

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY

4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, February 14, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, February 14, 2018, to conduct a regular meeting. Vice-President Homer Lucas 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
Homer Lucas
Christopher Mars
Melvin Steedly

Members Absent: Christopher Gilmore
Robert Krister
Tim Paul
Les Smeach

NOMINATION FOR PRESIDENT AND VICE-PRESIDENT 2018

The nomination and election process was postponed until the March meeting.

MOTION: To postpone the nomination and election of the board positions of president and vice-president for the year 2018 until the March meeting.

Moved: Festa; Seconded: Mars

The motion carried with a voice vote with 4 members present in favor.

APPROVAL OF MINUTES

MOTION: To approve the meeting minutes of January 10, 2018 as presented.

Moved: Mars; Seconded: Steedly

The motion carried with a voice vote with the 4 members eligible to vote in favor: Mars, Steedly, Lucas, Festa

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

The General Fund 5640 consisted of:

Beginning Balance	01/01/2018	\$	47,405.12
General Revenue	01/31/2018		13,504.72
General Expenditures	01/31/2018		(6,248.36)
Other Revenue	01/31/2018		20,000.00
End Balance	01/31/2018	\$	54,836.48

FAA/ODOT Fund Report

As of 1/31/2018, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	01/31/2018		0.00
Expenditures as of	01/31/2018		0.00
End Balance	01/31/2018	\$	2.00

Invoice Review and Approval for Payment from General Fund Account

The Board approved expenses for January as presented for payment:

MOTION: To authorize payment for invoices presented from the General Fund Checking Account 5640 dated February 14, 2018, in the amount of \$18,604.40.

Moved: Mars; Seconded: Steedly

The motion carried with a voice vote with 4 members present in favor.

Invoice Review and Approval for Payments from FAA/ODOT Account

Board Engineer Heckroth requested that invoices from October 2017 – January 2018 be processed in the amount of \$4,928. These funds shall be reimbursed by the FAA (\$3,291.75) and ODOT/OA (\$1,636.36) as per grant agreement. Therefore the requested funds shall be transferred from the General Fund into the FAA/ODOT Fund temporarily for distribution to CHA.

MOTION: To authorize transfer of \$4,928 from the General Fund into the FAA/ODOT Checking Account to pay invoices for engineering services to CHA for land acquisition activity for October 2017 – January 2018.

Moved: Steedly; Seconded: Mars

MOTION: To accept and approve the financial reports presented as of January 31, 2018, by Secretary Stacko subject to audit.

Moved: Festa; Seconded: Mars

The motion carried with a voice vote 4 members present in favor.

AIRPORT MANAGER REPORT

No representative was in attendance.

AIRPORT ENGINEER REPORT

Grant 2018 Update

Board Engineer Heckroth is addressing proposed plat variances with the Shalersville Zoning Board and Portage County for the affected properties being considered for the land acquisition project.

REILS Replacement Update

Engineer Heckroth is checking if certification of the replacement reils is necessary.

OLD/PENDING BUSINESS

Committee Reports

Executive

Meeting with Portage County

President Gilmore and Vice-President Lucas met with Todd Bragg, Portage County Director of Budget and Financial Management Director. The focus of the meeting was to explain the various conditions that have faced the Airport Authority over the past several years, some of which is not representative of normal operating revenue/expenditure activity. Financial records were shared for a better understanding of how the Authority is handling its responsibilities and its forecast for the future.

Mike Kerrigan, newly appointed County Commissioner, will tour the airport grounds and hangars on February 20, 2018 accompanied by President Gilmore Vice-President Lucas.

Finance – No additional report

Events

Members Mars reported that the EEA Chapter:

- Will host an aviation movie night in March
- Allowed to put on a pancake breakfast based on donations by participants
- May host a Ford Tri-Motor event at the Akron-Fulton Airport in August

Building/Grounds

Member Mars:

- Prepared a proposed letter to those tenants who claim user fee exemption due to non-worthy aircraft to consider vacating respective hangar space to other field locations.
- Advised that a tenant in one of these hangars with a non-worthy aircraft is willing to donate it to charity.
- Related that Cuyahoga County Airport will be closing down for a month during the summer. He inquired if Board Hangar 2 might be used for temporary hangar space to those in need due to this situation in order to increase revenue.

Vice-President Lucas recommended that the Committee prepare a list of interest future hangar tenants.

NEW BUSINESS

No new business.

COMMENTS / ANNOUNCEMENTS

Board Members/Groundskeeper

- Groundskeeper Dunlavy will check into possible reduced fuel purchase opportunities available through Portage County.
- Member Steedly updated the aircraft emergency/accident plan and requested that it be placed on the Board's website.
- Vice-President Lucas will input the Board's By-Laws on its website.

Tenants/Citizens – No additional comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:04 pm.

Moved: Steedly; Seconded: Mars

The motion carried with a voice vote with 4 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, Vice-President

c: County Commissioners with General Fund Financial Report

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY

4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, March 14, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, March 14, 2018, to conduct a regular meeting. President 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 (*exited meeting 6:15 pm*)
 Robert Krister
 Homer Lucas
 Christopher Mars
 Tim Paul

Members Absent: Melvin Steedly

NOMINATION FOR PRESIDENT AND VICE-PRESIDENT 2018

President 2018

President Gilmore, President for Year 2017, opened the floor to accept nominations for the position of President 2018. President Gilmore nominated Homer Lucas; there were no other nominations.

