

PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY

4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, March 9, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, March 9, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 7:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio, by Vice- President John Siman.

ROLL CALL

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

APPROVAL OF MINUTES

MOTION: To approve the regular meeting minutes of February 10, 2016, as corrected. The correction was to remove John Siman's name as being in attendance as he was absent for January meeting.

Moved: Lucas Seconded: Steedly

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 2/29/2016, the General Fund consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	02/29/16		33,808.14
Expenditures as of	02/29/16		(18,162.42)
End Balance	02/29/16	\$	42,686.20

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated March 9, 2016, in the amount of \$ 7,685.80.

Moved: Mars; Seconded: Steedly

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

FAA Fund Report

Beginning Balance	02/29/2016	\$	2.00
Ending Balance	02/29/2016	\$	2.00

There was no grant activity during the month of March 2016.

AIRPORT MANAGER REPORT

There was no representative from the FBO in attendance.

AIRPORT ENGINEER REPORT

Engineer Yager advised that there will be a \$500.00 reduction in the Grant funding for the recent resurfacing project, Phase 1; an amendment to the grant contract was initiated.

Mr. Yager stated that Chagrin Valley Paving has won an award for this resurfacing project by Flexible Pavement of Ohio.

OLD/PENDING BUSINESS

Action Items

President Gilmore will advertise for Engineering Statements of Qualifications for a new engineering contract as per FAA regulations, and will review the minimum standards with PFC owner, Dick Bonner.

Member Mars and FBO representative Chris Hopkins will work on the wind tee repair.

Member Paul offered to mend the rope issues at the flag pole at the field sign.

Member Krister will request that an AOPA representative be involved in the Board.

Secretary Stacko will send the pre-application of 2016 grant to the Commissioners and members, and will place a message on the website about recruiting volunteers to help with airport events and fundraisers.

NEW BUSINESS

Retainer Agreement with County

Recently the Board was informed that the Ohio Attorney General has opined that the County Prosecuting Attorney is NOT the statutory legal counsel for a county airport board. The County Commissioners graciously agreed to provide \$5,000 per year for said retainer agreement per year to the Airport Authority.

MOTION: Resolution 2016-01: To authorize the Portage County Regional Airport Authority dated March 9, 2016, to retain the Portage County Prosecutor's office as its statutory legal counsel for a period beginning January 1, 2016, through December 31, 2016, for an amount of \$5,000 per year.

Moved: Tim Paul; Seconded: Robert Krister

The motion carried with a roll call vote all members in favor, 7-0-0.

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

Subcommittee Formation

President Gilmore recommended that the Board form subcommittees to work on various issues for resolution. The subcommittees shall be divided into the following categories: Building/Grounds, Finance, Executive, and Community Outreach and Communication. Members shall relay their interest to the President.

MOTION: To form the following subcommittees with the Board structures to address various issues and bring forth recommendations to the monthly meeting: Building/Grounds, Finance, and Executive.

Moved: Steedly; Seconded: Mars

The motion carried with a voice vote all members in favor.

Member Steedly also suggested that a 4th committee be formed relative to community outreach and communication.

Loan Agreement with County Commissioners

The County Commissioners agreed to extend receipt of the Board's loan payments until 2017 with the understanding that interest due from 2015 and 2016 will be added to the existing balance and that a meeting be set up with Todd Bragg of the Department of Budget and Financial Management to discuss the current agreement.

The Commissioners also asked for regular updates about the Board's future plans and improvement efforts. They requested that the Board ask the FAA if any part of the loan with the Commissioners might be considered as a "match" on any future grant applications.

Insurance Coverage Review for General Liability and Commercial Liability

All board members received a copy of the current coverages; the matter will be discussed in a subcommittee whether coverages are appropriate.

Ohio Aviation Conference

President Gilmore and Members Steedly and Siman will attend the conference in Columbus, Ohio, on April 19 and 20.

COMMENTS / ANNOUNCEMENTS

Board Members

President Gilmore will meet with FAA representative Irene Porter and Board Engineer Don Yager on March 23, 2016, in Detroit.

He will meet with Todd Bragg, Department of Finance and Management, to discuss the loan agreement; and find out the appropriate legal authority to address illegal and unsafe activity on airport grounds.

He announced that there will be an Antique Tractor Event across the street from the airport on SR 44 on April 16 with a rain date of April 23. He has granted permission to the promoters to utilize Nanway Boulevard to park vehicles and equipment during event.

Member Krister placed a community notice in the Record Courier asking for volunteers to help out at airport events and fundraisers.

Secretary Stacko sent out letters of appreciation to Marsam Fabricating for donating plow shoes for the Board's tractor and to John E. Trew, former member and President of the Board for his past service over the years.

Member Steedly will report to Engineer Don Yager what lights on taxiway are not color-coded correctly and the location of the strobe light that is out.

Members Mars advised that a not-for-profit social flying club has been formed called The Hotel Bravo Flying Club. Interested pilots may contact Joe Murray at gmurry@roadrunner.com or hbfc.treasurer@gmail.com for details.

Member Siman advised that there is an electrical equipment problem at the field sign. He will contact an electrical contractor to determine problem.

Tenants/Citizens – No comments

EXECUTIVE SESSION

MOTION: To enter into executive session to discuss land acquisition at 8:14 pm.

Moved: Steedly; Seconded: Mars

The motion carried with a roll call vote all members in favor, 7-0-0.

Yeas: Steedly, Mars, Gilmore, Lucas, Krister, Siman, Paul

MOTION: To return to regular session at 8:46 pm.

Moved: Steedly; Seconded: Mars

The motion carried with a roll call vote all members in favor, 7-0-0.

Yeas: Steedly, Mars, Gilmore, Lucas, Krister, Siman, Paul

There was no action taken in executive session.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 8:47 pm

Moved: Mars; Seconded: Lucas

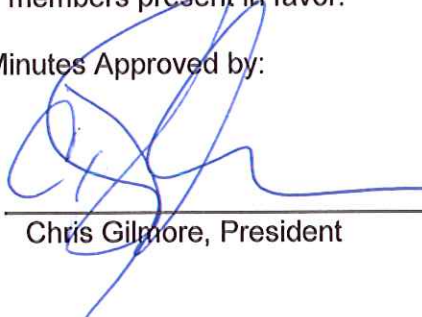
The motion carried with a voice vote with all 7 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary/Treasurer



Chris Gilmore, President

c: County Commissioners