



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

**REGULAR BOARD MEETING MINUTES, November 13, 2019**

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, November 13, 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  
John Festa  
Bob Krister  
Homer Lucas  
Christopher Mars  
Tim Paul

Members Absent: Christopher Gilmore  
Melvin Steedly

**APPROVAL OF MEETING MINUTES**

The approval of the September 11, 2019 minutes were postponed until the December 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 meeting minutes of October 9, 2019, as presented.**

Moved: Burton; Seconded: Mars

The motion carried with 6 members in attendance eligible to vote: Burton, Mars, Lucas, Paul, Festa, Paul

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report as of 10/31/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			110,259.96
General Operating Expenditures			124,763.59
<b>End Balance</b>	<b>10/31/2019</b>	<b>\$</b>	<b>28,391.58</b>

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 November 13, 2019, in the amount of \$8,701.44 as presented.**

Moved: Mars; Seconded: Burton

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

FAA/ODOT Fund Report

As of 10/31/2019, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2019	\$	2.00
Revenue as of	10/31/2019		2,234.58
Expenditures as of	10/31/2019		1,823.94
<b>End Balance</b>	<b>10/31/2019</b>	<b>\$</b>	<b>412.64</b>

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 October 2019 as presented at this meeting by Secretary Stacko subject to audit.**

Moved: Burton; Seconded: Krister

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

**Airport Manager (Representative: Chris Hopkins)**

President Lucas advised that the pump has frozen on the 100 low lead fuel tank. The pump was just installed in February 2019 by Collins Equipment. Airport Manager Chris Hopkins has contacted a technician to check out the situation.

**Airport Engineer (Mark Vilem)**

Engineer Heckroth has left the employ of CHA Engineering; Mark Vilem will be his replacement.

President Lucas reported that there will be a sequence of events change on the Capital Improvement Plan as discussed with the FAA on November 4, 2019.

Engineer Vilem provided a pre-application for the North Taxiway Relocation adjustment design for Year 2020 for President Lucas's approval and signature. Construction will be in 2021.

**Committee Reports**

**Executive:** No additional comments at this time.

**Finance:** No additional comments at this time.

**Buildings/ Grounds:**

Member Krister reported:

- Hangar A9 is rented effective December 2019
- Will arrange for a committee to prepare the pavement maintenance plan

**Events Committee:**

- Member Mars is arranging a presentation that will explain FAA's procedures in aircraft inspections called "Anatomy of Ramp Check".

### OLD/PENDING BUSINESS

#### Proposed Hangar and Land Lease Rates

President Lucas presented an increase of all lease rates effective January 1, 2020. A letter of explanation will be sent to all tenants regarding the increase.

**MOTION: To increase the lease rates for all tenants effective January 1, 2020, as presented by President Lucas.**

Moved: Mars; Seconded: Burton

The motion carried with 6 members present in favor.

#### User Fee Increase

The existing fees shall remain as is for Year 2020.

Airport Expansion Opportunity (T hangar) – Discussion postponed.

#### Jet A Fuel Tank Replacement

The remaining fuel in the damaged tank has been drained. Collins Equipment has offered to provide all the necessary services to remove this tank and prepare for the new installation. The Board awaits the cost proposal for this service anticipated in mid-December 2019.

### NEW BUSINESS

#### Board Officials Nominations 2020

President Lucas requested nominations for the positions of Vice-President and President for Year 2020.

Member Burton nominated Homer Lucas to serve as President 2020. There were no other nominations; Homer Lucas accepted the nomination.

**MOTION: To elect Homer Lucas to serve as President of the Airport Authority Board for Year 2020.**

Moved: Burton; Seconded: Mars

The motion carried with a roll call vote with 6 members present in favor: Burton, Mars, Festa, Krister, Paul, Lucas

Member Mars nominated Tim Paul to serve as Vice-President 2020. There were no other nominations; Tim Paul accepted the nomination.

**MOTION: To elect Tim Paul to serve as Vice-President of the Airport Authority Board for Year 2020.**

Moved: Mars; Seconded: Krister

The motion carried with a roll call vote with 6 members present in favor: Mars, Krister, Burton, Paul, Lucas, Festa

Budget 2020

The Board reviewed the proposed budget for Year 2020 and made final adjustments.

**MOTION: To approve the Budget 2020 as presented by President Lucas.**

Moved: Paul; Seconded: Burton

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

Retirement of Groundskeeper

Jay Dunlavy retired as groundskeeper. He has served the Board for 21 years.

Portage Flight Center will assist with snowplowing service until a replacement for Mr. Dunlavy is hired.

Member Krister will meet with Mr. Dunlavy to go over the specifics of the equipment operations and maintenance procedures.

President Lucas shall prepare a job description for this position for review by the Board.

**COMMENTS/ANNOUNCEMENTS**

**Tenants/Citizens:**

- FBO Hangars tenant Mark Atwood offered his services and of other volunteers to do various tasks around the airport grounds.
- FBO Hangar tenant, Todd Boyland, asked what could be done to have longer hours of operation at the FBO in order to enjoy the facility on weekends and during summertime. He is in the security business and offered help in setting up a security system around the area that may be an incentive to allow the change to longer hours of operation. Mr. Boyland has a Red Bird Simulator he may consider installing at the FBO office. President Lucas will ask Member Gilmore to discuss some of Mr. Boyland's ideas with the FBO building owner, Dick Bonner.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 7:00 pm.**

Moved: Krister; 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 October 2019