



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, August 9, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, August 9, 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 (Arrived at 6:15 pm)
 Les Smeach
 Melvin Steedly
 Tim Paul (Arrived at 6:25 pm)

MEETING MINUTES APPROVAL

MOTION: **To approve the meeting minutes of July 12, 2017, as presented:**

Moved: Steedly; Seconded: Krister

The motion carried with a voice vote with 6 members present in favor: Steedly, Krister, Smeach, Gilmore, Festa, Lucas

(Note: There was a change in agenda order requested by President Gilmore; the members agreed.)

AIRPORT ENGINEER REPORT

Board Engineer, Mark Heckroth, advised that Parcel 59 will now be added in the land purchased required to move the north taxiway along with Parcels 27,31,33, 38 to include all associated costs. It was necessary to resend this application to the FAA to include Parcel 59 in the grant application for 2017. Engineer Heckroth left the meeting at this point in order to mail the application overnight mail express to the FAA in order to meet the deadline for submission. The project is funded 95% (\$124,219) from FAA and 5% (6,537) ODOT.

No local match from the Board will be required as the land donation value from parcel acquisitions will cover the Board's match for this project and any remaining land value for future potential projects.

MOTION: **To authorize President Christopher Gilmore to sign a 2017 FAA Grant 2017 application prepared by CHA Engineering that includes the acquisition of Parcels 27, 31, 33, 38, 59 and all associated costs for the project to relocate the north taxiway.**

Moved: Krister; Seconded: Festa

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

(Note: The agenda resumed to its normal order.)

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(Member Mars arrived at 6:15 pm and Member Paul at 6:25 pm.)

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	07/31/2017		79,456.06
Expenditures as of	07/31/2017		62,126.10
End Balance	07/31/2017	\$	33,508.94

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated August 9, 2017, in the amount of \$ 7,914.27.

Moved: Festa; Seconded: Steedly

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

The Board discussed the fuel farm filter maintenance and authorized the purchase of filters; the FBO Airport Manager representative, Chris Hopkins, will implement the installation.

FAA /ODOT Checking Account 0762 as of 07/31/2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	07/31/2017	\$	38,474.00
Expenditures as of	07/31/2017	\$	0.00
Ending Balance	06/30/2017	\$	38,474.00

The final local match payments from ODOT and the Airport Authority to the engineer and contractor for the Grant project 28-16 have not been released pending the reseeding of the berming area of the project area by Chagrin Valley Paving.

AIRPORT MANAGER REPORT

There was no representative of the FBO present.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee

- Benchmark airport visits: It was determined that the County Commissioners would need to drive to various airport locations as opposed to being transported via aircraft to avoid an appearance of a conflict of interest. It is anticipated that the Commissioners will schedule a time for the airport visits.

Finance Committee

- Awaiting the determination of the commercial property insurance premium due for 2017
- Will include fuel farm filter parts (approximately \$1,900) in future annual budget preparation

Building/Grounds Committee

- Need to locate the schematic lighting system plan
- Will review the existing snowplowing plan in fall
- Will discuss a runway maintenance plan with Chagrin Valley Paving
- Reported roofing repairs have been completed; wind damage from April repaired
- Advised certain taxiway lights in need of repair
- No decision on field sign name change consideration
- Will review the structural repairs for hangars
- Fuel farm filters shall be ordered; Airport Manager will install
- Suggested that a letter be sent to those who are not in compliance with hangar use policy
- B Hangar contains a key box with all hangar keys; plans for a backup key box in the FBO suggested
- Awaiting runway-end light repair quotes

Events/Community Outreach Committee

- Poker Run scheduled August 12
- PACA picnic scheduled August 13 at 5 pm
- Wings and Wheels September 2: Flyers distributed; Young Eagles and 99's to be in attendance; dozen vendors and food trucks signed up; volunteers pot-luck on Friday evening before function

Reils Donation

Acceptance of the donated reils is under consideration per President Gilmore.

NEW BUSINESS

Legal Action

The Board reached an agreement in a legal action against Kelly Aviation Helios and the following Resolution 2017-01 was prepared to accompany the agreement to be forwarded to the Board's legal counsel. The agreement was signed by President Gilmore and Vice-President Lucas.

MOTION: Resolution 2017: To authorize the settlement agreement and release between the Portage County Regional Airport Authority (PCRAA) and Kelly Aviation Helios, LLC as presented.

Moved: Paul; Seconded: Steedly

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

COMMENTS / ANNOUNCEMENTS

Groundskeeper Dunlavy remarked that Mr. Giuletto sprayed the weeds around the lights and grounds on the airport facility as per agreement and did a good job.

EXECUTIVE SESSION

MOTION: To enter Executive Session at 7:25 pm to discuss marketing plans, specific business strategy, and financial projections.

Moved: Mars; Seconded: Steedly

The motion carried with a roll call vote with all members in favor: Mars, Steedly, Festa, Smeach, Paul, Gilmore, Lucas, Krister

MOTION: To resume to Regular Session at 7:49 pm.

Moved: Festa; Seconded: Paul

The motion carried with a roll call vote with all members in favor: Festa, Paul, Gilmore, Krister, Steedly, Smeach, Lucas, Mars

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:50 pm.

Moved: Festa; Seconded: Krister


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

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Christopher Gilmore, President

c: County Commissioners