



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

REGULAR BOARD MEETING MINUTES, October 9, 2019

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, October 9, 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
John Festa
Bob Krister *(arrived at 6:10 pm)*
Homer Lucas
Christopher Mars *(arrived at 6:05 pm)*
Tim Paul
Melvin Steedly

Members Absent: Christopher Gilmore

APPROVAL OF MEETING MINUTES

The approval of the September 11, 2019 minutes were postponed until the November meeting as there was not a sufficient number of eligible members present qualified to vote.

The Board was able to consider approval for the following meeting:

MOTION: To approve the special meeting minutes of September 18, 2019, as presented.

Moved: Steedly; Seconded: Burton

The motion carried with 5 members in attendance eligible to vote: Steedly, Burton, Festa, Lucas, Paul

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of 09/30/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			102,042.93
General Operating Expenditures			116,539.84
End Balance	09/30/2019	\$	28,398.30

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 October 9, 2019, in the amount of \$8,506.31 as presented except for Jeff Cales Custom Aviation for heaters repair pending additional discussion for consideration.

Moved:Festa; Seconded: Krister

The motion carried with a voice vote with 7 members present in favor.

FAA/ODOT Fund Report

As of 09/30/2019, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2019	\$	2.00
Revenue as of	09/30/2019		2,234.58
Expenditures as of	09/30/2019		1,823.94
End Balance	09/30/2019	\$	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 September 2019 as presented at this meeting by Secretary Stacko subject to audit.

Moved: Festa; Seconded: Burton

The motion carried with a voice vote with 7 members present in favor.

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins has ordered the replacement filters for the fuel farm as reported by President Lucas.

Airport Engineer (Mark Heckroth)

Engineer Heckroth reported that the Portage County Regional Planning Board approved the variance and plat for the title revision for the north taxiway relocation project. He may now be able to begin the paperwork with the FAA for the receipt of the project grant funds to purchase the land in question and eventual grant closeout.

There is a conference call scheduled with the FAA to discuss the capital improvement plan for 2020 on November 11, 2019.

Committee Reports

Executive: No additional comments.

Finance: No additional comments.

Buildings/ Grounds:

- There are 4 available Board hangars for rent.
- Member Krister will try to repair trusses on the B building.
- Member Krister to arrange a sub-committee to plan for pavement maintenance
- Will Recruit volunteers to work on issues of concern as reported in the recent Ohio inspector report

Events Committee:

- Runway Fest: A review of the event operations to be discussed at next EAA meeting for any recommendations to future events.

OLD/PENDING BUSINESS

Proposed Hangar and Land Lease Rates – Discussion postponed

User Fee Increase – To be discussed at November meeting to implement rate change in 2020.

Airport Expansion Opportunity (T hangar) – Discussion postponed

Jet A Fuel Tank Replacement

The new tank was ordered. The FBO will be responsible for fuel removal from the damaged tank and any other preparation for disposal. The Board will prepare a request for proposal for the plumbing service for the new tank.

Procedures

President Lucas created a procedure to program the gate access cards for future reference.

NEW BUSINESS

None.

COMMENTS/ANNOUNCEMENTS

Board Members/Employees:

- President Lucas reminded the Board for the November meeting to consider nominees for 2020 officers of the Board for discussion.

- President Lucas will forward the final draft of the 2020 proposed budget for review and approval at the November meeting.

Tenants/Citizens: None

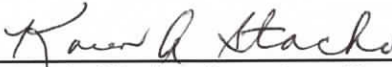
ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:52 pm.

Moved: Mars; Seconded: Steedly

The motion carried with a voice vote with 7 members present in favor.

Minutes Prepared by:



Karen A. Stacko, Secretary, Treasurer

Minutes Approved by:



Homer Lucas, President

c: County Commissioners
Financial Report September 2019