



Portage County Regional Airport Authority
4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, August 10, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, August 10, 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 Christopher Gilmore.

ROLL CALL

Members Present: John Festa
 Christopher Gilmore
 Homer Lucas
 Christopher Mars

Members Absent: Robert Krister
 Tim Paul
 John Siman
 Melvin Steedly

(Note: At this time, Member Mars read a letter from John Siman advising he had resigned from the Board due to personal reasons effective immediately.)

OATH OF OFFICE

Member Christopher Mars recited the Oath of Office to commence another board term through 6/27/2019.

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of July 13, 2016, as presented.

Moved: Festa Seconded: Lucas

The motion did not carry as there was not sufficient members present eligible to approve the meeting minutes. This item will be placed on the September agenda. (Steedly, Gilmore, Krister, Festa, Lucas, Paul eligible to vote.)

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 07/31/2016, the General Fund consisted of:

| | | | |
|--------------------|-----------------|-----------|------------------|
| Beginning Balance | 01/01/16 | \$ | 27,040.48 |
| Revenue as of | 07/31/16 | | 83,017.17 |
| Expenditures as of | 07/31/16 | | (74,567.89) |
| End Balance | 07/31/16 | \$ | 35,489.76 |

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated August 10, 2016, in the amount of \$6,804.42.

Moved: Lucas Seconded: Mars

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

FAA Fund Report

| | | | |
|-------------------|------------|----|------|
| Beginning Balance | 01/31/2016 | \$ | 2.00 |
| Ending Balance | 07/31/2016 | \$ | 2.00 |

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

AIRPORT MANAGER REPORT

No report.

AIRPORT ENGINEER REPORT

Engineer Yager alerted the Board that the FAA Grant paperwork will be forthcoming shortly and has a short turn-around time to get back to the FAA office.

MOTION: To authorize Board Member Homer Lucas to accept and sign the FAA Grant 2816 in the event President Gilmore is not available to do so in order to return paperwork back to the FAA in a timely manner.

Moved: Mars; Seconded: Festa

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

Mr. Yager also advised that he would file a preliminary application with ODOT for funding relative to the 5% local match.

MOTION: To authorize Engineer Yager to file a preliminary application for the ODOT Grant Application for the matching funds (\$22,035) 5% of FAA 2816 Grant.

Moved: Mars; Seconded: Festa

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

On June 21, 2016, the bid opening was held for the Phase II Runway Rehabilitation project; Chagrin Valley Paving was selected as the best and most responsive bidder.

MOTION: To authorize an award of contract to Chagrin Valley Paving for the Grant Project 2816 for Phase II Runway Rehabilitation in the amount of \$374,203.56.

Moved: Mars; Seconded: Festa

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

Schematic Prints for Lighting Electrical Systems

Engineer Yager shall provide this information to the Board as requested by President Gilmore.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee, President Gilmore reported:

- Trying to temporarily repair Nanway Boulevard before the Board's event on September 3

Finance Committee, Chairman Lucas reported:

- Meter Calibration at the Pumps – Member Steedly was working on issue

Events Committee, Chairman Christopher Mars reported:

- Kim Valenti, volunteer worker for the September 3rd. event, related a summary of day's activities
- A list of needed volunteers and assignments will be provided to the board members

MOTION: To authorize \$500 for the September 3rd. event for miscellaneous expenses.

Moved: Lucas; Seconded: Festa

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

NEW BUSINESS

No new business.

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

Groundskeeper Dunlavy

- Requested to purchase diesel fuel from Ravenna Oil
- Sprayed the overgrowth at "Preservation Pond" area
- Will need to order an O ring for the tractor

Tenants/Citizens - No comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 8:23 pm

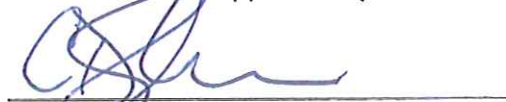
Moved: Festa; Seconded: Mars

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

Minutes Prepared by:


Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:


Chris Gilmore, President

c: County Commissioners