



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, January 11, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, January 11, 2017, 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
 Homer Lucas
 Christopher Mars (Arrived at 7:02 pm)
 Tim Paul
 Melvin Steedly

Members Absent: Robert Krister

NOMINATION/ELECTION OF OFFICERS 2017

Member Paul nominated Christopher Gilmore to serve as President 2017. There were no other nominations.

MOTION: To approve the nomination and election of Christopher Gilmore to serve as President of the Airport Authority Board for the Year 2017.

Moved: Paul; Seconded: Festa

The motion carried with a roll call in favor with 5 members present in favor:

Yeas: Paul, Festa, Lucas, Steedly, Gilmore

Member Paul nominated Member Lucas to serve as Vice-President 2017. There were no other nominations for this position.

MOTION: To approve the nomination and election of Homer Lucas to serve as Vice-President of the Airport Authority Board for the Year 2017.

Moved: Paul; Seconded: Steedly

The motion carried with a roll call vote with 5 members present in favor:

Yeas: Paul, Steedly, Lucas, Gilmore, Festa

(Note: Member Mars joined the meeting at 7:02 pm.)

MEETING MINUTES APPROVAL

MOTION: To approve the regular meeting minutes of December 14, 2016, as presented.

Moved: Paul; Seconded: Mars

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

MONTHLY REPORTS

General Fund Report

As of 12/31/2016, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	12/31/16		122,671.57
Expenditures as of	12/31/16		133,533.07
End Balance	12/31/16	\$	16,178.98

Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated December 14, 2016, in the amount of \$ 9,699.29, placing a hold on the snow removal invoices from Portage Flight Center until the alleged service has been verified as accurate.

Moved: Mars; Seconded: Steedly

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

FAA /ODOT Checking Account 0762 Report

Beginning Balance	12/01/2016	\$	325,688.00
Revenue as of	12/31/2016	\$	18,073.94
Expenditures as of	12/31/2016	\$	343,759.94
Ending Balance	12/31/2016	\$	2.00

An invoice has been presented to the Board for engineering work for the previously proposed Nanway Boulevard improvement project. President Gilmore will contact GA Consultants to discuss this request as the project was not approved.

Airport Manager Report

Per President Gilmore, Chris Hopkins (FBO representative) repaired the rotating beacon.

Airport Engineer Report

The Board's new engineering firm, CHA Consulting Companies will be discussing the plan of action for the grant year 2017 with the FAA via a conference call on January 17. Engineer Mark Hethroth shall prepare a pre-application detailing the proposed plan for FAA grant funds.

MOTION: To authorize CHA Consulting to submit a pre-application for grant funds for the Year 2017.

Moved: Steedly; Seconded: Mars

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

OLD/PENDING BUSINESS

Committee Reports

Executive Committee:

- Revised FBO Agreement under review by the Board's legal counsel
- President Gilmore to attend the Portage County Township Association with Member John Festa to share information about the airport
- Suggested the purchase of a hand-held radio with an ear piece to be used by the Groundskeeper when snowplowing or mowing

Finance Committee:

- Vice-President Lucas advised that the financial status of the Board is becoming more clear due to the use of Quickbooks software and respective reports.

Buildings/Grounds Committee:

- Member Mars reported that new gate keys have been secured for various areas around the field.
- Confirmed that the FBO is responsible for snowplowing its parking lot, the fuel farm, and tarmac; the Airport Authority shall handle all county-owned properties.

Events Committee:

- A spring fly-in may be considered
- Member Mars will work with the Kent State Fly Team to secure its profile to solicit sponsors and to work with the team for events onsite.
- Member Steedly to attend the 100th anniversary honoring the Doolittle

NEW BUSINESS

Financial Graph Distribution

President Gilmore prepared a graph illustrating the revenue/expenditures of the Board for the past 3 years. This graph will be shared with the northside and all tenants at the airport as well as the County Commissioners.

COMMENTS / ANNOUNCEMENTS

No additional comments.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:05 pm

Moved: Mars; Seconded: Paul

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

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Homer Lucas, Vice-President

C: County Commissioners