof damage evaluation for repair
3. Repair of Board Hangar 1
4. Repair at Flagpole – Member Paul to complete repairs

Member Siman advised that issues relating to grounds and hangar maintenance should be directed to him and equipment issues to Groundskeeper Dunlavy.

NEW BUSINESS

Portage County Regional Planning Commission

Todd Peetz, Director of the Portage County Regional Planning Commission, shared information on the various activities/opportunities offered by the Commission. He stated that a series of upcoming events called, "Celebrate Portage" is the planning stages offering a host of public activities and happenings throughout Portage County from August through September 2016. He encouraged the Board to promote an event at the Portage County Airport; the Board tentatively chose September 3, 2016, with a rain date of September 10, 2016.

Antique Truck Plowing Event

Vice-President Siman reminded the Board that the antique truck plowing event will be held on April 16, 2016, with a rain date on April 23, 2016. He will report the event to the Community Journal to advertise it. President Gilmore has granted permission to the participants to park equipment on airport grounds during the event.

COMMENTS / ANNOUNCEMENTS

Board Members

Vice-President Siman remarked that there will be a mediation hearing at the Portage County Courthouse on April 29, 2016 as a result of the Collapse of Hangar C in 2014.

Member Krister relayed that the deadline to apply for Board member re-appointment April 15, 2016, and applications must be forwarded to Deb Mazanec in the Commissioners' office.

Tenants/Citizens

Request to Address Board: Michael Hosey, Boy Scout

In an effort to achieve Eagle Scout status, Michael Hosey offered to refurbish the windtee at the Portage County Airport. The Board expressed appreciation for his interest and approved his request to proceed. Member Mars will oversee the work.

EXECUTIVE SESSION

MOTION: To enter into executive session at 8:21 pm to discuss pending litigation.

Moved: Krister; Seconded: Lucas

The motion carried with a roll call vote all members in favor, 7-0-0.

Yeas: Krister, Lucas, Gilmore, Siman, Paul, Steedly, Mars

MOTION: To return to regular session at 8:45 pm.

Moved: Mars; Seconded: Steedly

The motion carried with a roll call vote all members in favor, 7-0-0.

Yeas: Mars, Steedly, Gilmore, Siman, Paul, Krister, Mars

The Board initiated the following action:

MOTION: To authorize the Portage County Prosecuting Attorney to proceed with legal action against Kelly Aviation Helios to collect past-due funds and for breach of contract. (Resolution 2016-03)

Moved: Krister; Seconded: Lucas

The motion carried with a roll call all members in favor, 7-0-0.

Yeas: Krister, Lucas, Mars, Steedly, Gilmore, Siman, Paul

ADJOURNMENT

MOTION: To adjourn the regular meeting at 8:47 pm

Moved: Krister; Seconded: Steedly

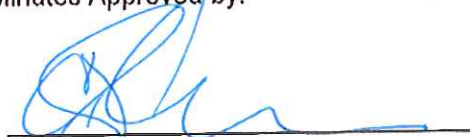
The motion carried with a voice vote with all 7 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary/Treasurer



Chris Gilmore, President

c: County Commissioners