



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, May 10, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, May 10, 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
 Robert Krister
 Homer Lucas
 Christopher Mars
 Les Smeach
 Melvin Steedly

Members Absent: Tim Paul

(Note: Secretary Stacko was not in attendance.)

MEETING MINUTES APPROVAL

MOTION: To approve the regular meeting minutes of April 12, 2017, as presented.

Moved: Mars; Seconded: Festa

The motion carried with a voice vote with 5 eligible members present in favor: Steedly, Mars, Festa, Lucas, Gilmore; Member Krister abstained as he did not attend the April 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	04/30/2017		48,660.96
Expenditures as of	04/30/2017		29,856.96
End Balance	04/30/2017	\$	34,982.98

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated May 10, 2017, in the amount of \$ 5,782.94.

Moved: Steedly; Seconded: Mars

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

MOTION: To authorize payment for Invoice 17009 to GA Consultants, Inc. for Grant 28-16 for \$11,056 as presented from the FAA/ODOT Checking Account 0762 pending receipt of respective FAA/ODOT funds: (Local Match 553.99; ODOT Local Match 552.01; FAA 9950.00)

Moved: Steedly; Seconded: Mars

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

FAA /ODOT Checking Account 0762

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	04/30/2017	\$	19,278.99
Expenditures as of	04/30/2017	\$	19,278.99
Ending Balance	04/30/2017	\$	2.00

AIRPORT MANAGER REPORT

Chris Hopkins, FBO representative, thanked the Board for its involvement and cooperation in addressing the recent aircraft incident on the taxiway. No damage was reported.

AIRPORT ENGINEER REPORT

Board Engineer, Mark Heckroth, advised that the goal in land donation is to use the value of the appraisals as a local match. He reported the receipt of two (2) land appraisals to date and will be working with FAA representative Irene Porter on grant award determinations.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee

- Members were invited to attend the Portage County Township Trustees Meeting on May 20, 2017, at the Portage County Engineer’s office. Members who may be attending will meet at 9am that morning to craft an informative presentation for the event.
- The benchmark airports visit along with the County Commissioners is on hold pending legal review on how to facilitate the event with said Commissioners.

Finance Committee

- Will meet on Monday May 15, 2017, to discuss content of a proposed email distribution to all tenants about the financial condition of the Airport Authority and its operations.

Building/Grounds Committee

- The Board is considering various options for the cement damage, water egress, and roof damage throughout the Board's hangars.

Events Committee

Upcoming Events Update

- Plane wash event scheduled for Saturday, May 13
- Portage Flight Center committed its hangar to Tri- Motor event, September 9/10
- Wings and Wheels' information flier creation in progress
- Shalersville Fire Department will provide squad for safety purposes
- Director of Kent State Precision Team considering a future event at the PC Airport
- Discussion continues on how to honor William Bower on the field; Committee to meet to provide recommendation

OLD/PENDING BUSINESS

FBO Agreement Addendum

The members reviewed an addendum to the existing FBO Agreement and approved it as presented.

MOTION: To approve the addendum to the FBO Agreement as presented.

Moved: Moved: Mars; Seconded: Festa

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

Cell Tower Update

The cell tower will be equipped with lights per President Gilmore as related by ODOT.

NEW BUSINESS

Nanway Boulevard, Road Dedication Consideration

Member Smeach commented that Nanway Boulevard is a necessary and important roadway and should be considered in the interest of safety for future road dedication to the County. President Gilmore will discuss this issue with the Board's counsel, Christopher Meduri, to obtain the specifics of obtaining this goal.

COMMENTS / ANNOUNCEMENTS

Board Members/Employees/Citizens

- President Gilmore suggested that the members read an article on the challenges facing fixed base operators.
- Tenant/pilot Jeff Martin offered to paint a centerline stripe down the north taxiway at his own expense.
- President Gilmore suggested a “community” hangar to house non-airworthy aircraft in order to free up some hangar space for active pilots.
- Member Mars will check on the lack of security lights between the hangars and will try to determine what prior incident may have occurred previously to the taxiway lights in front of the T-Hangars to cause damage to the lighting system.

ADJOURNMENT

MOTION: To adjourn the regular meeting on May 10, 2017 at 7:40 pm.

Moved: Steedly; Seconded: Mars

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