



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

REGULAR BOARD MEETING MINUTES, March 11, 2020

CALL TO ORDER

The Portage County Regional Airport Authority Board met on Wednesday March 11, 2020, 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
Christopher Gilmore
Bob Krister
Homer Lucas
Tim Paul
Mark Atwood (newly appointed)

Members Absent: John Festa
Melvin Steedly

OATH OF OFFICE

The Board welcomed a new member, Mark Atwood, who recited the oath of office for an appointment of February 22, 2020 – June 27, 2022.

APPROVAL OF MEETING MINUTES

The approval of the January 8, 2020, meeting minutes was postponed due to the lack of members present eligible to vote.

MONTHLY REPORTS

Secretary/Treasurer (Karen Stacko)

<u>General Fund Financial Report – February 2020</u>	
General Fund Bank Balance 01/01/2020	\$102,332.27
General Operating Revenue	25,078.34
General Other Revenue	.00
General Operating Expenditures	(25,840.37)
General Other Expenses	(3,787.42)
End Balance 02/29/2020	\$ 97,782.82

Concern of Past Due User Fees

During the review of the revenue and expenses, the Board addressed the issue of past due user fees from certain tenants who have ignored the Board's requirement.

MOTION: To craft a letter requesting the Board's Attorney take appropriate legal action to collect user fees from certain tenants who have been in arrears for an extended period of time.

Moved: Krister; Seconded: Atwood

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

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 March 11, 2020, in the amount of \$10,527.30.

Moved: Gilmore; Seconded: Atwood

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

President Lucas objected to a charge from Collins Equipment for a prior fuel tank motor replacement; he awaits a response from Collins Equipment for that previous service. He has also advised the FBO to use other contractors for future fuel farm service.

FAA/ODOT Fund Report

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

Beginning Balance	01/01/2020	\$	412.64
Revenue as of	02/29/2020		.00
Expenditures as of	02/29/2020		.00
End Balance	02/29/2020	\$	412.64

Invoice Review and Approval for Payments from FAA/ODOT Account

No request for payment presented at this meeting.

Approval of Financial Reports

MOTION: To accept and approve the financial reports for February 2020 as presented at this meeting by Secretary Stacko subject to audit.

Moved: Gilmore; Seconded: Atwood

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

Airport Manager (Representative: Chris Hopkins)

No report.

Airport Engineer (Mark Vilem, CHA)

Engineer Vilem stated that there is funding rolled-over from previous years (\$27,000) that must be used towards a grant this fiscal year or lose the funding. He recommended potential projects such as eliminating tree and ground obstruction on airport grounds. Engineer Vilem shall seek quotes for these potential projects in order to utilize the available funding.

The priority project sequence was changed in the Capital Improvement Plan draft for fiscal years 2020 – 2030 as follows:

1. North Parallel (Partial Taxiway Relocation- Design
2. North Parallel (Partial) Taxiway Relocation - Construction
3. Master Plan/ALP Update /Runway Length Justification
4. Environmental Documentation – Runway 9/27
5. Extend Runway 9/27 - Design
6. Runway 9/27 Extension – Phase 1 Construction
7. Runway 9/27 Extension – Phase 2 Construction
8. South Taxiway Rehabilitation – Design
9. South Taxiway Rehabilitation – Construction Phase 1
10. South Taxiway Rehabilitation – Construction Phase 2

President Lucas will share the revised capital improvement plan with the Commissioners at a future date.

(Member Gilmore exited the meeting at 6:55 pm.)

Committee Reports

Executive:

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

Finance:

Secretary Stacko is in the process of sending out letters of inquiries or user fee invoices to those tenants on the north side of the airport. .

Buildings/ Grounds:

Member Krister advised:

1. Tim Mather Roofing proposed additional repair to Hangar D roof ridge; President Lucas authorized.
2. Member Krister anticipates completing repair to B4 this month.
3. Member Krister reported he volunteered 36 hours of service in January and 24 hours in February on the airport grounds due to the groundskeeper's absence.

Events Committee:

Member Burton announced that Joe Murray is interested in hosting a 2-day remote pilot boot camp on airport grounds at the end of March. He will request that Mr. Murray contact President Lucas to discuss insurance liability. It was also suggested that Mr. Murray discuss the event with FBO owner, Dick Bonner, regarding the use of airport grounds.

OLD/PENDING BUSINESS

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

Procedures: No report

Jet A Fuel Tank Replacement

It is a requirement that the fire marshall approve the installation of the tank. Fire Marshall Lynn French posed several questions and requires a letter from the FAA stating that the tank is an acceptable distance to the taxiways and runway. The installation company, True Tank Works, is responding to these various questions asked by Ms. French. Once the approval is received from the fire marshall and the permit to install is received, President Lucas shall arrange the installation.

Recognition of Former Groundskeeper – Discussion postponed.

NEW BUSINESS

Farmer's Agreement

The Board approves an annual agreement with farmer, Jack Giulitto, authorizing the farming of 8 acres of airport-owned land on SR 44 in exchange for weed control service on airport grounds. Vice-President Paul will approach Mr. Giulitto on his intentions for this year.

COMMENTS/ANNOUNCEMENTS

Tenants/Citizens: None

Board Members:

Member Atwood reported that the entrance sign light is not functioning; he will alert FBO representative Chris Hopkins to check out.

ADJOURNMENT

MOTION: To adjourn the regular meeting at 7:23 pm.

Moved: Festa; Seconded: Paul

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

Minutes Prepared by:

Minutes Approved by:

Karen A. Stacko, Secretary, Treasurer

Homer Lucas, President

c: County Commissioners/Financial Report February 2020