



**Portage County Regional Airport Authority**

REGULAR BOARD MEETING MINUTES, October 11, 2017

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, October 11, 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  
                                     Melvin Steedly  
                                     Tim Paul

Members Absent:            Les Smeach

**MEETING MINUTES APPROVAL**

**MOTION: To approve the meeting minutes of September 13, 2017, as presented:**

Moved: Steedly; Seconded: Mars

The motion carried with a voice vote with 7 members present eligible to vote in favor: Steedly, Mars, Gilmore, Festa, Lucas, Paul, Krister

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Report

The General Fund Checking Account 5640 consists of:

Beginning Balance	01/01/2017	\$	16,178.98
Revenue as of	09/30/2017		115,760.02
Expenditures as of	09/30/2017		85,842.94
<b>End Balance</b>	<b>09/30/2017</b>	<b>\$</b>	<b>46,096.06**</b>

*(\*\*Note: There was an entry of \$20,000.00 (lawsuit settlement) listed as a line item in this report; it will listed as "Other Income" on future reports and not included in the General Fund report as operating revenue.)*

Approval for Monthly Expense Payments

On the Invoices list for October payment, there was an entry for the fuel terminal maintenance fee. As the Board was unsure of which level of service best serves the airport, Vice-President Lucas will investigate its options and make recommendation to Secretary Stacko for payment.

**MOTION: To authorize payment to Qpod for the annual fuel terminal agreement upon recommendation from Vice-President Lucas.**

Moved: Paul; Seconded: Krister

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

**MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated October 11, 2017, in the amount of \$12,452.44.**

Moved: Steedly; Seconded: Mars

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

FAA /ODOT Checking Account 0762 as of 09/30/2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	09/30/2017	\$	40,611.00
Expenditures as of	09/30/2017	\$	0.00
Ending Balance	09/30/2017	\$	40,611.00

The Board awaits the finalization of the berming work as a part of Grant 28-16, Runway Rehabilitation Phase 2; the final payment to Chagrin Valley Engineering shall be released upon successful completion.

**AIRPORT ENGINEER REPORT**

Land Acquisition

Board Engineer Mark Heckroth advised that the completed surveys and appraisals relative to the land acquisition have been sent to Board Counsel Chris Meduri for review.

Engineer Heckroth presented invoices from April – October 2017 in the amount of \$31,885.00 for engineering services for Grant 29-17 to date.

**MOTION: To authorize payment to CHA for engineering services for Grant 29-17 upon receipt of FAA and ODOT funding for the months of April through October 2017 as presented in the amount of \$31,885.00; the local match from the PCRAA shall be \$2,623.00 to be transferred from the General Fund 5640 account into the FAA/ODOT 0762 Account.**

Moved: Mars; Seconded: Steedly

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

Engineer Heckroth also reported that the annual planning meeting with the FAA is set for Tuesday, October 17, 2017, via a teleconference call. Topics of discussion shall include the capital improvement plan, 2018 project projections, financial plan, discretionary funding, and entitlements. Members Lucas and Paul volunteered to be a part of the teleconference call. President Gilmore suggested that the question of how to received additional funding be related to the FAA.

## AIRPORT MANAGER REPORT

There was no representative of the FBO present.

### OLD or PENDING BUSINESS

#### Committee Reports

##### **Executive Committee**

- Is considering various methods to address the collection of outstanding support operator fees with the respective parties.
  
- Both President Gilmore and Vice-President Lucas accompanied Portage County Budget Director Todd Bragg on a tour of Board's hangars/buildings on airport grounds to help Mr. Bragg reach a better understanding of the Board's financial picture, vision, and mission.
  
- The Shalersville Zoning Commission did not approve a request by the owners of Ravenswood Golf Course to rezone the entire property to residential status.

##### **Finance Committee**

- The State of Ohio Auditor's office has decided to hire private auditing firms to perform the audit responsibilities for the next 5 years. The next audit experience will encompass Years 2016 and 2017 in 2018.

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

- An electric outlet was installed in a grey box near the fuel farm in 2016 by JC Electric.
- Awaits an additional bid to swap out the runway end identifier lights.
- Considering the installation of a lift station to accommodate a sewer at the Hangar 2.
  
- Presented quotes for A and D hangar roof replacements
- There is a damaged aircraft in Hangar B9 to be investigated
- A copy of the airport electrical lighting plan is filed in the vault
- Pavement maintenance plan sent to all members to be updated
- Snow Plowing Plan: Current plan review planned in the fall
- The berming work by Chagrin Valley rescheduled to October 20
  
- Discussed the repair reimbursement for repair to Board Hangar 1 door as presented by the tenant.

**MOTION: To approve the reimbursement to Hartong Electric for the door repair for Hangar 1 in the amount of \$1,019.**

Moved: Mars; Seconded: Paul

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

##### **Events/Community Outreach Committee**

- Leadership Portage County toured the airport grounds; 35-40 community leaders were involved in the tour which included Metro Life Flight presentation and the viewing of aircraft.

**NEW BUSINESS**

No new business discussed.

**COMMENTS / ANNOUNCEMENTS**

Member Steedly

- Advised that he regularly monitors the AWOS system for accuracy of time and system efficiency to be proactive with the company providing the service.
- Requested permission for Metro Life Flight to place an advertisement banner on airport property.

**MOTION: To authorize Metro Life Flight to install an advertisement banner on airport property.**

Moved: Paul; seconded: Festa

The motion carried with a voice vote with 6 members present in favor; Member Steedly abstained from the vote.

Groundskeeper Dunlavy

- Asked if he could remove 2 "scrub" trees on airport grounds. President Gilmore granted this request.
- Reported standing water on the northside within his mowing path responsibility. President Gilmore will investigate where the standing water might be coming from in order to correct situation.

**ADJOURNMENT**

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

Moved: Krister; Seconded: Mars

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

Minutes Prepared by:

Karen A. Stacko  
Karen A. Stacko, Secretary/Treasurer

c: County Commissioners

Minutes Approved by:

Homer Lucas  
Homer Lucas  
Vice-President