



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, February 8, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, February 8, 2017, for 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 Vice-President Homer Lucas.

ROLL CALL

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

Members Absent: Christopher Gilmore

MEETING MINUTES APPROVAL

MOTION: To approve the regular meeting minutes of January 11, 2017, as presented.

Moved: Paul; Seconded: Festa

The motion carried with a voice vote with 5 eligible members present in favor: Paul, Festa, Lucas, Steedly, Mars

(At this point in the meeting, Vice-President Lucas asked the Board's approval to hear the comments from a citizen.)

Request to Address the Committee

Keith Svadka introduced himself to the Board as a possible aircraft service provider in the future. He shared his past history in the aviation field and expects to make a presentation at a future upcoming meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report

As of 01/01/2017, the General Fund Checking Account 5640 consisted of:

Beginning Balance	01/01/2017	\$	16,178.98
Revenue as of	01/31/2017		11,237.94
Expenditures as of	01/01/2017		9,673.99
End Balance	01/31/2017	\$	17,742.93

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated February 8, 2017, in the amount of \$ 8,426.82.

Moved: Paul; Seconded: Mars

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

FAA /ODOT Checking Account 0762 – No activity in February 2017

Beginning Balance	01/01/2017	\$	2.00
Revenue as of	01/31/2017	\$	0.00
Expenditures as of	01/31/2017	\$	0.00
Ending Balance	01/31/2017	\$	2.00

AIRPORT MANAGER REPORT

The Airport Manager nor a representative was in attendance.

AIRPORT ENGINEER REPORT

The Board's Engineer, Mark Hethroth, advised that the 2017 Grant land acquisition proposal is under consideration by the FAA and expects to have more details at the March Board meeting.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee:

- The Ohio Aviation Conference is in Columbus, Ohio, on April 18 and 19, 2017. Any member interested in attending should advise the President.

Finance Committee:

- Members to contact general aviation airports to compare procedures and business activity.

Building/Grounds Committee:

- Hangar A9 rented out; tenants to move in March pending door repair
- Will secure a key box to hold all respective hangar and ground keys
- Sprucing up the new office space on second floor

Events Committee:

- Airplane rides for adults will be included in the Wings and Wheels event in September
- Crestwood Lions will provide food for all the vendors in exchange for its respective vendor fee

NEW BUSINESS

Rules and Regulations Changes

This Board discussed certain changes to the document. A summary of the user fee changes are:

Section 500, User Fees

- There will be 3 categories of user fees: private, support and commercial. The sub-categories of private casual or frequent user fees based on flight activity has been eliminated. The private user fees shall be based on aircraft weight.
- The 1% gross income requirement for support and commercial operators has been eliminated.
- The semi-annual payment option has been eliminated.

Section 300, Landing and Take-off Procedures

- 7.D. For fixed wing aircraft, a standard left-hand traffic pattern shall be used when entering traffic with a traffic pattern altitude of 2200' MSL (1000 AGL).
- 24.A For fixed wing aircraft, all take-offs shall be started from the take-off end of the runway in order to utilize the entire runway.

MOTION: To approve the changes to the Rules and Regulations as presented at the Board of Trustees regular meeting on February 8, 2017.

Moved: Paul; Seconded: Krister

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

COMMENTS / ANNOUNCEMENTS

Board Members/Employees

Groundskeeper Dunlavy requested to purchase diesel fuel; the Board approved.

Member Steedly inquired who is responsible to remove snow/ice off the runway ramp. The members suggested that President Gilmore discuss the snow removal plan with the FBO owner, Dick Bonner, for clarification. The Board also needs verification on who is the designated airport manager.

The Board also suggested that the President review with Mr. Bonner a snowplowing invoice for 5.5 hours on January 31, 2017, from the Portage Flight Center for accuracy.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:01 pm

Moved: Paul; Seconded: Krister

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

Minutes Prepared by:

Karen A. Stacko
Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:

Homer Lucas
Homer Lucas, Vice- President

c: County Commissioners