

**PORTAGE COUNTY PORT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING  
Tuesday, March 4, 2008  
Regional Planning Commission Conference Room  
124 North Prospect Street, Ravenna**

**I. CALL TO ORDER - ROLL CALL**

Meeting advertised in the Record-Courier Newspaper on Sunday, February 24, 2008.

**II. APPROVAL OF OFFICIAL MINUTES**

December 4, 2007 Board of Directors' Regular and Public Hearing Meeting Minutes

**III. REPORTS AND COMMUNICATIONS**

- A. Chairman Thomas V. Chema
- B. Secretary-Treasurer
- C. Other
- D. Legal Counsel Denise Smith
- E. Internal Auditor Carol Kurtz
- F. Representative to the Ohio Port Authority Council
  - Director T.N. Bhargava
  - Director Jack Kohl
- G. Standing Committee Reports
- H. Special Committee Reports

**IV. CONSIDERATION OF NEW RESOLUTIONS AND MOTIONS**

**V. DISCUSSION – Order subject to change**

- A. Tom Gilmartin Jr. – Campus Developmental Partners, Inc.
- B. Substitute House Bill 9 – Public Records Law (Denise Smith)
  - 1. Board of Directors must adopt a Public Records Policy and have authorized the Secretary-Treasurer to attend a three hour training on their behalf.
    - a. Summit County Port Authority Public Records Policy
    - b. Portage County Board of Commissioners Public Records Policy
  - 2. Board of Directors must approve a Retention Schedule for the maintenance and destruction of records – Portage County Board of Commissioners schedules included in policy.
- C. Discussion: Draft correspondence to the Top 100 Portage County Businesses

**VI. CORRESPONDENCE**

- A. Payment of \$4,405.00 for service charge for the Delta Systems Inc. Project received and deposited into the PCPA checking account.
- B. February 26, 2008 correspondence from the Portage County Board of Commissioners regarding the new Director of the Portage County Department of Economic Development.

**VII. SCHEDULED MEETING DATES**

- A. Regular Meeting Tuesday, June 3, 2008 at 2:00 PM
- B. Proposed FY 2009 Tax Budget Public Hearing June 3, 2008

**VIII. ADJOURNMENT**