



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, November 9, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, November 9, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 6:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio, by President Christopher Gilmore.

ROLL CALL

Members Present: John Festa
 Christopher Gilmore
 Robert Krister
 Homer Lucas
 Tim Paul
 Melvin Steedly

Members Absent: Christopher Mars

MEETING MINUTES APPROVAL

MOTION: **To approve the regular meeting minutes of the October 12, 2016, as presented.**

Moved: Lucas; Seconded: Paul

The motion carried with a voice vote with 5 members eligible to vote in favor: Lucas, Paul, Festa, Gilmore, Steedly; Member Krister abstained as he was not in attendance.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 10/31/2016, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	10/31/16		105,884.67
Expenditures as of	10/31/16		(103,666.06)
End Balance	10/31/16	\$	29,259.09

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated November 9, 2016, in the amount of \$9,249.24.

Moved: Steedly; Seconded: Krister

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

FAA /ODOT Checking Account 0762

No invoices were presented at this meeting.

Beginning Balance	01/01/2016	\$	2.00
Revenue as of	10/31/2016	\$	22,515.00
Expenditures as of	10/31/2016	\$	22,515.00
Ending Balance	10/31/2016	\$	2.00

AIRPORT MANAGER REPORT

No report.

AIRPORT ENGINEER REPORT

Runway Rehabilitation, Phase II Update

Board Engineer Don Yager advised that the rehabilitation project underway is near completion within the next few days weather permitting. A notam will be issued upon completion.

Capital Improvement Plan Update

A conference call is scheduled for November 22, 2016, to discuss the proposed Capital Improvement Plan among the FAA, Board Engineer Yager and President Gilmore

OLD/PENDING BUSINESS

Committee Reports

Executive Committee:

- Interviews for the engineering contract in process
- President Gilmore asked for a board member to volunteer for the vice-president position.
- Amendments to FBO agreements on temporary hold

Finance Committee:

- Member Lucas revised certain line items on the General Fund Report for clarification

Building/Grounds Committee:

- Ground Issues: Member Krister will address a stormwater drainage issue at A10'
- Roofing Issues: One roof has been repaired in the B Hangar area; the roof at D3 needs repair and Member Krister awaits a quote from Mather Construction
- Installation of cell tower: Members were advised to watch for possible construction and Notify the State if any construction activity commences.
- Copies of Hangar Keys underway

Events Committee: No report

NEW BUSINESS

None.

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

- President Gilmore requested a volunteer for the position of vice-president.

Tenants/Citizens

Michael Montgomery, representative from the Kent State Precision Flight Team Program, explained it competes with local, county, and national teams. He stated that the Kent team has qualified for the national event and asked if his team could place a temporary logo on its aircraft during the national event. Donations from the Board would be appreciated, but not required. The team is willing to offer a public event in order to further interest in the Portage County Airport. President Gilmore offered the board's support in the future and will try to raise some funds to assist the team.

EXECUTIVE SESSION

MOTION: To enter into Executive Session to discuss pending litigation at 7:04 pm.

Moved: Festa; Seconded: Steedly

The motion carried with a roll call vote with 6 members present in favor: Festa, Steedly, Gilmore, Krister, Lucas, Paul

MOTION: To return to Regular Session at 7:15 pm

Moved: Festa; Seconded: Paul

The motion carried with a roll call vote with 6 members present in favor: Festa, Paul, Gilmore, Krister, Lucas, Steedly

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:16 pm

Moved: Festa; Seconded: Steedly

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

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Chris Gilmore, President

c: County Commissioners

NEW BUSINESS

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