



**Portage County Regional Airport Authority**

REGULAR BOARD MEETING MINUTES, July 12, 2017

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, July 12, 2017, to conduct 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  
   Robert Krister  
   Christopher Gilmore  
   Homer Lucas  
   Christopher Mars  
   Les Smeach (Arrived at 6:01 pm)  
   Melvin Steedly (left at 7:00 pm)  
   Tim Paul

**MEETING MINUTES APPROVAL**

**MOTION:     To approve the meeting minutes of May 10, 2017, as presented:**

Moved: Festa; Seconded: Mars

The motion carried with a voice vote with 7 members eligible to vote in favor: Festa, Mars, Gilmore, Krister, Lucas, Smeach, Steedly; Member Paul abstained as he was not in attendance at that meeting.

**MOTION:     To approve the meeting minutes of June 14, 2017, as presented:**

Moved: Mars; Seconded: Lucas

The motion carried with a voice vote with 6 members in favor: Mars, Lucas, Steedly, Krister, Smeach, Paul; Members Festa and Gilmore abstained as they were not in attendance at that 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	06/30/2017		66,157.65
Expenditures as of	06/30/2017		53,288.37
<b>End Balance</b>	<b>06/30/2017</b>	<b>\$</b>	<b>29,048.26</b>

Approval for Expense Payments from General Fund

**MOTION:** To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated July 12, 2017, in the amount of \$8,994.52.

Moved: Steedly; Seconded: Mars

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

The Board discussed the renewal payment projected by Aviation Managers Insurance 7% over 2016 the rate. The Finance Committee will review the policy document and confirm the premium due.

Member Paul suggested that the premium be paid as soon as the Finance Committee confirms the appropriate amount due for respective coverage to prevent any cancellation of coverage.

**MOTION:** To authorize payment of the commercial property insurance coverage to Aviation Insurance Managers when the appropriate premium amount due has been confirmed for Policy year 2017-2018 by the Finance Committee.

Moved: Paul; Seconded: Krister

The motion carried with a voice vote with all members in favor.

FAA /ODOT Checking Account 0762 as of 06/30/2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	06/30/2017	\$	49,528.00
Expenditures as of	06/30/2017	\$	11,056.00
Ending Balance	06/30/2017	\$	38,474.00

The final payments to the engineer and contractor for the Grant project 28-16 have not been released pending verification that the berming work has been completed in compliance with the contract.

*(Note: President Gilmore requested a change in the meeting order to listen to a presentation regarding Metro Life Flight; all members agreed.)*

**REQUEST TO ADDRESS THE BOARD**

Dr. Travis Gullet, Director of Operations for Metro Life Flight (MLF) from Metro General Hospital, addressed the Board regarding the existing status of the entity.

Dr. Gullet oversees the operations of MLF for Lorain, Portage, and Wayne counties. He advised that each flight is accompanied by a team of duo-pilots, a medical doctor/nurse practitioner, and a nurse. Financial assistance is available to customers and the cost per flight is lower than other private air medical crisis services.

There has been a dramatic drop in the amount of flights requested for MLF's services due to competition from the private sector. MLF's original 24-hour shift coverage has been reduced to only 1, 12-hour shift to serve the community.

Dr. Gullet asked if the Board would become an advocate for MLF by spreading the word on the quality of service from MLF. Member Festa suggested that Dr. Gullet share this information with the local fire district, and Member Lucas will alert the Record Courier's airport representative of this information, and President Gilmore will share the County Commissioners.)

*(Note: The meeting resumed back to the normal order of business.)*

### **AIRPORT MANAGER REPORT**

There was no representative of the FBO present.

### **AIRPORT ENGINEER REPORT**

Board Engineer, Mark Heckroth, related the status of the proposed parcel purchases required to move the north taxiway. The total cost of this phase of the project is \$105,388 which includes the purchase of Parcels 27, 31,33, 38 and all associated costs. Mr. Heckroth stated that PACA donated 3 parcels of property towards this project which will result in a land bank for local match purposes. The Board will continue to pursue necessary additional land purchases to ensure the project's success.

**MOTION: To authorize President Christopher Gilmore to sign the FAA Grant 2017 application prepared by CHA to acquire land to move the north taxiway.**

Moved: Mars; Seconded: Krister

The motion carried with a voice vote with all 8 members in favor.

*(Note: Member Steedly left the meeting at 7 pm.)*

### **OLD/PENDING BUSINESS**

#### Committee Reports

##### **Executive Committee**

- Will research possible change of re-zoning of the nearby golf course from light industrial to residential

##### **Finance Committee**

- Will review commercial property insurance and confirm premium renewal for 2017-2018
- Will arrange benchmark visits to comparable airports

##### **Building/Grounds Committee**

- Recommended that a new push mower be obtained for Groundskeeper

**MOTION: To authorize the purchase of a new push mower to be used by the Groundskeeper.**

Moved: Smeach; Seconded: Paul

The motion carried with a voice vote with all 8 members in favor.

- Considering an offer to rent Board Hangar 2 for \$600 per month
- Will review a hangar use policy

**Events/Community Outreach Committee**

- Tri-Motor Event (September 7-10)  
Need volunteers to direct traffic; 7 shifts, 4 people per shift
- Runway Fest (September 2)
- Insurance Certificate to be secured for Young Eagles flights

**OLD/PENDING BUSINESS**

Field Sign Discussion

No decision has been reached on any changes to the field sign.

Intern Availability

President Gilmore will discuss this issue with the County Commissioners and how it may work in future years.

**NEW BUSINESS**

Reils Donation

President Gilmore explained that high intensity used reils were offered to the Board by ODOT. If accepted, the Board would need to install the reils to comply with ODOT assurances. Engineer Heckroth will check if such an installation could be funded via the FAA.

**COMMENTS / ANNOUNCEMENTS**

No additional comments.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:42 pm.**

Moved: Smeach; Seconded: Mars

The motion carried with a voice vote with 7 members present in favor.

**MOTION: To reopen and resume the monthly meeting to discuss one final new business item at 7:42 pm.**

Moved: Mars; Seconded: Lucas

The motion carried with a voice vote with 7 members present in favor.

**ADDITIONAL NEW BUSINESS**

Proposed Road Dedication – Nanway Boulevard

The Board discussed the possible options of road dedication to the County for maintenance and upkeep. President Gilmore will address this matter with the County Commissioners and Shalersville Board of Trustees.

**ADJOURNMENT**

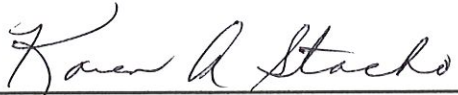
**MOTION: To adjourn the regular meeting at 8:02 pm.**

Moved: Festa; Seconded: Mars

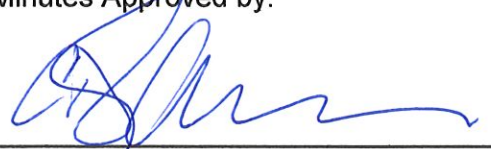
The motion carried with a voice vote with 7 members present in favor.

Portage County Regional Airport Authority Regular Meeting Minutes – July 12, 2017

Minutes Prepared by:

  
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Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:

  
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Christopher Gilmore, President

c: County Commissioners