



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

REGULAR BOARD MEETING MINUTES, September 14, 2016

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, September 14, 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  
                                  Robert Krister (Arrived at 7:10 pm)  
                                  Homer Lucas  
                                  Tim Paul  
                                  Melvin Steedly

Members Absent:           Christopher Mars

**MEETING MINUTES APPROVAL**

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

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with sufficient members eligible to vote in favor: Paul, Steedly, Festa, Gilmore, Lucas.

Approval of the meeting minutes of August 10, 2016, could not be addressed due to lack of eligible voting members. This item will be placed on the October agenda. (Festa, Gilmore, Lucas, Mars eligible to vote.)

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Report

As of 08/31/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	08/31/16		91,680.90
Expenditures as of	08/31/16		(81,372.31)
<b>End Balance</b>	<b>08/31/16</b>	<b>\$</b>	<b>34,349.07</b>

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Approval for Expense Payments from General Fund

**MOTION:** To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated September 14, 2016, in the amount of \$11,738.50.

Moved: Paul; Seconded: Festa

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

FAA /ODOT Fund Report

Beginning Balance	08/01/2016	\$ 2.00
Ending Balance	08/31/2016	\$ 2.00

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

**AIRPORT MANAGER REPORT**

No report.

**AIRPORT ENGINEER REPORT**

Engineer Yager remarked that paving should commence the first or second week of October; the runway will be shut down for a period of 7-10 days.

Lighting Electrical System Schematic Prints

Engineer Yager shall provide the name of the contractor and the prints to the Board as requested by President Gilmore.

**OLD/PENDING BUSINESS**

Committee Reports

Executive Committee, Chairman Gilmore

- Directed all members to register with "flykpov" email
- Explained the purpose of the new website that include storage and email access

Finance Committee, Chairman Lucas

- No report

Events Committee: Member Steedly

- Wings/Wheels event a success
- Suggested that aspects of this event be documented to include costs, planning, volunteer hours, suggestions for improvement for future events
- Shall place Wings/Wheels event pictures on website

Building/Grounds:

- Member Krister volunteered to be chairman
- President Gilmore commented about the responsibilities of this committee and referenced some of the challenges to include review of snowplowing procedures and repairs to building structures and roofs.

# CONFIDENTIAL - SECURITY INFORMATION

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**NEW BUSINESS**

Change in Meeting Time

The members discussed a change in the meeting starting time.

**MOTION: The Portage County Regional Airport Authority shall change its meeting time to 6 pm effective with the October 14, 2016 meeting.**

Moved: Krister; Seconded: Paul

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

Request for Proposals

The board members decided to extend the timeframe to accept request for proposals for a new engineering contract until September 30, 2016. A new legal notice will be advertised to reflect this extension.

**COMMENTS / ANNOUNCEMENTS**

**Board Members/Employees – No additional comments**

**Tenants/Citizens - No comments**

**ADJOURNMENT**

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

Moved: Krister; Seconded: Paul

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

Minutes Prepared by:

Minutes Approved by:

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Karen A. Stacko, Secretary/Treasurer

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Chris Gilmore, President

c: County Commissioners

