

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

REGULAR BOARD MEETING MINUTES, December 12, 2018

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, December 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: Bill Burton
Robert Krister (*Arrived at 6:08 pm*)
Homer Lucas
Christopher Mars
Melvin Steedly

Members Absent: John Festa
Tim Paul

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of November 14, 2018, as presented.

Moved: Steedly; Seconded: Burton

The motion carried with a voice vote with 4 members present eligible to vote in favor: Steedly, Burton, Mars, Lucas

(*Member Krister arrived at 6:08 pm*)

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of 11/30/2018

Beginning Balance	01/01/2018	\$	47,405.12
General Operating Revenue			114,937.58**
General Operating Expenditures			(119,428.27)

***\$20,000 derived from legal action*

Other Expenses Paid (Due from ODOT: Grant advance)	(418.64)
Excess Funding from FAA Grant	.36
Other Grant Expenses Paid; title work	(45.00)

End Balance	11/30/2018	\$	42,451.15
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Invoice Review and Approval for Payment from General Fund Checking Account

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

MOTION: To authorize payment from the General Fund 5640 for general operating invoices/expenses presented on December 12, 2018, in the amount of \$6,842.97.

Moved: Mars; Seconded: Steedly

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

Portage County Regional Airport Authority Regular Meeting Minutes –December 12, 2018

FAA/ODOT Fund Report

As of 11/30/2018, the FAA/ODOT Fund remained:

Beginning Balance	01/01/2018	\$	2.00
Revenue as of	11/30/2018		66,749.58
Expenditures as of	11/30//2018		66,749.58
End Balance	11/30/2018	\$	2.00

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment at the December meeting.

Approval of Financial Reports

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

Moved: Krister; Seconded: Burton

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

Committee Reports

Executive:

Land Acquisition

The current land acquisition project has been delayed due to missing signatures on the title necessary to complete the transaction, but the respective parties in question are deceased. The Board requested the Portage County Prosecutor's office assist in this matter, but it was unable to do so. PACA President Larry Beardsley offered to pursue this legal matter to finalize the title work to enable Portage County Zoning Board to review and approve the respective plat.

The FAA funding for this acquisition shall expire in June 2019.

Member Burton inquired if imminent domain may be considered in the matter.

Funding Opportunities for Airport Expansion

The Board intends to prepare at least 3 construction options with all building component costs to present to the county agencies assisting in this endeavor

Finance:

No additional reports.

Buildings/ Grounds:

Member Krister reported:

- The box behind Hangar 1 has been repaired
- Additional key cards have been ordered from JC Electric
- All board hangars rented

Events

Member Mars expressed an interest in arranging glider aircraft rides in the summer from the Middlefield Glider Club.

AIRPORT MANAGER REPORT

FBO representative Chris Hopkins was not in attendance but advised the Board that fuel pump #2 had malfunctioned due to condensation. He arranged repair and recommended a cover be placed over the pump to prevent future occurrences. Members Krister and Mars commented that plastic totes may correct this issue.

AIRPORT ENGINEER REPORT

Board Engineer Heckroth was not in attendance.

OLD/PENDING BUSINESS

Metro Life Flight Request for Proposal

Metro Life Flight (MLF) initiated a request for proposal as a mandated company formality for feedback on existing services and costs for planning purposes. MLF has entered into another 3-year agreement with Portage Flight Center LLC to remain at the Portage County Airport. President Lucas has been in contact with an MLF representative to express the Board's undivided support for its services and fair costs to the community.

Golf Course Zoning

President Lucas advised that there is a loophole in the Portage County zoning code that would allow the residential construction of 2-acre lots on the former Ravenswood Golf Course confirmed by Board Counsel Meduri. President Lucas shall contact the owner to discuss this matter.

Proposed Hangar and Land Lease Rates

President Lucas examined the following lease contracts for rent increase stipulations and related the following:

Portage Flight Center LLC land Lease was executed in July 1999. A section in the contract refers to a rent increase evaluation every 5 years after the first 5-year increment. Old records indicate a procedure using the consumer price index and FAA regulations as a tool to determine the rate increase. The rent had increased 3 times over the past years but remains at \$446.00 since January 2007.

FBO Hangars LLC land lease was executed October 2003 and the contract indicates the same rental increase relative to the consumer price index. The original rent amount was \$5,120 per year and has not been increased since the contract inception.

Castle Hangar lease was executed in October 2014 and was originally a 2-year lease with a stipulation that the contract renewal request was to be in writing approved by both the tenant and the Board. Secretary Stacko advised that the Board changed that rental schedule to a month-to-month schedule several years ago at a Board meeting. The original rental amount was \$1800.00 per month but breaks down the amount as \$1,000 for rent and \$800 for hangar maintenance. The rent has not been increased since the inception of this lease.

Portage County Regional Airport Authority – Regular Meeting Minutes December 12, 2018

Board Hangar 1 is a month-to-month lease for \$400.00 and has not been increased since the purchase by the Board. Discussion of the amount of its purchase warrants a much higher rent to be determined by the Board.

President Lucas is working on how to determine the appropriate rate increases for these leases.

Member Burton suggested that it may be prudent to rewrite the contracts for consistency and clarity.

NEW BUSINESS

No new business.

COMMENTS / ANNOUNCEMENTS

Tenants/Citizens – No additional comments

Members/Personnel

Board Contacts

Groundskeeper Dunlavy inquired if he may give out Board member telephone contact numbers when requested. The Board advised that he could.

Citizen Beardsley commented that he had difficulty finding contact information on the Board's website. President Lucas will update the website to list contact numbers, Board meeting time and location in all appropriate website sections.

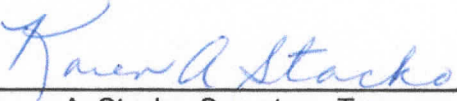
ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:10 pm.

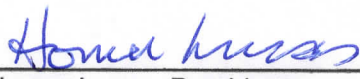
Moved: Krister; Seconded: Mars

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
Financial Reports November 2018