

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

REGULAR BOARD MEETING MINUTES, August 8, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, August 8, 2018, to conduct a regular meeting. Vice-President Paul called the meeting to order at 6:07 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

Members Present: Robert Krister
Homer Lucas (Arrived at 6:35 pm)
Christopher Mars
Tim Paul
Melvin Steedly

OATH OF OFFICE

John Festa recited the oath of office for re-appointment to the position as a trustee of the Portage County Regional Airport Authority. His appointment shall run from July 1, 2018, until June 30, 2021.

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of July 11, 2018, as presented.

Moved: Krister; Seconded: Steedly

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report as of 07/31/2018:

The General Fund 5640 consisted of:

Beginning Balance 01/01/2018	\$	47,405.12
General Operating Revenue		56,034.00
General Operating Expenditures	(81,048.57)
Other Revenue		20,000.36
Other Expenses (Future reimbursement from grant advance)(463.64)
End Balance 07/31/2018	\$	41,927.27

Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment on August 8, 2018:

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented dated August 8, 2018, in the amount of **\$8,772.61**.

Moved: Krister; Seconded: Mars

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

FAA/ODOT Fund Report

There was no activity during the month of July. As of 7/31/2018, the FAA/ODOT Fund remains:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	07/31/2018		66,749.58
Expenditures as of	07/31/2018		66,749.58
End Balance	07/31/2018	\$	2.00

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment in August 2018.

(Note: President Lucas arrived at 6:35 pm.)

Approval of Financial Reports

MOTION: To accept and approve the financial reports as presented for July 2018 at this meeting by Secretary Stacko subject to audit.

Moved: Festa; Seconded: Steedley

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

MOTION: To add the category of "Financial Reports Approval" onto the monthly agenda.

Moved: Festa; Seconded: Steedly

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

AIRPORT MANAGER REPORT

There was discussion on the importance of a representative from the FBO being present during the board meeting to share news and any updates on airport activities. Secretary Stacko will extend the invite to Christopher Hopkins, the current FBO representative, to attend the monthly meeting or provide a report. Secretary Stacko will provide Mr. Hopkins a copy of the approved meeting minutes each month.

AIRPORT ENGINEER REPORT

Engineer Mark Heckroth was not in attendance, but provided the information that the final plat for the land acquisition project is now under final review by the County Commissioners.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee: No comments

Finance Committee:

1. President Lucas prepared a list of the real estate payments and the community entities that benefit from the payments. This information shall be posted on the bulletin board at the Portage Flight Center in advance of the Runway Fest to show the public how the Airport Board is contributing to the community.

2. Vice-President Paul presented an idea of offering the sale of tax-free bonds in order to produce income for hangar investment. Member Festa offered to make the appropriate contacts with the County to see if this idea has merit and to acquire other recommendations.

Events Committee:

Runway Fest Update

- Received FAA approval for closing runway during the 5K Run on August 31 from 8 pm – 11 pm.
- Need Young Eagle volunteers and much help in all areas of activities
- Reviewed the procedures for the race and Saturday activities

Building/Grounds Committee:

- Per Member Krister, the electrician is waiting for parts to implement the reils installation and anticipates installation within 2 weeks of this meeting. The electrician will also check out the possible repair to taxiway lights.
- All hangars are rented.
- Per Member Mars, there is a pilot that shall tie-down his aircraft until a hangar is available.
- Member Krister is working on the pavement maintenance document based on FAA guidelines.
- Groundskeeper Dunlavy working on radio installation in the tractor.
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NEW BUSINESS

No new business.

COMMENTS / ANNOUNCEMENTS

Board Members/Groundskeeper/Secretary

- Member Paul announced that the PACA annual picnic will be held on August 12, 2018 at 5 pm.

Tenants/Citizens – None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:31 pm.

Moved: Paul; Seconded: Mars

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

Minutes Prepared by:

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

Minutes Approved by:

Homer Lucas
Homer Lucas, President

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

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