



Portage County Regional Airport Authority
4039 NANWAY BOULEVARD * RAVENNA OH 44266

REGULAR BOARD MEETING MINUTES, October 12, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, October 12, 2016, for the purpose of conducting a regular meeting; the meeting was called to order at 6:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio, by President Christopher Gilmore.

ROLL CALL

Members Present: John Festa
 Christopher Gilmore
 Homer Lucas
 Christopher Mars
 Tim Paul (Arrived at 6:03 pm)
 Melvin Steedly

Members Absent: Bob Krister

MEETING MINUTES APPROVAL

MOTION: **To approve the regular meeting minutes of the August 10, 2016, as presented.**

Moved: Mars; Seconded: Festa

The motion carried with a voice vote with 4 members eligible to vote in favor: Mars, Festa, Lucas, Gilmore

MOTION: **To approve the regular meeting minutes of the September 14, 2016, as presented.**

Moved: Steedly; Seconded: Lucas

The motion carried with a voice vote with 6 members eligible to vote in favor: Steedly, Lucas, Festa, Gilmore, Paul, Krister; Member Mars abstained as he did not attend the meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 09/30/2016, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	09/30/16		95,308.40
Expenditures as of	09/30/16		(89,626.54)
End Balance	09/30/16	\$	32,722.34

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated October 12, 2016, in the amount of \$10,555.25.

Moved: Paul; Seconded: Festa

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

FAA /ODOT Checking Account 0762

GA Consultants, Inc. submitted an invoice for \$23,700 for engineering services for Grant 28-16. The FAA deposited \$21,330.00 into the FAA/ODOT Checking Account in October. The Board transferred \$1,185 from its General Fund as its local match.

Engineer Yager advised that he would accept an amount of \$22,515 which represents respective payments from the FAA and Airport Authority local match. The outstanding amount due (\$1,185) from ODOT will be forwarded to GA Consultants when submitted by ODOT.

MOTION: To authorize partial payment for an invoice presented for payment from GA Consultants for engineering services for Grant 28-16 in the amount of \$22,515.00.

Moved: Paul; Seconded: Steedly

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

Beginning Balance	01/01/2016	\$ 2.00
Revenue as of	10/31/2016	\$ 22,515.00
Expenditures as of	10/31/2016	\$ 22,515.00
Ending Balance	10/31/2016	\$ 2.00

AIRPORT MANAGER REPORT

FBO Representative, Chris Hopkins, advised that the annual fuel farm inspection is due.

AIRPORT ENGINEER REPORT

Runway Rehabilitation, Phase II Update

Engineer Yager confirmed that construction shall commence on October 31. The runway will be shut down for a period of approximately 14 days subject to weather conditions.

Electrical Prints for Runway Lights

Mr. Yager provided 2 sets of prints as requested by President Gilmore.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee, Chairman Gilmore

- Directed all members to register with "flykpov" email
- Asked members to frequently check the website for accuracy

Finance Committee, Chairman Lucas

- Reported progress in Quickbooks invoicing methods

Building/Grounds Committee: Member Steedly

- Member Krister has arranged hangar repair to A10 as reported by the tenant
- Notified the FAA of an incident re an aircraft running off runway; will secure an accurate FAA contact list with procedures for future said issues
- Requested the tenant list from Secretary Stacko per email
- Will contact JC Electric re certain gate keys
- Calibration of fuel pump meters on hold pending search of affordable vendor

Events Committee: Christopher Mars

- Reported that the Board EAA Chapter is official
- Discussing events for 2017

NEW BUSINESS

New Engineering Contract

The Executive Committee will conduct interviews on October 26, 2016, with the selected candidates.

Grant Project 2017

The Executive Committee will discuss 2017 project plans with the FAA with an annual conference call in November. The Board intends on applying with ODOT for additional funding assistance. Possible projects may include the paving of the north taxiway or property acquisition.

Cell Tower Installation Proposal

A company is proposing a 200-foot-high, 2,000 feet cell tower south of Runway 9 on Infirmary Road. Local approval by the township and county is positive, but the Board and Engineer Yager expressed that the installation probably would not be approved by the State.

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

Groundskeeper Dunlavy requested the purchase of skid pads and cutting edge for the snowplowing equipment.

Secretary Stacko announced that Board Hangar A9 shall become available for rent as of 11/01/2016.

Tenants/Citizens - None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:57 pm

Moved: Paul; Seconded: Mars

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

Minutes Prepared by:


Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:


Chris Gilmore, President

c: County Commissioners