



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

SPECIAL BOARD MEETING MINUTES, June 21, 2019

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Friday, June 21, 2019, to conduct a special meeting for the purpose of discussing the update to the fuel farm Jet A tank damage. President Lucas called the meeting to order at 6:02 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

Members Present: Bill Burton
John Festa
Homer Lucas
Christopher Mars
Tim Paul
Melvin Steedly

Members Absent: Christopher Gilmore
Bob Krister

SPECIAL BUSINESS

Fuel Farm Issue

President Lucas advised that he met with Board Legal Counsel Christopher Meduri on June 14, 2019, to discuss the Jet A fuel tank damage issue. He stated the following three important facts about the conditions surrounding this issue as the Board understood it:

1. The truck driver did not check the existing level of fuel in the Jet A tank before proceeding with the fueling process;
2. The truck driver responded negatively to the FBO representative, Christopher Hopkins, when alerted there was a rise in the differential pressure during the fueling process; and,
3. The truck driver took no action when the alarm sounded indicating that 90% of the tank was full.

He further advised Mr. Meduri that the FBO ordered 8,000 gallons of fuel which was a miscalculation of what actually was needed and that the relief valve was rusted shut and did not open.

Mr. Meduri expressed that the truck driver should have reacted in a manner that should have prevented the damage. He will write a letter to the trucking company involved, Hilltrux Tank Lines, and AVFUEL Corporation outlining potential liability and responsibility. Per President Lucas, it remains uncertain who will assume the liability for this matter and how long it may take to resolve it.

The Board continued to discuss the installation of a used ConVault replacement tank and the costs associated with the removal of the existing tank as a short-term solution. The projected cost is approximately \$30,000, but does not include the cost of the cleaning of the damaged tank plus its disposal. This option could be available for installation within 3 weeks.

Dick Bonner, owner of the Portage Flight Center, offered another option. He noted that the current temporary tanker serving Jet A fuel will not be available after month-end; he may be able to arrange another container that would provide Jet A fuel for 2-3 months and will advise during the upcoming mid-week if this is possible.

Mr. Bonner stated that per the FBO contract, the Board is responsible to provide a safe storage for fuel; the FBO only has maintenance obligations. A letter was sent by an attorney representing the FBO advising that the FBO may seek reimbursement from the Board if the FBO has to provide its own Jet A fuel storage and included a notice of potential litigation. President Lucas has received this letter and will forward a copy to the members. Mr. Bonner remarked that the contract with Metro Life Flight would especially be in jeopardy without a solid solution soon to this matter.

The members discussed the possibility of converting an existing 12,000 gallon low lead tank into a Jet A tank and what may be involved.

The Board will work with the FBO to develop a fuel farm maintenance procedure to prevent future occurrences of this nature.

Member Mars will look into demolition and disposal options for the existing tank.

Due to the need for more research and comparison of other options in this matter, the Board opted to meet again in one week.

MOTION: The Board shall meet in special meeting of the Board on June 28, 2019, to review additional options for the fuel farm issue at hand.

Moved: Paul; Seconded: Krister

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

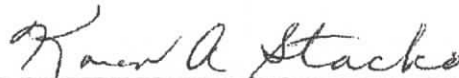
ADJOURNMENT

MOTION: To adjourn the special meeting at 7:20pm.

Moved: Paul; Seconded: Burton

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