MOTION: To elect Homer Lucas for the position of President of the Portage County Regional Airport Authority 2018.

Moved: Paul; Seconded: Mars

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

Homer Lucas accepted the nomination to serve as President 2018.

Christopher Gilmore will continue to serve as a member. The members thanked him for his outstanding leadership and the foundation he helped create to advance the goals of the Airport Authority.

Vice-President

Due to the absence of one member (Melvin Steedly), the members decided to postpone the nomination and election of the Vice-President 2018 until the upcoming meeting.

MOTION: To postpone the nomination and election for the position of Vice-President 2018 for discussion at the April 14th meeting.

Moved: Paul; Seconded: Festa

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

(Member Gilmore exited the meeting at 6:15 pm.

APPROVAL OF MINUTES

Approval of the February 14, 2018, meeting minutes shall be addressed at the April 14th meeting due to a lack of required members in attendance eligible to vote for that meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

The General Fund 5640 consisted of:

Beginning Balance	01/01/2018	\$	47,405.12
General Revenue	02/28/2018		23,355.83
General Expenditures	02/28/2018		(24,852.76)
Other Revenue	02/28/2018		20,000.00
Other Expenses			0.00
End Balance	02/28/2018	\$	45,908.19

Invoice Review and Approval for Payment from General Fund Account

The Board approved expenses presented for payment on February 14, 2018:

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented dated February 14, 2018, in the amount of \$25,532.50.

Moved: Paul; Seconded: Krister

The motion carried with a voice vote with 5 members present in favor.

Even though Engineer Heckroth was not in attendance, he requested that a payment be approved for closing costs and expenses to the title company handling the land acquisition of parcel 59 for the Airport Authority. The payment must reach the title company by March 23, 2018. This expense shall be reimbursed by the FAA and ODOT in the future.

MOTION: To approve payment to the title company in the amount of \$20,280.82 for the closing costs and expenses associated with the purchase of land parcel 59.

Moved: Paul; seconded: Mars

The motion carried with a voice vote with 5 members present in favor.

FAA/ODOT Fund Report

As of 2/28/2018, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	02/28/2018		8,849.75
Expenditures as of	02/28/2018		4,928.00
End Balance	02/28/2018	\$	3,923.75

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no additional invoices presented at this meeting.

Approval of Financial Reports

MOTION: To accept and approve the financial reports presented as of February 28, 2018, by Secretary Stacko subject to audit.

Moved: Festa; Seconded: Mars

The motion carried with a voice vote 5 members present in favor.

AIRPORT MANAGER REPORT

No representative was in attendance.

AIRPORT ENGINEER REPORT

No additional reports or information.

OLD/PENDING BUSINESS

Committee Reports

Executive:

1. President Lucas and Member Gilmore are trying to secure discretionary funds from the FAA to aid in the taxiway relocation project that may move the project up on the proposed priority list. Engineer Heckroth has provided financial calculations on this project to the FAA as requested for consideration for discretionary funding, and stated that the number of operations should be listed as "24,000" on the 5010 report. Member Steedly will make any necessary corrections to this statistic on the existing 5010 report.
2. The variance approvals for the land acquisitions are in the final stages.
3. President Lucas and Member Gilmore met with the County Commissioners and shared the Board's financial status, past and present as previously explained to the Budget and Financial Management Director Todd Bragg last month. They shared the Board's philosophy on accountability, good stewardship, and responsibility measures in its current operations.

Finance Committee – No additional report

Events Committee:

1. Runway Fest will include a fly-in camp out on August 31 with a pancake breakfast the following morning of the main event, September 1. Festivities include: Young Eagles program, bi-plane rides, nighttime 5K run, glider rides. Rain date is set for September 7 and 8. Portage County shall include this activity in its Celebrate Portage Program.
2. Airplane Wash proposed for May 12 or May 19.

Building/Grounds Committee:

1. The non-worthy aircraft formerly in B5 has been moved to B9; B5 has been rented to a new tenant.
2. The door on B5 needs some minor repair; A10 reported water issues and door closing problems.
3. President Lucas will verify if any criteria or procedure must be followed before the rails are installed.
4. Two (2) left lights on the papi lights are not functioning.
5. It is time to renew the farmer's agreement for the Board's property off SR44 that includes pesticide spraying on airport grounds.

NEW BUSINESS

Airport Liability Insurance Renewal

President Lucas will review the renewal application with Aviation Insurance Managers. He will contact the company to received advice on insurance coverage for the proposed 5K run and pancake breakfast at the Runway Fest.

Website Hosting

The Board's website shall be hosted by another entity.

COMMENTS / ANNOUNCEMENTS

Board Members/Groundskeeper

- Member Krister shared comments on his recent visit to the MAPS Museum.

Tenants/Citizens – No additional comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:16 pm.

Moved: Mars; Seconded: Paul

The motion carried with a voice vote with 5 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners with General Fund Financial Report for March 2018