



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, September 13, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, September 13, 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 (Arrived at 7:02 pm)
 Christopher Gilmore
 Homer Lucas
 Christopher Mars)
 Melvin Steedly
 Tim Paul

Members Absent: Les Smeach

MEETING MINUTES APPROVAL

MOTION: **To approve the meeting minutes of August 9, 2017, as presented:**
Moved: Steedly; Seconded: Mars
The motion carried with a voice vote with 6 members present in favor: Steedly, Mars, Gilmore, Festa, Lucas, Paul

(Note: Member Krister arrived at 7:02 pm.)

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	08/31/2017		90,027.24
Expenditures as of	08/31/2017		76,706.34
End Balance	08/31/2017	\$	29,499.88

Approval for Expense Payments from General Fund

MOTION: **To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated September 13, 2017, in the amount of \$9,136.60.**

Moved: Paul; Seconded: Festa

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

MOTION: To authorize transfer of funds from the General Fund Checking Account 5640 to the FAA/ODOT Checking Account 0762 for the local match for the Grant 28-16 project final payments, and to release the final payment to GA Consultants (\$2,489), but withhold final payment to Chagrin Valley Paving until the outstanding berming work is completed per contract specifications.

Moved: Paul; Seconded: Festa

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

FAA /ODOT Checking Account 0762 as of 08/31/2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	08/31/2017	\$	40,611.00
Expenditures as of	08/31/2017	\$	0.00
Ending Balance	08/31/2017	\$	40,611.00

AIRPORT ENGINEER REPORT

Board Engineer Heckroth prepared a letter and grant request documents for the President and Vice-President's signatures for the Ohio Department of Transportation, Office of Aviation, local match request for the 2017 grant project. A copy of the signed 2017 FAA grant offer will accompany the ODOT application for financial assistance.

MOTION: To prepare Resolution 2017-02 authorizing the Board to submit an application to ODOT for the local match to the FAA Grant project 2017.

Moved: Festa; Seconded: Steedly

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

AIRPORT MANAGER REPORT

There was no representative of the FBO present.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee

Commissioners Meeting Update: Discussion consisted of historical background of the Airport Authority, 2016 and 2017 financial matters, real estate matters, a request for a formal resolution to dedicate Nanway Boulevard to Portage County, a request that the County Engineer's office crack/seal Nanway Boulevard, a suggestion that a letter of appreciation be sent to PACA for its land donation from which its monetary value shall be used towards the Board's local match for future grant improvements.

Commissioner Sabrina Bennett volunteered to represent the Board's interests at the FAA, ODOT, and where needed.

Wayne and Geauga County Airports have been selected for the benchmark airport visits.

A meeting with Todd Bragg, Director of Portage County Budget and Financial Management, has been scheduled to discuss the Airport Authority's financial matters.

Vice-President Lucas will set up a meeting with the owner of the former Ravenswood Golf Course property to learn about the former history of that property and to discuss possible uses for future development.

The Commissioners' office will contact Metro Life Flight to arrange a time to hear a presentation on the value of the company's presence and importance to the citizens in Portage County.

Finance Committee

The commercial property insurance premium has been renewed for July 2017 – July 2018.

Building/Grounds Committee

- Lighting system schematics: A copy has been located; the Board will verify that a copy is on site for access, will keep a copy in the office and within its computer files.
- Snow Plowing Plan: Current plan review planned in the fall
- Pavement Plan: Per former Board Engineer Yager, a pavement plan was prepared, but has not been implemented
- Reil lights: awaiting 2 quotes for installation
- Hangar Roof Replacements: awaiting quotes
- Fuel farm filter: Changeout completed
- Hangar Use Policy: A letter being considered for those tenants not in compliance
- Taxiway/runway lighting repair: A request shall be made to Tenant Hartong for assistance in the repair

Events/Community Outreach Committee

- Runway Fest, September 2: Over 40 children experienced a Young Eagles aircraft ride; good participation from vendors and volunteers.
- Fly on the Ford, September 7-10: Over 200 people flew on the Tri-Motor over the 3-day event.

President Gilmore extended appreciation to all the members and volunteers for their time and efforts for these 2 events, and to Member Mars for organizing and coordinating the events in a professional and successful manner.

NEW BUSINESS

No new business discussed.

COMMENTS / ANNOUNCEMENTS

Member Steedly is following up on a concern that the proposed cell tower may interfere with the instrument approach from the west to Runway 09.


ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:35 pm.

Moved: Mars; Seconded: Krister

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

Minutes Prepared by:


Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:


Christopher Gilmore, President

c: County Commissioners