

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

**REGULAR BOARD MEETING MINUTES, June 8, 2016**

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**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, June 8, 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: Christopher Gilmore  
Homer Lucas  
Christopher Mars (Arrived at 7:10 pm)  
Tim Paul  
John Siman  
Melvin Steedly

Members Absent: Robert Krister

**OATH OF OFFICE – NEW MEMBER**

The Board welcomed a new member, John Festa. He is currently a Mantua Township Trustee, Board of Trustees Chairman for the Mantua/Shalersville Fire District, and Knights of Columbus member. In his private life, he is a project manager for Gable Elevator.

**APPROVAL OF MINUTES**

**MOTION:** To approve the regular meeting minutes of May 11, 2016, as presented.  
Moved: Paul; Seconded: Lucas  
The motion carried with a voice vote with 4 members present eligible to vote in favor: Paul, Lucas, Gilmore, Mars; 3 members abstained: Steedly, Siman, and Festa.

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Report

As of 05/31/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	05/31/16		63,029.13
Expenditures as of	05/31/16		(43,069.23)
<b>End Balance</b>	<b>05/31/16</b>	<b>\$</b>	<b>47,000.38</b>

*(Note: Member Mars arrived at 7:10 pm)*

Approval for Expense Payments from General Fund

**MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated May 11, 2016, in the amount of 15,264.04.**

Moved: Steedly; Seconded: Mars

The motion carried with a voice vote with 6 eligible members present in favor; Member Festa abstained as he was not a member at the time of the June 8 meeting.

FAA Fund Report

Beginning Balance	05/31/2016	\$	2.00
Ending Balance	05/31/2016	\$	2.00

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

**AIRPORT MANAGER REPORT**

There was no representative from the FBO in attendance.

**AIRPORT ENGINEER REPORT**

Engineer Yager was not in attendance.

President Gilmore commented that bid specifications for the 2016 grant project have been advertised. The bid opening is scheduled for June 21. All indications are that FAA and ODOT funding will be awarded as anticipated.

The Board will seek a new 3-year engineering contract and the Request for Qualifications will be solicited soon per President Gilmore.

**OLD/PENDING BUSINESS**

Committee Reports

Executive Committee, President Gilmore reported:

- A draft of the revisions to the Board's Rules and Regulations, Minimum Standards, Agreements relative to the FBO operation have been submitted to the FBO Manager for input. The final draft will be submitted to the Board for its final review and approval.
- New website design is underway

Finance Committee, Member Lucas reported:

- Stormwater assessments on all Board's properties must be paid and not subject to any exemption. Amounts due for said assessments for tax years 2014 and 2015 shall be paid before the July 15, 2016, deadline. Secretary Stacko will verify the amount due based on the most recent property tax invoices and submit payment to the County Treasurer.

Financial Committee Report (continued):

- The status on real estate tax exemption application for tax years 2014 and 2015 remains uncertain, but the County Commissioners, Auditor, and Treasurer are all aware of the Board's real estate tax situation.
- The Board's commercial property policy specifies a replacement value on each building. Member Lucas is reviewing this information to determine if amounts are per insurance standards and appropriate.
- It is important to contact the Board's insurance representative (Steve Neeley, Aviation Insurance Managers) to report a public event to determine if the event may warrant additional supplemental coverage.

Building/Grounds Committee, John Siman reported:

- The Board is arranging roof repairs for affected hangars. Member Siman will craft a letter of explanation to the tenants and then notify the tenants before the repairs begin with instructions on how to protect aircraft during the repairs.

Events Committee, Christopher Mars reported:

- The Portage Flight Center shall host the Portage County 4-H club members on June 11, 2016, 10 am – noon. The event shall include a tour of airport grounds to include Metro Life Flight and the FBO area and maintenance hangar. Lunch shall be provided at Member Tim Paul's hangar. President Gilmore suggested that tenants display their planes on the grounds if possible. Young Eagles flights shall be available weather permitting.
- A flyer is being prepared for the September event sponsored by the Board.

## NEW BUSINESS

### Structural Inspection of Hangars ABD

After the collapse of Hangar C due to a windstorm, the engineering firm, URS, completed a structural inspection of Hangars ABD. The report stated that the remaining buildings (Hangars ABD) were structurally sound, but included recommendations for certain improvements. Member Siman will contact URS to discuss the proposed recommendations.

### Mowing of Airport Grounds

Exhibit B in the FBO's contract spells out the guidelines for the mowing of airport grounds as a part of its contract. However, as far as the board members could recall, the mowing has always been done by the current groundskeeper/ employee of the Airport Authority, Lester Dunlavy. There may have been negotiations over the early contract years on who is the responsible party for the mowing. The Board will discuss this with the FBO when contract discussions take place.

### Survey re Auto Gas

President Gilmore suggested that Secretary Stacko place a survey question on the July rent invoices asking if the respective tenant would purchase auto gas or mogas (90 octane recreational gas) if it becomes available at the Portage County Airport; and, if so, how much approximately each month would be purchased.

**COMMENTS / ANNOUNCEMENTS**

**Board Members**

- President Gilmore suggested that Secretary Stacko prepare a distribution email lists of those tenants at the airport.
- Member Steedly continues to update the FAA National Based Aircraft Inventory Program verifying N numbers and other data as requested by the FAA.

**Tenants/Citizens**

- Tenant David Greenwood requested permission to drywall a certain area in Board Hangar A2 at his own expense. John Siman will review this request and will advise Mr. Greenwood to make sure it complies with building code regulations and subject to any future structural engineering recommendation for removal if necessary. Mr. Greenwood also reported that some cement floors are in disrepair and Member Siman will address that issue also.
- Citizen Terry Moore commented that the FAA is very focused on wildlife management on airport grounds. It is important to keep the grass a certain height in the interest of aviation safety as it relates to the birds and other species that habitat the airport grounds. The FBO agreement contains such a plan.
- Secretary Stacko requested that the members report their volunteer hours at month end.

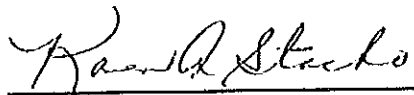
**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 8:20 pm**

Moved: Paul; Seconded: Mars

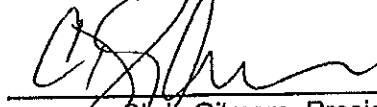
The motion carried with a voice vote with 7 members present in favor.

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Chris Gilmore, President

c: County Commissioners