



Portage County Regional Airport Authority

REGULAR BOARD MEETING MINUTES, April 12, 2017

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, April 12, 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 President Christopher Gilmore.

ROLL CALL

Members Present: John Festa
 Christopher Gilmore
 Homer Lucas
 Christopher Mars
 Melvin Steedly
 Tim Paul (*left meeting at 7:32 pm*)

Members Absent: Robert Krister

OATH OF OFFICE – NEW MEMBER

The Board welcomed new member Les Smeach and administered the oath of office. Mr. Smeach is the eight member of the Board.

MEETING MINUTES APPROVAL

MOTION: To approve the regular meeting minutes of March 8, 2017, as presented.

Moved: Steedly; Seconded: Mars

The motion carried with a voice vote with 5 eligible members present in favor: Steedly, Mars, Festa, Lucas, Gilmore; Member Paul abstained as he did not attend the March 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	03/31/2017		40,030.91
Expenditures as of	03/31/2017		22,704.20
End Balance	03/31/2017	\$	35,505.69

Approval for Expense Payments from General Fund

MOTION: To authorize payment for invoices presented for payment from the General Fund Checking Account 5640 dated April 12, 2017, in the amount of \$ 7,152.76 as presented, except for a snowplowing invoice for service provided on March 14, and 15, 2017, subject to verification.

Moved: Mars; Seconded: Festa

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

MOTION: To authorize payment for invoices presented for payment from the FAA/ODOT checking Account 0762 as presented.

Moved: Mars; Seconded: Festa

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

FAA /ODOT Checking Account 0762

Beginning Balance	01/03/2017	\$	2.00
Revenue as of	03/31/2017	\$	19,278.99
Expenditures as of	03/31/2017	\$	19,278.99
Ending Balance	03/31/2017	\$	2.00

AIRPORT MANAGER REPORT

Neither the Airport Manager nor a representative was in attendance.

AIRPORT ENGINEER REPORT

Board Engineer Mark Hethroth was not in attendance, but reported to President Gilmore that parcel acquisition negotiations required to move the taxiway north are underway.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee

Revision to Minimum Standards

The Committee initiated some changes to the existing document and it was reviewed by the Board members prior to the meeting. The Board shall forward the revised document to all support and commercial operators.

MOTION: To revise the Portage County Regional Airport Authority Minimum Standards as presented.

Moved: Paul; Seconded: Steedly

The motion carried with 7 members present in favor.

Proposed FBO Agreement Revision

Per President Gilmore there were reasonable accommodations to existing document provided to the FBO for review and consideration. Some of the issues addressed were the elimination of the 1% of gross income fee and the possibility of opening the office on Saturdays. The Board's Counsel, Christopher Meduri, advised that an addendum to the original agreement will be the appropriate method to implement any changes to existing document.

Meeting with County Commissioners

Vice-President Lucas met with the County Commissioners and discussed financial issues relative to the Airport Authority:

1. The 2016 revenue/expenditures totals for comparison with 2017 budget
2. Necessary additions to 2017 budget: outstanding real estate taxes due to tax exemption determination; pavement maintenance (\$15,000); local match for grant project 2017(\$7,500)
3. Outstanding real estate tax payment plan options
4. North taxiway relocation proposal and acquisition of property to achieve FAA B2 compliance
5. Importance of initiating pavement maintenance policy to aid in future grant awards
6. Upcoming events scheduled for 2017
7. Visitation to benchmark airports with the Commissioners

The Commissioners stated that they appreciate the information and feedback and do see progress being made. The next meeting with the Commissioners will be October 10, 2017.

Cell Tower

There was discussion on the possibility that the cell tower may be approved for construction on Infirmary Road. President Gilmore will follow up with the ODOT Aviation office.

Finance Committee

2017 Liability Insurance Coverage

The existing policy expires in June 10, 2017. The annual application has been forwarded to Aviation Insurance Managers for the respective quote.

Building/Grounds Committee

Snowplowing Procedure

Per Member Mars the policy has been completed.

The Committee will meet before May Board meeting to work on outstanding assigned issues on its pending list.

Events Committee

Upcoming Events Update

- Tractor show, April 22 (Pilots welcome to provide rides)
- Wings and Wheels, September 2 (Fred Mathis seeking vendors for event)
- Tri-Motor Visit, September 9-10 (Will check out hangar space for sufficient accessibility)
- Airplane Wash Service by Boy Scout Troop 549 – May 13
- Follow-up with Kent State Fly Team (Michael Montgomery) to secure information and logo in order to assist in fundraising for the team

NEW BUSINESS

Field Sign Discussion

Tenant Ron Siwik requested public comments on the idea to rename the airport field in honor of Colonel William Bower. He shared information on the Colonel and his national reputation.

Tenant Debra Gliozzi was not in favor of renaming the field and sign. She stated that Colonel Bower's national and local reputation is highly regarded and appreciates the Bower showcase of information highlighted within the Portage County Flight Center lobby.

But, Mrs. Gliozzi emphasized that the existing sign is named in honor of Tom Fijalkovich who also was a well-respected person of the local community. Mr. Fijalkovich was an active contributor to the operations of the Portage County Airport for many years and was a mentor/teacher to many pilots.

Member Paul suggested that perhaps both parties could be honored at the Portage County Airport in some manner and that the Board should take some time before making a decision.

This issue will be undertaken by the Events/Public Outreach Committee.

(Note: Member Paul left the meeting at 7:32 pm.)

COMMENTS / ANNOUNCEMENTS

Board Members/Employees/Citizens

Groundskeeper Dunlavy recommended that a letter of appreciation be sent to Marsam Metal Fab, Inc. for its contribution of snow shoes for the tractor. A picture will accompany the letter.

Member Festa reminded the Board that the next Portage County Township meeting will be held on May 20, 2017. He will take a count of interest members that may wish to attend at the Board's May 10th. meeting.

EXECUTIVE SESSION

MOTION:

Moved: Steedly; Seconded: Mars

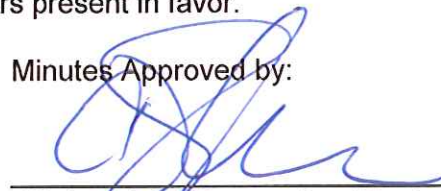
The motion carried with a voice vote with 6 members present in favor.

Minutes Prepared by:



Karen A. Stacko, Secretary/Treasurer

Minutes Approved by:



Christopher Gilmore, President

c: County Commissioners