



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

REGULAR BOARD MEETING MINUTES, February 12, 2020

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday, February 12, 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: John Festa
Bob Krister
Homer Lucas
Tim Paul
Melvin Steedly

Members Absent: Bill Burton
Christopher Gilmore
Christopher Mars

APPROVAL OF MEETING MINUTES

MOTION: To approve the meeting minutes of January 8, 2020, meeting as presented.
Moved: Steedly; Seconded: Paul
The motion carried with 4 members in attendance eligible to vote in favor: Steedly, Paul, Lucas, Krister

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

<u>General Fund Financial Report – January 2020</u>	
General Fund Bank Balance 01/01/2020	\$102,332.27
General Operating Revenue	9,995.46
General Other Revenue	.00
General Operating Expenditures	(6,753.06)
General Other Expenses	(2,177.38)
End Balance 01/31/2020	\$103,397.29

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 February 12, 2020, in the amount of \$20,755.57.
Moved: Festa; Seconded: Steedly
The motion carried with a voice vote with 5 members present in favor.

FAA/ODOT Fund Report

As of 01/31/2020, the FAA/ODOT Fund balance remains:

Beginning Balance	01/01/2020	\$	412.64
Revenue as of	01/31/2020		.00
Expenditures as of	01/31/2020		.00
End Balance	01/31/2020	\$	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 January 2020 as presented at this meeting by Secretary Stacko subject to audit.

Moved: Steedly; Seconded: Paul

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

Airport Manager (Representative: Chris Hopkins)

Mr. Hopkins was not in attendance but did alert the Board that the nozzle from Pump 1 malfunctioned and needs a new switch. Vice-President Paul will arrange the repair.

Airport Engineer (Mark Vilem, CHA)

Engineer Vilem was not in attendance.

Committee Reports

Executive:

President Lucas advised that the property acquisition for the north taxiway remains in its final stages awaiting a final signature.

Finance:

Secretary Stacko continues to issue user fee invoices for 2020 as applicable.

Buildings/ Grounds:

Member Krister advised:

1. Repair to D4 door is in progress.
2. Member Festa will arrange for 3 asphalt companies to review the airport grounds and provide a quote for crack sealing. In addition, the County Engineer's office has agreed to send out a representative to also review the respective area.
3. Groundskeeper Cutright was injured while entering Board Hangar 2 on January 18, 2020, resulting in a fall and is unable to perform the snowplowing duties. Member Krister plowed the grounds during the recent snowfalls. The incident will be documented and addressed to determine corrective action to prevent future mishaps. Member Paul offered the services of a person experienced in this type of work if needed during Mr. Cutright's rehabilitation.
4. Tim Mather Roofing is implementing a roof repair for Board Hangar D1.

Events Committee:

1. Member Christopher Mars submitted his resignation as a member effective February 29, 2020.

OLD/PENDING BUSINESS

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

Procedures: No report

Jet A Fuel Tank Replacement

Envirosafe Company cleaned out the damage tank and the fire marshal now must inspect the tank for compliance. A telephone must be installed by the tank as well as near the dispensing terminal for emergency contact with the fire department. A request for a permit will be secured for the installation of the new tank and disposal of the damaged tank.

Recognition of Former Groundskeeper – Discussion postponed.

NEW BUSINESS

Upcoming Meeting – County Commissioners

Commissioner Bennett advised that a liaison from Congressman Joyce's office will be meeting with the County Commissioners on February 18, 2020. She recommended that board representation be at the meeting to discuss possible funding for capital improvements at the airport.

EXECUTIVE SESSION

MOTION: To enter into Executive Session per Ohio Revised Code Section 121.22-Exceptions at 6:58 pm to discuss a personnel matter.

Moved: Festa; Seconded: Paul

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

MOTION: To return to Regular Session at 6:59 pm.

Moved: Festa; Seconded: Paul

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

The Board initiated the following motion:

MOTION: To handle payment for services provided by Jay Dunlavy as a consultant as discussed within Executive Session.

Moved: Paul; seconded: Steedly

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

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

Board Members: None

ADJOURNMENT

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

Moved: Festa; Seconded: Paul

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 January 2020