



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

REGULAR BOARD MEETING MINUTES, September 11, 2019

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, September 11, 2019, 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: Bill Burton
Christopher Gilmore
Homer Lucas
Tim Paul
Melvin Steedly

Members Absent: John Festa
Robert Krister
Christopher Mars

APPROVAL OF MEETING MINUTES

MOTION: To approve the regular meeting minutes of August 14, 2019, as amended.

Moved: Steedly; Seconded: Burton

The motion carried with a voice vote with 4 members present eligible to vote in favor: Steedly, Burton, Lucas; Paul. Member Gilmore abstained as he did not attend the August meeting.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of 08/31/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			91,474.31
General Operating Expenditures			107,917.13
End Balance	08/31/2019	\$	26,452.39

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 September 11, 2019, except for Action Door pending investigation of labor charges for a recent repair, in the amount of **\$9,765.23**.

Moved: Gilmore; Seconded: Burton

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

FAA/ODOT Fund Report

As of 08/31/2019, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2019	\$	2.00
Revenue as of	08/31/2019		2,234.58
Expenditures as of	08/31/2019		1,823.94
End Balance	08/31/2019	\$	412.64

Invoice Review and Approval for Payments from FAA/ODOT Account

No request for payment at this meeting.

Approval of Financial Reports

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

Moved: Burton; Seconded: Steedly

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

Airport Manager (Representative: Chris Hopkins)

No representative in attendance.

Airport Engineer (Mark Heckroth)

Engineer Heckroth was not in attendance. President Lucas related that the quiet title process has been completed with the court and a certified copy of the document has been forwarded to all the appropriate parties for respective review and action. The Portage County Planning Board will review the document at its meeting on October 11, 2019. It is hopeful that a revised title will be issued to Portage Airport Condominium Association.

Committee Reports

Executive: No additional comments.

Finance: No additional comments.

Buildings/ Grounds:

- Member Burton questioned the charges for work done on Board Hangar A-10 and will discuss the matter with Action Door.
- President Lucas advised that a minimum amount of \$3,500 work over a 5-year period meets with the State's standards for a pavement improvement program.
- Member Burton needs a key for Hangar D1.

Events Committee:

- Runway Fest: President Lucas thanked all the members and volunteers for their efforts and support of the event on August 30 and 31, 2019. He suggested that more attention be given to advertising this annual event in the future to attract more attendees. Member Mars, who spearheaded this event, was not in attendance, but will provide a detailed report at a future meeting.

OLD/PENDING BUSINESS

Proposed Hangar and Land Lease Rates – Discussion postponed

User Fee Increase – Discussion postponed

Airport Expansion Opportunity (T hangar) – Discussion postponed

Board Hanger 1 Improvements

The current tenant is housing construction-type equipment in this hangar and sharing hangar space with the Board's equipment. The Board agreed to allow the tenant to move respective equipment into the vacant Hangar 2 on a temporary basis until approximately spring 2020. Member Burton will be implementing repairs within Hangar 1.

NEW BUSINESS

Meeting with Commissioners

President Lucas presented a detailed report of the fuel farm situation to the Commissioners on August 29, 2019. The Board's budget for 2020 was not addressed at this meeting, but will be shared and discussed at a future meeting scheduled for September 12, 2019.

COMMENTS/ANNOUNCEMENTS

Board Members/Employees: None

Tenants/Citizens: None


ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:24 pm.

Moved: Gilmore; Seconded: Burton

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 Report August 2019