



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

**REGULAR BOARD MEETING MINUTES, December 11, 2019**

**CALL TO ORDER**

The Portage County Regional Airport Authority Board met on Wednesday, December 11, 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 6:04 pm)*  
Homer Lucas  
Tim Paul  
Melvin Steedly *(arrived at 6:06 pm)*

Members Absent: Christopher Gilmore  
Christopher Mars

**APPROVAL OF MEETING MINUTES**

*(The outstanding September meeting minutes approval was not addressed at this time due to lack of eligible members who attended that meeting.)*

**MOTION: To approve the meeting minutes of November 13, 2019, as presented.**

Moved: Festa; Seconded: Burton

The motion carried with 4 members in attendance eligible to vote in favor: Festa, Burton, Lucas, Paul

*(Members Krister and Steedly arrived at 6:04 and 6:06 pm respectively.)*

**MOTION: To approve the meeting minutes of September 11, 2019, as presented.**

Moved: Burton; Seconded: Paul

The motion carried with 4 members in attendance eligible to vote in favor: Burton, Paul, Steedly, Lucas

**MONTHLY REPORTS**

**Secretary/Treasurer (Karen Stacko)**

General Fund Financial Report as of 11/30/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			121,682.11
General Operating Expenditures			133,463.03
<b>End Balance</b>	<b>11/30/2019</b>	<b>\$</b>	<b>31,114.29</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 December 11, 2019, in the amount of \$6,975.87, but to hold payment for any expenses relative to the motor repair on the 100 LL tank by Collins Equipment until further investigation.**

Moved: Paul; Seconded: Steedly

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

FAA/ODOT Fund Report

As of 11/30/2019, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2019	\$	2.00
Revenue as of	11/30/2019		2,234.58
Expenditures as of	11/30/2019		1,823.94
<b>End Balance</b>	<b>11/30/2019</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 November 2019 as presented at this meeting by Secretary Stacko subject to audit.**

Moved: Krister; 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 Vilem)**

No report.

**Committee Reports**

**Executive:** No report.

**Finance:** No additional comments.

**Buildings/ Grounds:**

Member Krister reported that he interviewed a prospective groundskeeper. Member Krister has received other calls from interested parties. There is an employment ad in the Record Courier advertising the position.

Repair work will continue for Hangar 4 within the coming month. Member Burton will assist in this repair.

Snowstakes will be placed around the hazard spots around the airport facility before the snowplowing commences. Bill Burton suggested the use of weighted cones for safety purposes.

**Events Committee:** No report.

### 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.

Airport Expansion Opportunity (T hangar) – Discussion postponed.

#### Jet A Fuel Tank Replacement

It is anticipated that the replacement may be installed before the end of the year. President Lucas has secured quotes for the various aspects of the new tank implementation and is coordinating the various required aspects involved.

The FBO reported that the Jet A fuel is running low in the temporary truck trailer. The Board is watching this issue carefully. The hope is that the new tank will be installed before the JET A runs out.

#### Formal Recognition of Former Groundskeeper

The Board awaits feedback from Member Mars on the recognition of former retired groundskeeper Jay Dunlavy for his years of dedicated service to the Board. Member Festa advised that he contacted a Record Courier reported who may be interested in a story about the former groundskeeper. President Lucas will advise the members of the status of this matter before the next meeting.

### NEW BUSINESS

#### County Loan for Jet A Tank Replacement

The Portage County Commissioners proposed a loan for the tank replacement in the amount of \$70,000. They will revise the existing loan agreement for past consolidated loans to include this new additional amount. It was necessary for the Board to craft a resolution approving the acceptance of this proposed offer. The past loans were for fuel farm replacement, a fire-related issue, and purchase of small land parcels. The new loan amount would be for \$425,237.57.

Secretary Stacko read the proposed resolution aloud to all members that would authorize an amended agreement between the County Commissioners and the Board to establish a loan repayment combining the new loan amount of \$70,000 with combined outstanding loans.

**MOTION: RESOLUTION 2019-03  
AUTHORIZATION FOR THE AMENDED AGREEMENT BETWEEN PORTAGE  
COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY REGIONAL  
AIRPORT AUTHORITY ESTABLISHING THE LOAN REPLAYMENT FOR  
COMBINED OUTSTANDING LOANS**

Moved: Paul; Seconded: Burton

The motion carried with a roll call vote with 5 members in favor: Paul, Burton, Krister, Lucas, Steedly; Abstain: Festa

**COMMENTS/ANNOUNCEMENTS**

**Tenants/Citizens:**

Tenant Mark Atwood asked how long could a trailer be parked on the airport ramp. The Board will contact the party in the interest of safety.

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting at 6:56 pm.**

Moved: Burton; Seconded: Steedly

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

Minutes Prepared by:

Minutes Approved by:

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Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners  
Financial Report November 2019