



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

REGULAR BOARD MEETING MINUTES, January 8, 2020

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, January 8, 2020, 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
Christopher Gilmore
Bob Krister (*arrived at 6:23 pm*)
Homer Lucas
Christopher Mars
Tim Paul
Melvin Steedly

Members Absent: John Festa

APPROVAL OF MEETING MINUTES

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

Moved: Burton; Seconded: Paul

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

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

General Fund Financial Report as of 12/31/2019

Beginning Balance	01/01/2019	\$	42,895.21
General Operating Revenue			129,875.96
General Other Revenue			70,000.00
General Operating Expenditures			(128,442.78)
General Other Expenses			(11,996.12)
End Balance	12/31/2020	\$	102,332.27

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 January 8, 2020, in the amount of \$ 8,927.84.

Moved: Gilmore; Seconded: Burton

The motion carried with a voice vote with 6 members present in favor: Gilmore, Burton, Lucas, Mars, Steedly, Paul

Investigation on the motor replacement for one of the 100 LL pumps by Collins Equipment continues before payment is initiated.

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FAA/ODOT Fund Report

As of 12/31/2019, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2019	\$	2.00
Revenue as of	12/31/2019		2,234.58
Expenditures as of	12/31/2019		1,823.94
End Balance	12/31/2019	\$	412.64

Invoice Review and Approval for Payments from FAA/ODOT Account

No request for payment at this meeting.

(Member Krister arrived at 6:23 pm.)

Approval of Financial Reports

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

Moved: Gilmore Seconded: Steedly

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance, but did alert President Lucas that he is addressing a problem with a leak from the dispensing hoses on one of the 100 LL pumps.

Airport Engineer (Mark Vilem)

Engineer Vilem was not in attendance and did not provide a report.

Committee Reports

Executive:

- President Lucas advised that the property acquisition process is in its final stages.

Finance:

- Secretary Stacko will initiate the 2020 user fee invoices in February 2020.

Buildings/ Grounds:

- Member Krister advised:
 1. There are 2 hangar doors in need of repair: A9 and D4
 2. Anticipates finalizing crack sealing plan for 2020 within the next month, and will contact the County Engineer for possible assistance in its implementation.

Events Committee:

- Member Mars is working on an acknowledgement and recognition of former groundskeeper, Jay Dunlavy.
- A presentation on "How to Survive a Ramp Inspection" to be held Wednesday, January 15 on airport grounds.

OLD/PENDING BUSINESS

Airport Expansion Opportunity (T hangar) – Discussion postponed at this time.

Procedures: No report

Jet A Fuel Tank Replacement

President Lucas stated that the JET A tank has been constructed and ready for delivery once all the necessary preparation work is completed, i.e., environmental safety checks on existing damaged tank, disconnection of pipes, and its removal to a temporary, but appropriate area on airport grounds.

NEW BUSINESS

New Employee

The members welcomed a new employee to assume the position of groundskeeper. Troy Cutright is a Mantua Township resident with much experience in landscaping and construction work. Former groundskeeper, Jay Dunlavy, has offered to acclimate Mr. Cutright to the equipment and maintenance practices.

MOTION: To authorize the hiring of a new groundskeeper, Troy Cutright, effective January 8, for an hour wage of \$16.00 per hour.

Moved: Gilmore; Seconded: Paul

The motion carried with 6 members present in favor.

Tree Obstruction on Site

The Board's FAA representative related that there is a comment on a 5010 report indicating a tree obstruction violation. It would be necessary to correct this situation before funding for the north taxiway project design would be released. Member Burton pointed out that on a 5010 report he reviewed, there was a tree obstruction reference in Item #13 that did not require action. Member Steedly will investigate where this obstruction is and if warranted for removal.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

Board Members:

- Melvin Steedly has been selected as an AOPA representative for the Portage County Airport.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 6:54 pm.

Moved: Paul; Seconded: Gilmore

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

Minutes Prepared by:

Minutes Approved by:



Karen A. Stacko, Secretary, Treasurer



Homer Lucas, President

- c: County Commissioners
Financial Report December 2019