

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

REGULAR BOARD MEETING MINUTES, May 11, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, May 11, 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
Melvin Steedly (Arrived at 7:05 pm)

Members Absent: John Siman

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of April 13, 2016, as presented. Moved: Paul; Seconded: Mars
The motion carried with a voice vote with 5 members present in favor.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 04/30/2016, the General Fund consisted of:

| | | | |
|--------------------|-----------------|-----------|------------------|
| Beginning Balance | 01/01/16 | \$ | 27,040.48 |
| Revenue as of | 04/30/16 | | 53,539.87 |
| Expenditures as of | 04/30/16 | | (36,870.86) |
| End Balance | 04/30/16 | \$ | 43,709.49 |

(Member Steedly arrived at 7:35 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 **\$6,198.37**.

Moved: Paul ; Seconded: Mars

The motion carried with a voice vote with 6 members in favor.

FAA Fund Report

| | | | |
|-------------------|------------|----|------|
| Beginning Balance | 04/30/2016 | \$ | 2.00 |
| Ending Balance | 04/30/2016 | \$ | 2.00 |

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

AIRPORT MANAGER REPORT

There was no representative from the FBO in attendance.

AIRPORT ENGINEER REPORT

Engineer Don Yager advised that 98% of the plans for 2016 grant are completed and submitted to the FAA. The project shall be advertised June 1, 2016, with a bid opening date of June 25. The final grant submission to the FAA shall be prior to July 1, 2016.

The board's grant local match responsibility shall be \$40,705; the engineering fee included in this amount (\$20,200) is not covered under the ODOT funding, but 90% (\$18,100) will be reimbursed by the FAA in the 2017 grant appropriation to the Board for this purpose.

(Note: Member Steedly left the meeting at 7:35 pm.)

OLD/PENDING BUSINESS

Action Items

The subcommittees addressed the following topics:

Executive Committee

1. Review of Airport Management Agreement with the FBO owner in progress
2. Revision of Minimum Standards, Rules/Regulations, By-Laws in progress

Finance Committee

1. Monthly financial reports revisions underway
2. Review of General Liability Insurance

MOTION: To authorize the renewal option Year 3 for the General Liability Insurance in the amount of \$2,464 to Aviation Insurance Managers effective June 10, 2016- June 9, 2017.

Moved: Mars; Seconded: Lucas

The motion carried with a voice vote with 5 members in favor.

Building/Grounds Committee

1. Hangar Availability – At the present time, there are two hangars available for lease, A9 and B1. Jeff Martin, new proposed tenant, was in attendance. Member Paul will show the locations to Mr. Martin.
2. Repair to hangar roofs

MOTION: To authorize repair to Hangars ABD roofs not to exceed \$1,000 and to implement necessary repairs as soon as possible.

Moved: Lucas; Seconded: Mars

The motion carried with voice vote with 5 members in favor.

Events Committee

1. Portage Flight Center shall be open for a Young Eagles session with a group of 4-H children on June 11, 2016, 10 am – noon to include a Metro Life Flight facility tour. Lunch shall be provided at Member Paul's hangar.
2. Plans underway for "Tractors, Trucks, and Tail Draggers" fly event; dates to be determined in September 2016 at the Portage Flight Center; dates of either September 3 or 10 are being considered.

Update on Eagle Scout Project

Boy Scout Michael Hosey stated that the windtee repair will take 2 days and will consist of sanding, priming and painting. Member Mars will be monitoring the work.

NEW BUSINESS

Sewer Assessment on Airport Property

Member Lucas will review the real estate tax statements to determine the Board's responsibility for outstanding stormwater sewer assessments due.

Introduction of Volunteer

Marisa Patawaran was in attendance as a guest of Member Krister. She shared her marketing and professional experiences and expressed her interest in aiding the Board with ideas for marketing the airport and future events. Mrs. Patawaran will be working with Portage County on "Celebrate Portage" events.

COMMENTS / ANNOUNCEMENTS

Board Members

President Gilmore reported:

- Referred a concern to the FBO that there may be a leak in the nozzle at the 100 LL fuel tank
- PACA annual picnic on August 14, 2016
- Recommended members attend conferences offered by the Ohio Aviation Association as it provides a wealth of information

Tenants/Citizens - No comments

ADJOURNMENT

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

Moved: Krister; Seconded: Mars

The motion carried with a voice vote with 5 members present in favor.

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

c: County Commissioners

Minutes Approved by:



Chris Gilmore, President