



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, December 14, 2016

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, December 14, 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
 Robert Krister (Arrived at 6:02 pm)
 Homer Lucas
 Christopher Mars (Arrived at 6:15 pm)
 Tim Paul

Members Absent: Melvin Steedly

MEETING MINUTES APPROVAL

MOTION: To approve the regular meeting minutes of November 9, 2016, as presented.

Moved: Paul; Seconded: Festa

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

MOTION: To approve the special meeting minutes of November 18, 2016, as presented:

Moved: Paul; Seconded: Lucas

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

(Note: Member Robert Krister arrived at 6:02 pm.)

REQUEST TO ADDRESS VISITORS

(Per Request of President Gilmore; Board members approved.)

Kent State University Flight Team

The Board agreed to try to raise funds to sponsor the flight team for regional and national competition. Representatives Michael Montgomery and Kyle Rupp were in attendance and plan on continuing their training at the Portage County Airport in January. The Board will provide a logo sticker to be placed on the team's aircraft.

President Gilmore asked if the team could provide some feedback as to its mission and vision to encourage excitement and interest in the airport community. He will share this information with the pilot community and on the Board's website to help gain support for the team.

(Note: Member Christopher Mars arrived at 6:15 pm.)

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 11/30/2016, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/16	\$	27,040.48
Revenue as of	11/30/16		116,575.57
Expenditures as of	11/30/16		109,111.03
End Balance	11/30/16	\$	34,205.02

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated December 14, 2016, in the amount of \$24,552.10, except for the snowplowing invoice from Portage Flight Center for \$390 pending investigation of charge.

Moved: Paul; Seconded: Krister

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

FAA /ODOT Checking Account 0762

Beginning Balance	01/01/2016	\$	2.00
Revenue as of	11/30/2016	\$	325,686.00
Expenditures as of	11/30/2016	\$	0.00
Ending Balance	11/30/2016	\$	325,688.00

MOTION: To authorize the transfer of the local match from the General Fund 5640 to the FAA/ODOT Checking Account 0762 towards the partial payment to Chagrin Valley Paving, Application 1, (\$16,838.94) and GA Consultants, Inc. (\$1,235.00) , Invoice 16030, for Grant 28-16.

Moved: Paul; Seconded: Festa

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

AIRPORT MANAGER REPORT

No report.

AIRPORT ENGINEER REPORT

Engineer Yager was not in attendance.

President Gilmore related that Engineer Yager will close out the paperwork for Grant 2016-18 and has agreed to assist with future engineering issues if and when needed.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee:

- Awaiting review of waiver language from the Prosecutor's office re Minimum Standards, Airport Management and FBO agreements.
- The Capital Improvement Plan was revised after telephone meeting with Board's new engineers (CHA), the FAA, and Executive Committee; land acquisition anticipated in 2017; Nanway Boulevard off the plan; focus to move north taxiway more to the north

Finance Committee:

- Grant revenue/expenditures are indicated on the Quickbooks Profit and Loss Statement as "Other Income" and "Other Expenditures"

Building/Grounds Committee:

- Prepared draft of snow removal plan; working on graphic to identify respective areas
- Need clarification on who clears the ramp and terminal (Groundskeeper or FBO)
- President Gilmore will discuss snowplowing draft plan with FBO
- Need to verify if northside leases for Castle Hangars and Board Hangars 1, 2 include a tenant's responsibility to remove snow
- Need to prepare list of existing keys for the Board hangars and those that are needed
- Repair to A10 due to flooding remains outstanding; will advise tenant that wetness due to underground and/or elevation conditions and cannot be addressed at this time
- President Gilmore to advise CHA to review beacon (reported to need repair) and make recommendation for repair or replacement.

Events Committee:

- EA Chapter Activity: MAPS museum visit on January 14, 2017
- County looking for sponsors for Board event, Wings and Wheels, in September 2017
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NEW BUSINESS

Prosecutor Counsel Renewal for 2017

Secretary Stacko inquired if Portage County will renew the contract with Christopher Meduri as its counsel for Year 2017. President Gilmore will contact the Commissioners' office on this issue as the current 2016 contract runs through 12/31/2016.

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

Position of Vice-President

The Board discussed the vacant position of vice-president. Member John Festa nominated Homer Lucas for the position until the January meeting 2017. There were no other nominations.

MOTION: To appoint Homer Lucas to serve as Vice-President of the Portage County Regional Airport Authority effective December 14, 2016, until the formal nominations take place at the January 2017 meeting.

Moved: Festa; Seonded: Paul

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

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:15 pm

Moved: Mars; Seconded: Festa

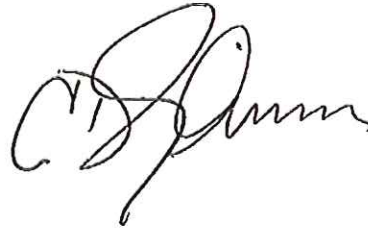
The motion carried with a voice vote with 6 members present in favor.

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary/Treasurer



Chris Gilmore, President

cc: County Commissioners