

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

REGULAR BOARD MEETING MINUTES, July 11, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, July 11, 2018, to conduct a regular meeting. President Lucas called the meeting to order at 7:05 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

Members Present: Robert Krister (Arrived at 6:15 pm)
Homer Lucas
Christopher Mars
Tim Paul
Melvin Steedly

(Note: There is a new procedure for board appointments in process and once all criteria are met. As of this date, John Festa and Christopher Gilmore had not received notice of reappointment to the Board by the County Commissioners and therefore could not participate as "members" of the Board.)

APPROVAL OF MEETING MINUTES

Approval of the June meeting minutes was postponed due to a lack of eligible members present at this time of the meeting to vote.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report as of 06/30/2018:

The General Fund 5640 consisted of:

Beginning Balance 01/01/2018	\$	47,405.12
General Operating Revenue		41,677.93
General Operating Expenditures	(55,959.29)

Other Revenue		20,000.36
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Other Expenses (Future reimbursement from grant advance){		463.64)
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End Balance 06/30/2018	\$	52,660.48
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(Note: Member Krister arrived at 6:15 pm.)

Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment on July 11, 2018:

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented dated July 11, 2018, in the amount of \$26,984.94.

Moved: Mars; Seconded: Paul

The motion carried with a voice vote with 4 members present in favor.

FAA/ODOT Fund Report

As of 6/30/2018, the FAA/ODOT Fund consisted of:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	06/30/2018		66,749.58
Expenditures as of	06/30/2018		62,359.03
End Balance	06/30/2018	\$	4,392.55*

(Note: \$4,390.55 to be returned back to General Fund; this represents a reimbursement from the FAA for an advance to CHA.)

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment in July 2018.

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: Mars; Seconded: Steedly

The motion carried with a voice vote with 4 members present in favor.

APPROVAL OF MINUTES

MOTION: To approve the meeting minutes of June 11, 2018 as presented.

Moved: Paul; Seconded: Steedly

The motion carried with a voice vote with 4 eligible members present to vote in favor: Paul, Steedly, Krister, Lucas.

AIRPORT MANAGER REPORT

Chris Hopkins, FBO representative, attended the meeting.

AIRPORT ENGINEER REPORT

Engineer Mark Heckroth was not in attendance.

OLD/PENDING BUSINESS

Land Acquisition Update

Due to a delay in paperwork processing, the target date for final plat approval is now September 2018.

Pavement Maintenance Program

The Board intends on developing a pavement maintenance program.

Policy for Emergency Repair

After review and discussion of the statement, the following policy was adopted:

MOTION: To approve the policy for emergency repairs or supplies as follows effective immediately:

Emergency Repairs or Supplies

When a delay in initiating a repair or purchasing needed maintenance supplies will have a significant impact on airport operations, prior approval of the Portage County Airport Authority Board is not required for the following people up to the amounts shown:

Groundskeeper	\$ 1,000
Airport manager	\$ 1,000
All Board Members	\$ 1,000
Board President	\$10,000

Moved: Steedly; Seconded: Paul

The motion carried with a voice vote with 4 members present in favor.

Committee Reports

Executive Committee:

- Met with FAA on June 25, 2018 on airport grounds; shared info on property acquisition and importance to surrounding community; the FAA was impressed with the effort put forth by the Airport Authority in sustaining the general airport operations of the airport

Finance Committee:

- Will follow-up on its request to Portage County Director of Budget/Financial Management, Todd Brag relative to the County loan payment plan
- Secretary Stacko advised the status and results of the 2016-2017 state audit; the final report will be forthcoming

Events Committee:

- **Runway Fest Update:**
Airplane rides will be available; a sign will be placed at SR 44 to advertise it
Bennett Land Title Company pledged a \$500 donation
Pre-Registration for the race so far is underway via website
Seeking reasonable insurance coverage for event
Awaiting FAA approval to conduct the 5K race
- Possible car show - July 28

Building/Grounds Committee:

- Hartong Electric working on REILS installation and trying to retrofit the lights into existing boxes
- All Board hangars rented out
- Awaiting plans for pavement maintenance guidelines

NEW BUSINESS

Request from FBO Hangar Tenant

An FBO Hangars LLC tenant inquired if the Board would allow him to fly radio-controlled aircraft on the Portage County Airport using all available safety precautions. After discussion, the Board agreed not to permit such activity in the interest of safety.

Portage County Planning and Zoning Board Meeting

It is possible that the issue of rezoning the former Ravenswood Golf Course from commercial to residential status may be discussed at an upcoming meeting. The Board expressed that the property should remain as is as airport operations may cause conflict with residential status.

COMMENTS / ANNOUNCEMENTS

Board Members/Groundskeeper/Secretary

- Member John Festa reminded the Board that its legal counsel, Chris Meduri, is available to guide and review issues of concern of the Board.

Tenants/Citizens – None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:30 pm.

Moved: Paul; Seconded: Mars

The motion carried with a voice vote with 5 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 July 2018