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## BOARD MEETING MINUTES FEBRUARY 3<sup>rd</sup>, 2025

### Call to Order

This meeting was conducted as an open meeting in person at the Airport Lounge in Middlefield. The Geauga County Regional Airport Authority Board met on Monday February 3, 2025, at 12:00 PM to conduct a regular meeting. President George Hess called the Meeting to Order at 5:58 PM.

### Rollcall

Members Present: George Hess, President  
Greg Gyllstrom, Vice-president  
Ben Nicastro  
Chris Schloss  
James Makee  
Tim Randles  
Richard Blamer, Secretary/Treasurer

### Recognition of Visitors:

Don Cunningham Suggested we consider a frost footer for the walkway up to the doors in hangars 1, 2, and 3

Phil Prosser-Cleaveland Soaring

Nicole Bryan-Michael Baker

### Approval of Meeting Minutes and Financials

Review the minutes of January 3, 2024, the Financial Statements through December 2024, including review of January bills for payment.

The financial reports which included a Snapshot of performance with Profit and Loss through December, P & L Previous Year Comparison, P & L Budget Vs. Actual and the bank reconciliations were presented to the board. The board discussed the financial snapshot. There is still some additional refining in the budget and need to verify all formulas-there are a couple of items that need to be corrected in the budget sheet.

**MOTION: To approve the meeting minutes of January 3, 2024.**

Moved: T. Randles, 2<sup>nd</sup> by G. Hess

The motion carried six yes, 1 abstain.

**MOTION: To approve the December 2024 Snapshot and financial report.**

Moved: T. Randles, 2<sup>nd</sup> by C. Schloss

The motion was carried unanimously, seven yes.

**MOTION: To approve payment of February bills from the checking (fuel) account,**

Moved: J. Makee, 2<sup>nd</sup> by G. Hess

The motion carried unanimously. seven yes

## Committee Reports

- No report

## Discussion

### Engineering Reports

- Ford – Exhibit A submitted (TO 06) 1/17/25, once approved we can close out the grant (TO 04).
- Bid Form for T Hangar needs updating to Legal Notice-where to source plans. Nicole will coordinate with Sean Thompson (TO 08).
- CATEX for T-Hangar project (TO 08) needs to be signed.
- Pre-construction meeting was held January 30<sup>th</sup>. Great Lakes Construction will coordinate with Ric for site testing and additional survey work.
- ODOT Match for Taxiway construction-signed and uploader to Blackcat

### Old Business

- County Funding 1.33 million- working on this project to get the bids out asap
- AirMed Lease-Complete, commissioners do not need to act.
- State Audit in process – no updates.

### New Business

- Discussion of floor maintenance in hangar one was pointed to the lease where tenants are responsible for maintaining their spaces
- The Board entered executive session to discuss personnel at 7:19 PM G. Hess made the motion, seconded by T Randles to enter executive session. The board returned from executive session at 8:10 PM
- There was a phone call from Commissioner Dvorak that they were discussing the funding in session on Tuesday February 4<sup>th</sup> and that we should attend. Ric will attend.

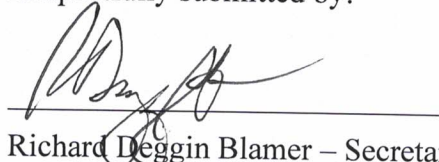
### Other

- Next meeting will be on Monday March 10, 2025, at 6:00 PM at the airport lounge.

**MOTION: To adjourn the meeting at 8:25 PM., G. Hess, 2<sup>nd</sup> by T. Randles.**

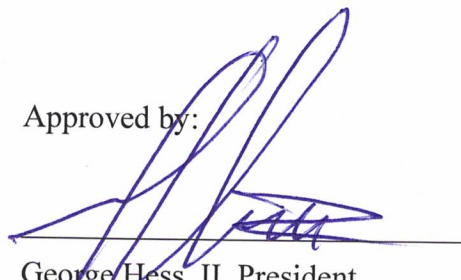
The motion carried; all were in favor.

Respectfully submitted by:



Richard Deggin Blamer – Secretary/Treasurer  
Geauga County Airport Authority

Approved by:



George Hess, II, President  
Geauga County Airport Authority

## Exhibit A Bills:

### Bills:

Checking (Fuel) Account for December (balance was \$ 23,610.08 on 12/31/24)

Chase Credit Card- Purchases	933.20	Enbridge – Hangar 1 (pd)	615.79
Enbridge – H2 (pd)	1,107.66	Enbridge H3 (pd)	590.32
Illuminating Co.-RWY 643	110.63	Illuminating Co.-General-249	1198.82
OPERS	1,190.40	Illuminating Co. – New T. 133	511.53
Ohio Auditor of State	143.50	Ohio Sales Tax.	170.85
Windstream est.	230.48	BOCC Mortgage Payment	3,619.09
Cleaning-Sarah Miller	300.00	Major Waste Disposal	99.23
Thrasher Dolan and Dinsmore	1,462.50	MRH Snow Removal est.	8,000.00
Geauga Maple Leaf	35.75	CNA Surety	175.00

Money Market Account for December (Balance was \$55,816.72 on 1/14/24)

Grant Account for December (Balance was \$ 21,035.57 on 12/31/24)

Michael Baker-..... \$17,900.00

Exhibit B: Consultant Update (Follows on next page)

February 3, 2025

Geauga County Airport Authority  
Regular Meeting 6:00 PM

**CONSULTANT'S UPDATE**

1. Update on Current Projects

- Land Acquisition Phase III - Ford (Task Order 04) - Grant Period of Performance ends 8/26/2025.
  - FAA grant closeout will be submitted after the Exhibit "A" is approved (Task Order 06).
- Exhibit "A" Property Map (Task Order 06)
  - Exhibit "A" was submitted to the FAA on January 17, 2025.
- General Administration (Task Order 08)
  - Request to sign the Modification as approved on December 2, 2024.
  - Bid form and Legal Notice should be updated prior to advertising.
- Taxiway Extension Construction Administration (Task Order 09)
  - Pre-construction meeting held on January 30. Great Lakes will coordinate with Ric to get onsite for survey and testing.

2. Grant Funding

- Ford/Exhibit "A" #3-39-0054-024-2021: Grant closeout pending completion of Exhibit "A".
- Taxiway Extension Design #3-39-0054-027-2023: Final reimbursement requests have been submitted to FAA and ODOT. FAA grant is closed; ODOT grant will be closed after final payment.
- Taxiway Extension Construction #3-39-0054-028-2024: The signed ODOT Match Grant has been uploaded to BlackCat.
- AIG/BIL T-Hangar Design and Construction: Updated plans and specs. need to be submitted to the FAA to review. The CATEX for the final grant application needs to be signed. The FAA airspace determination letter was issued today ASN 2024-AGL-13934-NRA - 2024-AGL-13939-NRA.
- FAA Reports: The Q1FY25 quarterly report needs to be submitted to the FAA.

3. Invoices This Month

- None



4. Outstanding invoices

- #1194106 – Task Order 06 Exhibit A Update – MBI Billing #3 - \$8,560.00.
- #1180802 – Task Order 06 Exhibit A Update – MBI Billing #2 - \$12,840.00.

5. Michael Baker Action Items

- Update the t-hangar specifications.
- Resubmit the t-hangar bid documents to the FAA.
- Submit the Sponsor signed CATEX to the FAA.
- Submit Q1FY25 report to the FAA.

6. GCAA Action Items

- Sign the Task Order 08 Modification.
- Sign the CATEX for the final t-hangar grant application.