

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY

4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, December 13, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, December 13, 2017, for the purpose of conducting a regular meeting. President Christopher Gilmore called the meeting to order at 6:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

Members Present: John Festa
Christopher Gilmore
Homer Lucas
Christopher Mars
Tim Paul
Melvin Steedly

Members Absent: Robert Krister
Les Smeach

APPROVAL OF MINUTES

The approval of the meeting minutes of November 8, 2017, shall be postponed until the January 2018 meeting due to a lack of eligible members present to cast the vote for the November meeting minutes.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 11/30/2017, the General Fund 5640 consisted of:

Beginning Balance	01/01/17	\$	16,178.98
General Revenue	11/30/17		110,777.02
General Expenditures	11/30/17		(106,567.35)
Other Revenue	11/30/17		20,000.00
End Balance	11/30/17	\$	40,388.65

FAA/ODOT Fund Report

As of 11/30/2017, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	11/30/2017		315,681.45
Expenditures as of	11/30/2017		315,681.45
End Balance	11/30/2017		2.00

MOTION: To accept and approve the financial reports as presented subject to audit.

Moved: Steedly; Seconded: Festa

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

Invoice Review and Approval for Payment from General Fund

The Board approved expenses for December 2017 as presented for payment:

MOTION: To authorize payment for invoices presented from the General Fund Checking Account 5640 dated December 13, 2017, in the amount of \$6,835.99.

Moved: Mars; Seconded: Steedly

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

Vice-President Lucas inquired if the fuel flow payment and backup documentation are being timely provided to the board. Secretary Stacko stated that Portage Flight Center (FBO) pays periodically, but generally not on a monthly schedule and very often pays several months at one time. Member Lucas suggested that payment and fuel flow information be provided to the Board secretary every month with respective payment as to record payments within the proper timeframe the fuel sales were incurred. President Gilmore will discuss this request with the FBO.

AIRPORT MANAGER REPORT

No representative was in attendance.

AIRPORT ENGINEER REPORT

Grant 2018 Update

Per President Gilmore, there has been a delay in the property acquisition transfer of title. Per the Bennet Title Company, the property in question must be re-platted. CHA's surveying team will implement this work by the end of the current week. The affected property owners are dissatisfied with the delay of the transfer and lack of communication on this matter. President Gilmore shall contact Engineer Heckroth to assist in moving along the transfer efforts by all parties involved.

Request for Additional Funding

The Board awaits comments from the FAA in response to a letter sent by the Board requesting a portion of funding for the taxiway relocation citing safety concerns and taxiway diagrams and suggesting that the project be moved from 2021 to 2019.

OLD/PENDING BUSINESS

Committee Reports

Executive – no additional updates

Finance

Vice-President Lucas suggested that Secretary Stacko prepare the proposed 2018 budget in January for review. It is anticipated that the budget will be submitted to the County Commissioners for information.

Events - No additional updates

Committee Reports (continued)

Building and Grounds

Groundskeeper Dunlavy requested to purchase two sets of snowplow blades; the Board approved the purchase.

Member Mars will investigate the possibility of MIS Air Tracking to provide ADS-B coverage at the Portage County Airport.

The Committee received 2 quotes for the REILS installation.

MOTION: To authorize the Building and Grounds Committee to negotiate and select the best qualified contractor to install the REILS as soon as possible.

Moved: Mars; Seconded: Festa

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

The Committee will prepare a list of all Board-owned hangars that may contain non-worthy aircraft.

Member Steedly will follow-up on the certification of the fuel pump pressure at the fuel farm.

NEW BUSINESS

No new business.

COMMENTS / ANNOUNCEMENTS

Board Members

Member Steedly advised that the Portage Flight Center will continue to remain open on Saturdays from 8:00 am to 12 noon. Tenants that rented space within the FBO office (with the exception of Metro Life Flight) have moved to another location.

Tenants/Citizens – No additional comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:55 pm

Moved: Mars; Seconded: Steedly

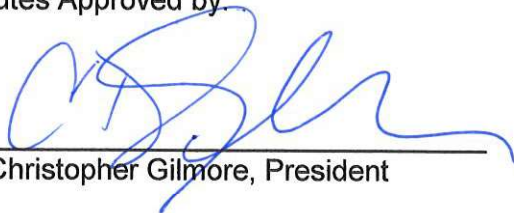
The motion carried with a voice vote with 6 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Christopher Gilmore, President

c: County Commissioners with General Fund Financial Report 11/30/2017