



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

**REGULAR BOARD MEETING MINUTES, April 10, 2019**

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, April 10, 2019, to conduct a regular meeting. President Lucas called the meeting to order at 6:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

**ROLL CALL**

Members Present: Bill Burton  
John Festa  
Homer Lucas  
Tim Paul  
Robert Krister  
Christopher Mars  
Melvin Steedly (*Arrived at 6:05 pm*)

Members Absent: Christopher Gilmore

**APPROVAL OF MEETING MINUTES**

**MOTION:** To approve the regular meeting minutes of March 13, 2019, as presented.

Moved: Burton ; Seconded: Paul

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

*(Member Steedly arrived at 6:05 pm.)*

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

**General Fund Financial Report as of 03/31/2019**

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			43,760.47
Bank Credit for Bill Pay 2018 Returned			545.00
General Operating Expenditures			39,380.81
<b>End Balance</b>	<b>03/31/2019</b>	<b>\$</b>	<b>47,819.57</b>

**Invoice Review and Approval for Payment from General Fund Checking Account**

The Board approved expenses presented for payment:

**MOTION:** To authorize payment from the General Fund Operating Fund for invoices/expenses presented on April 10, 2019, in the amount of \$ 7,359.14.

Moved: Paul; Seconded: Mars; the motion carried with a voice vote with 7 members present in favor.

FAA/ODOT Fund Report

As of 03/31/2019, the FAA/ODOT Fund balance was:

Beginning Balance	01/01/2019	\$	2.00
Revenue Balance as of	03/31/2019		3.00
Expenditures as of	03/31/2019		0.00
<b>End Balance</b>	<b>03/31/2019</b>	<b>\$</b>	<b>3.00</b>

Invoice Review and Approval for Payments from FAA/ODOT Account

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

Approval of Financial Reports

**MOTION: To accept and approve the financial reports for March 2019 as presented at this meeting by Secretary Stacko subject to audit.**

Moved: Paul; Seconded: Burton

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

Committee Reports

**Executive:**

Land Acquisition for North Taxiway

Board Counsel Meduri has filed court action to proceed with quiet title action and will post a legal notice in the Record Courier newspaper. The target is to complete this process in order to discuss the plat at the June Portage County Planning Board in June 2019.

Budget Guide 2019

The Board reviewed the proposed budget for each category of revenue and expenses. This document shall serve as a benchmark throughout the year and may be adjusted accordingly.

**MOTION: To adopt the Budget Guide 2019 as presented.**

Moved: Mars; Seconded: Burton

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

Liability Insurance

President Lucas has initiated the application for renewal of the general liability insurance and is awaiting the quote for this year. In the meantime, he has also contacted another insurance company for a comparable quote.

**Buildings/ Grounds:**

President Lucas suggested that the subcommittee meet to resume discussion on T hangar construction.

Member Burton will replace non-functioning light fixtures in front of the ABD hangar area with LED lights with photosensors.

Member Mars will secure a quote to correct washed out culverts as reported by Groundskeeper Dunlavy.

Member Krister will identify hangars that are not housing aircraft within the board-owned hangars. The Board has expressed concern that there are non-aircraft vehicles or equipment being stored which may conflict with FAA regulations. President Lucas will draft a letter for the Board's review relative to this matter.

**Events:**

Member Mars advised that there are 3 events scheduled for May:

May 11 – The Portage County 4H Club will tour the airport and enjoy Young Eagle rides from 9am – 12 noon

May 11 – Super Fly Akron Car Show at 12 noon

May 25 and 26 – Custom Truck Show

Glider rides may be available by the Cleveland Soaring Club for both the car and truck shows.

There will be a charge of \$300 to the vendors to use the airport facility for the car and truck shows.

**AIRPORT MANAGER REPORT**

No report.

**AIRPORT ENGINEER REPORT**

Board Engineer Heckroth was not in attendance. President Lucas commented that Mr. Heckroth anticipates attending the County Planning Board meeting in June 2019 to discuss the plat for the land acquisition project and the respective property transfer.

Mr. Heckroth will also bring forth information to the Board on how to prepare a masterplan, airport layout and master business plan so the members understand the procedures behind each document.

**OLD/PENDING BUSINESS**

Proposed Hangar and Land Lease Rates  
To remain on agenda for future discussion.

User Fee Increase  
To remain on agenda for future discussion.

Airport Expansion Opportunity – T hangar  
To remain on agenda for future discussion.

Intern Opportunity- Pending, working on details.

**NEW BUSINESS**

Ohio Aviation Association Conference

President Lucas stated that the conference provided much food for thought.

Access Gate Repair

Due to excessive ground moisture under the concrete foundation at the access gate, the pole has loosened and does not remain closed. Member Krister is securing quotes for its repair.

Renewal of Annual Farmer's Agreement

Member Mars will arrange to secure the annual renewal document. Jack Giulitto farms the 8 acres of Board property on SR 44 in exchange for spraying of weeded areas on airport grounds.

**COMMENTS/ANNOUNCEMENTS**

**Tenants/Citizens – None**

**Board Members**

President Lucas shared that Virginia Mills, a local resident, will receive several airplane rides in honor of her 105<sup>th</sup> birthday, May 19. Many pilots from Portage County Airport graciously offered their services, but Mark Taylor, Lou Gliozzi, and Joe Murray will each have an opportunity to share this experience with Virginia Mills.

Member Steedly is considering serving as the airport liaison to the AOPA organization.

Member Mars suggested that tie-in fee per day be listed on the website as \$5.00; currently only the monthly fee of \$50.00 is listed. Due to airport lighting replacement at the Middlefield Airport, there may be additional tie-down requests for the next few months. President Lucas will make this change on the website and notify Portage Flight Center of this daily fee.

**ADJOURNMENT**

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

Moved: Mars; Seconded: Krister

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

Minutes Prepared by:

  
Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:

  
Homer Lucas, President

c: County Commissioners  
Financial Report March 2019