

**PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
4039 NANWAY BOULEVARD * RAVENNA OH 44266**

REGULAR BOARD MEETING MINUTES, June 13, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, June 13, 2018, to conduct a regular meeting. President Lucas called the meeting to order at 6:00 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

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

Members Absent: Christopher Mars

APPROVAL OF MINUTES

MOTION: To approve the meeting minutes of May 9, 2018 as presented.
Moved: Festa; Seconded: Paul

The motion carried with a voice vote with 4 eligible members present to vote in favor: Festa, Paul, Krister, Lucas; Members Gilmore and Steedly abstained as they did not attend the May meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report as of 05/31/2018:

The General Fund 5640 consisted of:

Beginning Balance	01/01/2018	\$	47,405.12
General Operating Revenue			53,458.93
General Operating Expenditures		(43,766.28)
Other Revenue			
Other Expenses (Future Grant reimbursement)		(230.20)
End Balance	05/31/2018	\$	56,867.57

Invoice Review and Approval for Payment from General Fund Account

The Board approved expenses presented for payment on June 13, 2018:

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented dated June 13, 2018, in the amount of \$5,498.86.

Moved: Mars; Seconded: Krister

The motion carried with a voice vote with 5 members present in favor.

FAA/ODOT Fund Report

As of 5/31/2018, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	05/31/2018		49,517.65
Expenditures as of	05/31/2018		49,517.65
End Balance	05/31/2018	\$	2.00

Invoice Review and Approval for Payments from FAA/ODOT Account

CHA presented an invoice in the amount of \$4,621.63. This amount shall be transferred to the General Fund for payment to CHA, but shall be reimbursed back to the General Fund once reimbursed from the FAA and ODOT.

MOTION: To approve payment to CHA for additional land acquisition services in the amount of \$4,621.63.

Moved: Gilmore; Seconded: Paul

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

Approval of Financial Reports

MOTION: To accept and approve the financial reports as presented for June 2018 at this meeting by Secretary Stacko subject to audit.

Moved: Gilmore ; Seconded: Paul

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

AIRPORT MANAGER REPORT

There was no FBO representative in attendance.

AIRPORT ENGINEER REPORT

Engineer Heckroth commented that the procedure for payment for land acquisition is in process and is anticipated to be closed in August 2018.

OLD/PENDING BUSINESS

Pavement Maintenance Program The Board intends on developing a pavement maintenance program.

Emergency Expenditures

The Board set a policy for the purchase of service and products in the event of an emergency. Member Festa prepared a statement that shall be included in the Board's operational manual.

The policy will authorize the Board Members, the Groundskeeper, and the FBO Manager to contract or purchase for emergency repairs or maintenance supplies up to a cost of \$1,000 without prior Portage County Airport Authority Board approval when a delay in initiating a repair or purchasing needed maintenance supplies will have a significant impact on airport operations; the President further authorized up to a cost of \$10,000 without prior Board approval for like conditions.

The members recommended that the President prepare the final draft and agreed to the inclusion of this policy into the Board's operational manual.

MOTION: The Portage County Regional Airport Authority approved the inclusion of a purchasing policy as discussed into its operational manual pending final revision by President Lucas and approval by Board members.

Moved: Gilmore; Seconded: Paul

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

Committee Reports

Executive Committee: No report

Finance Committee: No additional information.

Events Committee:

1. Registration for the 5K Run Evening Run is on the Board's website
2. EEA group will provide Young Eagles pilot participation at the Akron/Fulton Airport on August 18

Building/Grounds Committee:

1. Member Krister will advised the contractor when the reils become available for installation
2. There is a hold on gutter and roofing repairs at this time
3. Advised that Hartong Electric offered to implement taxiway light repairs
4. President Lucas has placed a drawing of the Board's hangar layout on the website to attract inquiries for available hangars.

COMMENTS / ANNOUNCEMENTS

Board Members/Groundskeeper/Secretary:

1. Member Gilmore emphasized the need for the groundskeeper to install a safety radio in the tractor to be aware of landing aircraft; he will assist in some method of installation.
2. Member Festa suggested that President Lucas invite the County Commissioners via letter to the Runway Fest.
3. Groundskeeper Dunlavy sprayed the ditches with weed killer and shall repair catch basins.
4. Secretary Stacko will provide a list indicating tenants' contact information to the Building/Grounds Committee; President Lucas will place said list on the One Drive for the members' access.

5. Secretary Stacko inquired if there is a reimbursement of key card cost once a tenant departs from the hangar rental; the Board decided that a reimbursement of this cost is not applicable.

Tenants/Citizens – None

ADJOURNMENT

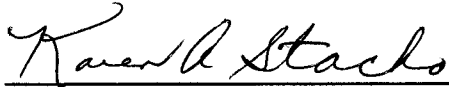
MOTION: To adjourn the regular meeting at 7:14 pm.

Moved: Gilmore; Seconded: Paul


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

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

c: County Commissioners with General Fund Financial Report for June 2018