

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, January 10, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, January 10, 2018, 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
 Robert Krister
 Homer Lucas
 Christopher Mars
 Tim Paul
 Melvin Steedly

Members Absent: Les Smeach

NOMINATION FOR PRESIDENT AND VICE-PRESIDENT 2018

President Gilmore suggested that the election for 2018 officers be postponed until the February meeting. In the interest of allowing other members to serve in the capacity of President, he asked that any interested member contact him. The election is scheduled for the February meeting.

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

Moved: Paul; Seconded: Steedly

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

APPROVAL OF MINUTES

MOTION: To approve the meeting minutes of November 8, 2017, as presented.

Moved: Paul; Seconded: Mars

The motion carried with a voice vote with the 4 members eligible to vote in favor: Paul, Mars, Lucas, Krister; Festa, Gilmore, Steedly abstained as they were not in attendance.

MOTION: To approve the meeting minutes of December 13, 2017, as presented.

Moved: Steedly; Seconded: Paul

The motion carried with a voice vote with 6 members eligible to vote in favor: Steedly, Paul, Mars, Lucas, Gilmore, Festa; Bob Krister abstained as he did not attend the December meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 12/31/2017, the General Fund 5640 consisted of:

Beginning Balance	01/01/17	\$	16,178.98
General Revenue	12/31/17		124,051.72
General Expenditures	12/31/17		(112,825.58)
Other Revenue	12/31/17		20,000.00
End Balance	12/31/17	\$	47,405.12

FAA/ODOT Fund Report

As of 12/31/2017, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	12/31/2017		315,681.45
Expenditures as of	12/31/2017		315,681.45
End Balance	12/31/2017	\$	2.00

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 January 10, 2018, in the amount of \$6,248.36.

Moved: Paul; Seconded: Steedly

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

Proposed Budget 2018

The Board reviewed the individual line items and made appropriate changes as recommended.

MOTION: To approve the 2018 budget as presented with recommendations.

Moved: Mars; Seconded; Paul

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

MOTION: To accept and approve the financial reports as of 12/31/2017 as presented by Secretary Stacko subject to audit.

Moved: Festa; Seconded: Lucas

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

AIRPORT MANAGER REPORT

No representative was in attendance.

AIRPORT ENGINEER REPORT

Grant 2018 Update

Per Board Engineer Mark Heckroth, the title documents are being processed for the land acquisition.

OLD/PENDING BUSINESS

Committee Reports

Executive

President Gilmore met with Commissioner Bennett to share recommendations that may affect the future of the Portage County Airport. He relayed the following for consideration by the Commissioners:

1. The County Commissioners need to have a positive vision of the airport if the airport is going to be successful.
2. The hiring of a full-time airport manager to handle all business operations and matters funded by Portage County would be beneficial.
3. Portage County to assume the improvement to and subsequent maintenance of Nanway Boulevard.

Finance

A meeting shall be set up with Todd Peetz, Director of the Portage County Regional Planning Commission, to discuss the Airport Authority's budget and shall request recommendations on ways to improve its financial condition.

Events

The EEA is putting together its plan for this year.

Building/Grounds

Hartong Electric has been selected as the contractor to install the rails.

The Board is recommending that aircraft that is not airworthy be removed from its respective hangar to other available spaces on site. The reason is to free up hangars that will accommodate airworthy aircraft that may purchase fuel and obtain services from the airport facility. Member Mars will prepare a letter to those tenants who claim user fee exemption due to non-worthy airport to consider this recommendation.

The Board may initiate a change in the tenant hangar lease to place the responsibility of hangar maintenance on the tenant.

Groundskeeper Dunlavy requested to purchase 2 sets of shoes for the tractor; the Board approved.

NEW BUSINESS

ODOT Grant 2018

ODOT has awarded the Airport Authority a grant of \$6,901 for the land acquisition for taxiway relocation. Secretary Stacko prepared a Resolution 2018-01 accepting said grant that will accompany the grant acceptance paperwork back to ODOT.

MOTION: To prepare Resolution 2018-01 authorizing the President to accept a grant between the Portage County Regional Airport Authority and the Ohio Department of Transportation, Office of Aviation, in the amount of \$6,901 (ODOT Program # M18-45 and FAA Project 3-39-0099-029-2017) for land acquisition to relocate the north taxiway.

Moved: Festa; Seconded: Steedly

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

COMMENTS / ANNOUNCEMENTS

Board Members

Secretary Stacko mentioned that the fire extinguishers have not been serviced since 2016. President Gilmore will check into matter.

President Gilmore shall send a spreadsheet of tenants' contact information to the members.

Tenants/Citizens – No additional comments

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:49 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

Homer Lucas, Vice-President

c: County Commissioners with General Fund Financial Report 12/31/2017