

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

REGULAR BOARD MEETING MINUTES, September 12, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, September 12, 2018, to conduct a regular meeting. President Lucas called the meeting to order at 6:03 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

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

Members Absent: Robert Krister

OATH OF OFFICE

William Burton recited the oath of office for an appointment to the position as a trustee of the Portage County Regional Airport Authority.

APPROVAL OF MEETING MINUTES

MOTION: **To approve the regular meeting minutes of August 8, 2018, as presented.**

Moved: Steedly; Seconded: Paul

The motion carried with a voice vote with 5 members present eligible to vote in favor; Member Burton abstained as he was not yet a member of the Board for the August 8th. meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Report as of 08/31/2018:

The General Fund 5640 consisted of:

Beginning Balance	01/01/2018	\$	47,405.12
General Operating Revenue			83,395.36 **
General Operating Expenditures			(89,821.18)

** 20,000.36 Derived from Legal Action

Other Expenses (Future reimbursement from grant advance)	(463.64)
Extra Funding from FAA		.36
Fee Paid		45.00

End Balance	08/31/2018	\$	40,516.02
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Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment on September 12, 2018:

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented date September 12, 2018, in the amount of \$9,723.68.

Moved: Mars; Seconded: Steedly

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

FAA/ODOT Fund Report

As of 8/31/2018, the FAA/ODOT Fund remains:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	08/31/2018		66,749.58
Expenditures as of	08/31/2018		66,749.58
End Balance	08/31/2018	\$	2.00

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment in September 2018.

Approval of Financial Reports

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

Moved: Festa; Seconded: Paul

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

AIRPORT MANAGER REPORT

FBO Representative Chris Hopkins stated that it is time to change out the fuel farm filters. The Board authorized Mr. Hopkins to purchase the necessary materials based on a quote for \$2,019.62.

The Board extended its appreciation to Mr. Hopkins for his support and efforts at the Runway Fest.

AIRPORT ENGINEER REPORT

Engineer Mark Heckroth advised that a grant pre-application will be prepared in December 2018 for next year's project. It will be necessary to complete the land acquisition project in its entirety before applying for 2019 a grant.

OLD/PENDING BUSINESS

Committee Reports

Executive Committee: No comments

Finance Committee: No additional comments.

Events Committee:

Runway Fest Update

- 5K Run – 67 runners participated; good feedback received for future events
- Pilots provided 106 Young Eagle rides; new record achieved
- Beech 18 rides – 5 full flights

The committee will prepare a list of "lessons learned" for future event planning.

The Board expressed its appreciation to Member Mars for spearheading and organizing another successful event, Runway Fest 2018.

Building/Grounds Committee:

- All hangars remain rented.
- Installation of rails is finished; inspection to be completed within a few days.
- Member Krister is working on the pavement maintenance document based on FAA guidelines.

Land Acquisition Update

An issue has arisen regarding obtaining clear title to the Airport Authority for the land parcel co-owned by PACA. Two of the original owners' signatures cannot be secured as they are deceased. President Lucas will forward this issue to the Board's legal counsel, Christopher Meduri for advice on how to proceed. Member Festa has been assigned to this issue once a response from Mr. Meduri is received.

NEW BUSINESS

Real Estate Re-Evaluation

There are 5 Board-owned properties subject to re-evaluation by the County. President Lucas will review the document for appropriate action.

Hangar Funding Opportunities

The members wish to find a way to raise revenue to replace and build new hangars. Member Festa is seeking a plan that will make tax-free revenue bonds available to the public. The Portage County Port Authority has offered to meet with Board members to discuss this endeavor. Members Festa, Paul, Krister, and Burton will comprise the new committee for this purpose.

COMMENTS / ANNOUNCEMENTS

President Lucas:

- The Ohio Aviation Association will be sponsoring General Aviation Day on September 18 in Columbus, Ohio; members are welcome to attend if possible. Tenant Gilmore remarked that Board representation is important at these meetings and workshops to show its interest in aviation procedures, improvements, recommendations, and training.
- County Commissioner Sabrina Bennett advised that there will be County Commissioners Advisory Meeting at the Wayne County Airport on September 24; A tour of the airport will be provided; Board members may attend if possible.

- A big "thank you" was shared with Groundskeeper Dunlavy for his role in preparing the grounds for Runway Fest.

Member Steedly stated that there will be a webinar on September 21 on the OAA website on the topic, "Awareness of General Aviation".

Member Mars suggested that Secretary Stacko prepare and send to Tenant David Greenwood an invoice for tie-in fee for an aircraft placed in the tie-down area.

Tenants/Citizens – None

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:09 pm.

Moved: Festa; Seconded: Steedly

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

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President

- c: County Commissioners with General Fund Financial Report for September 2018