



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

REGULAR BOARD MEETING MINUTES, May 8, 2019

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, May 8, 2019, to conduct a regular meeting. President Lucas called the meeting to order at 6:02 pm at the Portage Flight Center, 4039 Nanway Boulevard, Ravenna, Ohio.

ROLL CALL

Members Present: Bill Burton
Chris Gilmore
Bob 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 April 10, 2019 as presented.

Moved: Burton ; Seconded: Steedly

The motion carried with a voice vote with 5 members present eligible to vote in favor: Burton, Steedly, Lucas, Steedly, Mars

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of 04/30/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			50,967.17
Bank Credit for Bill Pay 2018 Returned			545.00
General Operating Expenditures			45,576.04
End Balance	04/30/2019	\$	47,831.34

Invoice Review and Approval for Payment from General Fund Checking Account

The Board approved expenses presented for payment:

MOTION: To authorize payment from the General Fund Operating Fund for invoices/expenses presented on May 8, 2019, in the amount of \$ \$11,951.68.

Moved: Gilmore; Seconded: Burton; the motion carried with a voice vote with 6 members present in favor.

(Member Krister arrived at 6:08 pm.)

FAA/ODOT Fund Report

As of 04/30/2019, the FAA/ODOT Fund balance was:

Beginning Balance	01/01/2019	\$	2.00
Revenue Balance as of	04/30/2019		3.00
Expenditures as of	04/30/2019		0.00
End Balance	04/30/2019	\$	3.00

Invoice Review and Approval for Payments from FAA/ODOT Account

There were no invoices presented for payment at the May 2019 meeting.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for April 2019 as presented at this meeting by Secretary Stacko subject to audit.

Moved: Gilmore; Seconded: Steedly

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

Airport Manager (Representative Chris Hopkins) – No report.

Airport Engineer (Mark Heckroth) – No report.

President Lucas reported that the FAA will rollover \$326,973 in grant funds for the Airport Authority for its future project, North Taxiway Relocation. In addition, the Board will be entitled to \$150,000 for Year 2020.

Committee Reports

Executive:

Land Acquisition for North Taxiway

Board Counsel Meduri posted a legal notice in the Record Courier newspaper seeking heirs to 2 deceased property owners involved in the property transfer process. Response to the legal notice is due by July 5, 2019. It is anticipated that this issue shall be addressed at the August Portage County Planning Commission meeting.

Liability Insurance

President Lucas stated that the annual premium has not increased for the upcoming renewal of liability insurance. The members shall contact other insurance companies in the future to compare pricing to insure best insurance coverage cost.

MOTION: To continue liability insurance coverage with Aviation Insurance Managers in the annual amount of \$2,805 from June 2019 – June 2020.

Moved: Gilmore; Seconded: Mars

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

Buildings/ Grounds:

Member Krister:

- Has shown the B7 vacant to a prospective tenant. Secretary Stacko confirmed that both B4 and B7 are the only vacant hangars. Member Krister will check status of B4 as he believes it is occupied with aircraft.
- Has arranged for a roofing company (Mather) to repair D1.
- Confirmed that the access gate has been repaired and a photo eye was installed for safety purposes.

Member Burton:

- Related that PNC Bank may be a financial resource contact when the proposed hangar construction specifications are ready.
- Will complete the lighting repair in front of Board hangars when weather permits.

Members Gilmore and Lucas will contact other airports who utilize the QPOD M3000 fuel terminal or similar system (non-serviceable after June 2020 due to newer technology not compatible with existing system) and inquire how its administration is considering replacement or any other alternatives.

Events Committee

Member Mars advised:

May 11 – Super Fly Akron Car Show starts at 12 noon to approximately 7-8 pm; glider and Serman rides will be available.

May 25 and 26 – Custom Truck Show; the Bagel Shop to remain open for this event.

OLD/PENDING BUSINESS

Proposed Hangar and Land Lease Rates

To remain on agenda for continued future discussion.

President Lucas sent a letter to the tenant at Board Hangar 1 requesting that the tenant vacate the hangar by July 1, 2019. It will then be used by the Groundskeeper to store its equipment and tractors which currently are stored in Board Hangar 2. The plan is to restore Board Hangar 2 to a more suitable hangar rental and make it available to an aviation tenant.

User Fee Increase

To remain on agenda for future discussion.

Airport Expansion Opportunity – T hangar

To remain on agenda for future discussion.

Intern Opportunity

The Board hired a part-time intern, Patrick Murray, at \$12.00 per hour for approximately 16 weeks effective May 1, 2019. He will maintain board operating procedures and will assist the members with a variety of issues.

NEW BUSINESS

No new business discussed.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens

PACA President, Larry Beardsley, advised the Board that PACA will be repairing a portion of the northwest taxiway during the summer months.

Board Members/Employees/Intern

Member Steedly

- Will arrange the replacement of non-functional fire extinguishers at Board hangars
- Will follow up appropriate party to report the missing light on the cell tower
- Will report the AWOS time malfunction to Harris & Leach

Board Volunteer Intern Steve Duber requested to be added to the Board email users in order to promote the Board on social media; Member Gilmore will assist in this matter.

Secretary Stacko will contact tenants in A6 and B10 to secure a copy of the respective hangar key. The Board does not currently have keys to these hangars.

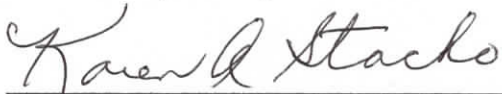
ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:21 pm.

Moved: Gilmore; Seconded: Burton

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

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President

c: County Commissioners
Financial Report April 2019