



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

**REGULAR BOARD MEETING MINUTES, January 9, 2019**

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, January 9, 2019, to conduct a regular meeting. President Lucas called the meeting to order at 6:10 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

**ROLL CALL**

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

Members Absent: Bill Burton

**NOMINATION OF OFFICERS 2019**

Member Festa nominated Homer Lucas to serve as President 2019. There were no additional nominations; Member Lucas accepted the nomination.

**MOTION: To elect Homer Lucas to serve as President of the Airport Authority in 2019.**

Moved: Festa; Seconded: Mars

The motion carried with a roll call vote with 6 members present in favor, 6-0-0.

Yeas: Festa, Mars, Steedly, Paul, Lucas, Krister

Member Mars nominated Tim Paul to serve as Vice-President 2019. There were no additional nominations. Member Paul accepted the nomination.

**MOTION: To elect Tim Paul to serve as Vice-President of the Airport Authority in 2019.**

Moved: Mars; Seconded: Festa

The motion carried with a roll call vote with 6 members present in favor, 6-0-0.

Yeas: Mars, Festa, Krister, Steedly, Paul, Lucas

**APPROVAL OF MEETING MINUTES**

**MOTION: To approve the regular meeting minutes of December 12, 2018, as presented.**

Moved: Steedly; Seconded: Krister

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

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report as of 12/31/2019

Beginning Balance	01/01/2018	\$	47,405.12
General Operating Revenue			**122,223.89
General Operating Expenditures			(126,270.52)

*\*\*\$20,000 derived from legal action*

Other Expenses Paid (Due from ODOT: Grant advance)			(418.64)
Excess Funding Received from FAA Grant			.36
Other Grant Expenses Paid; title work			(45.00)
<b>End Balance</b>	<b>12/31/2019</b>	<b>\$</b>	<b>42,895.21</b>

The year-end financial report showed a net loss for Year 2018. Contributing factors were the repayment of outstanding real estate property tax and past due hangar rents.

Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment on January 9, 2019:

**MOTION:** To authorize payment from the General Fund Operating Fund for invoices/expenses presented on January 9, 2019, in the amount of \$5,764.62.

Moved: Paul; Seconded: Steedly

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

FAA/ODOT Fund Report

As of 12/31/2018, the FAA/ODOT Fund remained:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	12/31/2019		66,749.58
Expenditures as of	12/31/2019		66,749.58
<b>End Balance</b>	<b>12/31/2018</b>	<b>\$</b>	<b>2.00</b>

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment at the January 2019 meeting.

Approval of Financial Reports

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

Moved: Paul; Seconded: Mars

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

## **Committee Reports**

### **Executive:**

#### Land Acquisition for North Taxiway

Per President Lucas the Board's Counsel, Christopher Meduri, will meet with the PACA attorney and the Portage County Tax Map Department to discuss what is required in order to implement the title transfer relative to the land acquisition.

#### Funding Opportunities for Airport Expansion

The Board intends to prepare at least 3 construction options with all building component costs to present to the county agencies assisting in this endeavor. Chris Gilmore will contact the Portage County finance department to seek what terms may be available for future financing options.

### **Finance:**

No additional report.

### **Buildings/ Grounds:**

Member Krister reported:

- Awaiting repair assessment/repair by JC Electric for a leaning utility pole
- Trying to secure 3 hangar project bids for construction
- Ordered additional keycards for gate access from JC Electric

### **Events:**

Member Mars stated:

-Board Intern Steve Duber shall design the 2019 5K Run tshirt

## **AIRPORT MANAGER REPORT**

No report.

## **AIRPORT ENGINEER REPORT**

Board Engineer Heckroth was not in attendance.

## **OLD/PENDING BUSINESS**

### Proposed Hangar and Land Lease Rates

President Lucas continues to work on hangar and land lease rates. He proposed a rate increase for the Portage Flight Center when the rate increase period per the contract expires at the end of 2019. An increase for the FBO Hangars LLC will also be recommended at its rate increase period which has already expired at the end of 2018. Other hangar rent increases are being considered will be presented to the Board at an upcoming meeting.

### Review and Approve Procedures: Creating and Maintaining Procedures

(This issue shall remain on agenda for future discussion.)

### User Fee Increase

(This issue shall remain on agenda for future discussion.)

**NEW BUSINESS**

No new business.

**COMMENTS / ANNOUNCEMENTS**

**Tenants/Citizens**

Tenant Chris Gilmore commented that a desktop version of the Red Bird simulator has been installed at the Portage Flight Center office.

**Members/Personnel**

Board intern Steve Duber will be responsible for social media communication on behalf of the Airport Authority.

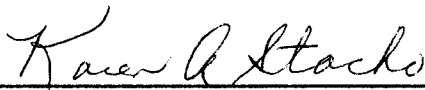
**ADJOURNMENT**

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


Moved: Mars; Seconded: Steedly

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

Minutes Prepared by:

  
\_\_\_\_\_  
Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:

  
\_\_\_\_\_  
Homer Lucas, President

c: County Commissioners  
Financial Reports January 2019