

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

**REGULAR BOARD MEETING MINUTES, February 10, 2016**

*(Note: Before the meeting commenced, Secretary Stacko advised the members that John E. Trew had resigned effective this date.)*

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, February 10, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 7:03 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

**NOMINATION OF 2016 OFFICERS**

Vice-President Siman solicited the members for a nomination for the position of President 2016. Member Paul nominated Christopher Gilmore to serve as President 2016. There were no other nominations. Member Gilmore accepted with the stipulation that all members provide support and direction. All members stated that they would provide their support to the new President.

**MOTION: To elect Christopher Gilmore as the President of the Portage County Regional Airport Authority for Year 2016.**

Moved: Paul; Seconded: Siman

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

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

In order to understand and learn the proper procedures in performing his duty as President, President Gilmore requested that Vice-President Siman reside over this meeting.

Vice-President Siman asked the members for a nomination for the position of Vice-President 2016. Member Paul nominated John Siman to remain as Vice-President for the Year 2016. There were no other nominations.

**MOTION: To elect John Siman as the Vice-President of the Portage County Regional Airport Authority for Year 2016.**

Moved: Paul; Seconded: Gilmore

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

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

### APPROVAL OF MINUTES

**MOTION:** To approve the regular meeting minutes of January 13, 2016, as corrected. The correction was to remove John Siman’s name as being in attendance as he was absent for January meeting.

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with 3 members present eligible to vote in favor: Paul, Steedly, Lucas

### MONTHLY REPORTS

#### **Secretary/Treasurer (Karen Stacko)**

##### General Fund Report

As of 1/31/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	01/31/16		14,913.31
Expenditures as of	01/31/16		(11,970.72)
<b>End Balance</b>	<b>01/31/16</b>	<b>\$</b>	<b>29,983.07</b>

##### Approval for Expense Payments from General Fund

**MOTION:** To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated February 10, 2016, in the amount of \$6,141.70, with the exception of any payment for the county loan and/or interest until President Gilmore meets with the Commissioners for direction on this loan issue.

Moved: Mars; Seconded: Paul

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

##### FAA Fund Report

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

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

##### Budget 2016

The Board reviewed the proposed budget for 2016. A line item, “Repairs to Hangars ABD” will be added to the proposed expenditures to reflect the increase of rent of \$25.00 per ABD hangar for that purpose.

**MOTION:** To accept the Budget 2016 as presented and revised to reflect a special line item for repairs to Hangars ABD under the Expenditures on the General Fund Statement.

Moved: Paul; Seconded: Steedly

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

Secretary Stacko will send Dale Kelly, owner of Kelly Aviation Helios, a copy of the Budget 2016 as he has requested at this meeting.

### AIRPORT MANAGER REPORT

There was no representative from the FBO in attendance.

### AIRPORT ENGINEER REPORT

Engineer Yager was not in attendance.

### OLD/PENDING BUSINESS

#### Action Items

President Gilmore advised that the new key card system will be activated on February 19, 2016. The code on the key pad that accesses the field will be changed.

Member Lucas has been seeking quotes for hangar construction. He intends on presenting draft drawings of proposed hangars in the near future. Tenant Kelly advised the Board to secure an Envelope Compliance Certificate for Hangars as certain specifications may be required for the building of hangars. Engineer Yager will be contacted for instructions on receipt of this information.

FBO owner, Dick Bonner, offered to review the current Minimum Standards established by the Airport Authority with President Gilmore to determine if any changes or additions may be warranted.

#### Support Operator User Fee Discussion

The Board discussed the matter of non-payment of user fees by some of the support operators since its inception in 2002. Over the years this issue has been disputed by the support operators who have not paid the respective fees. President Gilmore will discuss with the Board's legal counsel, Christopher Meduri, from the Portage County Assistant Prosecutor's office, the legality and enforcement of said user fees as required per the Board's Rules and Regulations. Secretary Stacko stated that all user fees (private, support, and commercial) have been sent out for the year 2016.

### NEW BUSINESS

#### Land Lease Discussion – Kelly Aviation Helios

Dale Kelly from Kelly Aviation Helios is selling the T-Hangars. He offered the sale to the Board at a minimum price of \$400,000.00 and requested an answer within a 10-day period.

Mr. Kelly related that he would send a list of current tenants and names of potential hangar renters to Member Siman by the end of the week.

#### Insurance Liability Coverage Review

Secretary Stacko will provide information on current coverages for the Board's review to determine if an increase is warranted.

### COMMENTS / ANNOUNCEMENTS

#### **Board Members**

##### President Gilmore:

- Stated that he will meet with the Commissioners later this month to discuss the overdue county loan payment

-Will secure a quote to repair several runway/taxiway lights and the wind tee light

Secretary Stacko:

- Continues to work on securing contact and N Numbers for tenants on the grounds.
- Will send a letter of appreciation to Marsam Metal Fabricating Company
- Will send a letter of appreciation to former member, John Trew, for his service to the Board
- Will send out key cards

Groundskeeper Dunlavy:

-Stated that the mower/tractor needs a new hitch. He would order the respective part with Board's approval.

**MOTION: To authorize Groundskeeper Dunlavy to order the new style hitch for the mower/tractor in the amount of \$250.00.**

Moved: Krister; Seconded: Siman

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

**Tenants/Citizens – No comments**

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 9:05 pm**

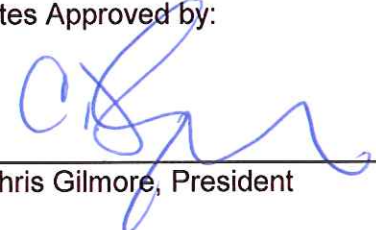
Moved: Paul; Seconded: Steedly

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