

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

REGULAR BOARD MEETING MINUTES, January 13, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, January 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 President John E. Trew.

ROLL CALL

Members Present: Homer Lucas
Tim Paul
Melvin Steedly
John E. Trew, President

Members Absent: Christopher Gilmore
Robert Krister
Christopher Mars
John Siman

NOMINATION OF 2016 OFFICERS

MOTION: To conduct the election of officers for 2016 at the February meeting.

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with 4 members present in favor.

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of December 9, 2015, as presented.

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with 4 member's present eligible to vote in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 12/31/2015, the General Fund consisted of:

Beginning Balance	01/01/15	\$	52,478.46
Revenue as of	12/31/15		118,877.24
Expenditures as of	12/31/15		(144,315.22)
End Balance	12/31/15	\$	27,040.48

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated January 13, 2016, in the amount of \$11,970.72

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with 4 members present in favor.

FAA Fund Report

As of 12/31/2015, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2015	\$	2.00
Revenue	12/31/2015		315,681.45
Expenditures	12/31/2015		315,681.45
End Balance	12/31/2015	\$	2.00

Budget 2016

Secretary Stacko shall prepare a draft budget for Year 2016 and will forward to the members before the February meeting for review.

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

Member Lucas contacted several companies seeking information on hangar design, construction, and financing. He shared approximate costs and income potential with the members relative to a rate of return, payoff period, and approximate cost of construction. He shall continue to work on this issue and available options.

NEW BUSINESS

Land Lease Discussion – Kelly Aviation Helios

Mr. Kelly was not in attendance as expected; Member Paul will follow-up on this issue.

COMMENTS / ANNOUNCEMENTS

Board Members

President Trew stated that the County would like to meet to discuss the outstanding county loan payment. The meeting will be scheduled in February 2016.

President Trew reported the furnace at Castle Hangar needs repair.

Secretary Stacko will prepare the user fee invoices based on information reported by tenants.

Tenants/Citizens

Citizen Robert Rist stated he would like to donate the fabric tension shelter to the Board, but needs a new cover in an approximate amount of \$10,000. In exchange, he offered to donate his labor and materials to set up the building for both the use of the Board and his company. President Trew will check if any permits or engineering approvals are needed for said shelter. He offered to provide a presentation regarding the specifics to the Board relative to this shelter.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:36 pm

Moved: Lucas; Seconded: Steedly

The motion carried with a voice vote with 4 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary/Treasurer



Chris Gilmore, President

c: County Commissioners

attachment: General Fund January 2016