



## Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, March 8, 2017

### CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, March 8, 2017, for 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  
                                     Christopher Mars (Entered at 6: 05 pm)  
                                     Melvin Steedly

Members Absent:            Tim Paul

### MEETING MINUTES APPROVAL

**MOTION:**    To approve the regular meeting minutes of February 8, 2017, as presented.  
Moved: Steedly; Seconded: Festa  
The motion carried with a voice vote with 4 eligible members present in favor: Steedly, Festa, Lucas, Krister; President Gilmore abstained as he did not attend the February meeting.

### MONTHLY REPORTS

#### Secretary/Treasurer (Karen Stacko)

##### General Fund Report

As of 01/01/2017, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/2017	\$	16,178.98
Revenue as of	02/28/2017		25,004.91
Expenditures as of	02/28/2017		16,580.19
<b>End Balance</b>	<b>02/28/2017</b>	<b>\$</b>	<b>24,603.70</b>

(Member Mars arrived the meeting at 6:05 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 March 8, 2017, in the amount of \$ 6,152.97 as presented, except for snowplowing invoices subject to verification.**

Moved: Paul; Seconded: Mars

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

FAA /ODOT Checking Account 0762 – No activity in February 2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	02/28/2017	\$	0.00
Expenditures as of	02/28/2017	\$	0.00
Ending Balance	02/28/2017	\$	2.00

**AIRPORT MANAGER REPORT**

Neither the Airport Manager nor a representative was in attendance.

**AIRPORT ENGINEER REPORT**

Mark Hethroth of CHA Consulting, Inc., related that the proposed 5-year engineering contract has been reviewed and approved by the Board's Counsel, Christopher Meduri.

**MOTION: To approve and accept a 5-year engineering contract with CHA Consulting, Inc.**

Moved: Festa; Seconded: Mars

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

Engineer Hethroth explained the services to be addressed in Task 1 involving the appraisals of certain properties to be purchased in order to relocate the proposed north taxiway. The Board expects to receive the annual FAA entitlement of \$150,000 for 2017.

**MOTION: To authorize CHA Consulting, Inc. to commence Task 1, of the Scope of Services for Land Acquisition Services (Proposed Taxiway Relocation) for the FAA AIP Grant 3-39-0099-2017 in the amount of \$49,585; local match of \$ 2,479 from both the Portage County Regional Airport Authority and the State of Ohio Office of Aviation.**

Moved: Lucas; Seconded: Festa

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

## **OLD/PENDING BUSINESS**

### Committee Reports

#### Executive Committee

- The Committee awaits benchmark information relative to comparable general aviation airports to share with the County Commissioners. Members are requested to provide names of said airports to the President by March 15. Engineer Hethroth will also provide his input on this matter.

#### Finance Committee:

- The State of Ohio Board of Tax Appeals determined that the Board is responsible for the real estate taxes for certain properties it derives income from after review of the tax exemption filing by the Board submitted August 2014. The Board must decide if it should appeal the determination and will meet with Portage County officials to discuss this issue.

#### Building/Grounds Committee:

- Hangar A-9 was rented effective March 1, 2017.
- Updated Snow Plow Plan discussed and responsibilities verified; the Board will handle the runway, taxiway, and areas around the Board's hangars. President Gilmore will secure snow removal plans from surrounding airports for comparison.

#### Events Committee:

- The September 2 Wings and Wheels event flyer completed; Fred Mathis will be in charge of vendors for \$120; Vendor slots will be \$40.00 this year. John Festa advised that the Mantua/Shalersville Fire Department will be able to provide a safety unit at the event.
- The Ford Tri-Motor Tour may host a fundraiser in 2017 at the airport and will advise what possible dates are available for the event. The Board's local chapter would receive a percentage of the profits. Requirements will include the use of a hangar and personnel to assist in the event.
- A fly-in is scheduled April 8 (Rain dates: April 22 or 29) for a tractor exhibition. Member Mars will distribute information on this event to the members via email as it will occur before the next board meeting.
- Other events in progress: A proposed fly-in picnic for May to include aircraft washing and wing polishing by a boy scout troop; a proposed touch-and-go exhibition by a Goodyear blimp and Chinook helicopter.

## **NEW BUSINESS**

### Ohio Aviation Association Conference

The conference is April 18 and 19 in Columbus, Ohio. President Gilmore will be in attendance and suggested that one other member attend if interested.

**COMMENTS / ANNOUNCEMENTS**

**Board Members/Employees/Citizens**

Request to Address the Board

David Statler introduced himself as a potential board member that has been interviewed by the County Commissioners. He related he has aviation experience as a helicopter pilot in the military for 37 years, was a teacher for 33 years, and is currently a business owner of an apple orchard.

Compliment

The Board members complimented Groundskeeper Dunlavy on a job well done removing snow/ice off the airport grounds during recent storms.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:22 pm**

Moved: Steedly; Seconded: Krister

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

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Christopher Gilmore, President

c: County Commissioners