

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, January 11, 2016 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: December 14, 2015

Operational and Financial Report:

December 2015 Fuel Sales: \$833.67 Gallons = 158.79

Approval of December 2015 Financials

Cash in Bank:	\$ 43,395.12
Net Income YTD:	\$ 96,065.46
Total Expenses YTD:	\$ 93,493.16
Net Loss YTD:	\$ 2,572.30

Approval to Pay Invoices: \$ 7,209.15 01/11/2016

Old Business:

Mechanical Work
Commercial Hanger Maintenance Space

New Business:

Election of Officers
State of the Airport – Harry Brady
Options for Addressing Public Records Request

Date of Next Meeting:

Monday, February 08, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, December 14, 2015

1. Harry Brady called the meeting to order at 5:05 pm

2. **Roll Call**

Members Present: Harry Brady Melissa James Randy Birchfield

Guest Present: Scott Seitz Don Roth Patty LeClair
Dan LeClair JW Kelly Marcus Holtz

3. **Approval of Minutes:**

Melissa James made a motion to approve the November 09, 2015 regular meeting minutes and November 30, 2015 special meeting minutes. Randy Birchfield seconded. Motion Passed.

4. **Operational and Financial Report:**

November 2015 Fuel Sales: \$2,635.47 Gallons = 501.99

Approval of November 2015 Financials

Cash in Bank: \$ 30,938.36

Net Income YTD: \$ 75,923.79

Total Expenses YTD: \$ 128,155.25

Net Loss YTD: \$ (52,231.46)

Approval to Pay Invoices: \$ 6,003.89 12/14/2015

Melissa James made a motion to approve November 2015 Financials. Randy Birchfield. Motion Passed.

5. **Old Business:**

Grant Update: Approval of Invoice for American Pavement Solutions, Inc. \$137,700.00.

Hanger Doors: OK for now

Discounted Fuel: Any suggestions please let the board know.

6. **New Business:**

Harry Brady discussed having John Beck on retainer of \$125 to \$137 per month for regular maintenance of equipment and grounds. Maintenance hangar door is broke and needs to be repaired. JW Kelly stated that Danny Lake has done repairs on that door. Harry Brady made a motion to invite John Beck to the January meeting. Melissa James seconded. Motion Passed.

Commercial Hanger Maintenance space. Tabled until January when John Beck is in attendance.

Laptop and Software. Melissa James stated that the Airport financials and information needs to be moved off of the Chamber computer. Purchase a laptop and move the computer that is in the office to the outer office for the pilots to use. Have two quotes of \$930 and \$1,100. Harry Brady made a motion to spend up to \$1,100. Randy Birchfield seconded. Motion Passed.

7. **Board Comments:**

Randy Birchfield has someone who wants to bring a plane here. Move the house to the maintenance hangar. Need to call the owner to have the house moved.

Melissa James stated the Secretary / Treasurer needs to be formalized. County Prosecutor sees no conflict of interest. \$75.00 per month for duties. Harry Brady made the motion. Randy Birchfield seconded. Motion Passed with Melissa James abstaining.

Melissa James stated that Brian from the FAA emailed about a question. Questions and comments need to come to the Board members first as a professional courtesy.

Harry Brady stated to put the past in the past. Board is working together and will keep the airport moving forward. Airport does play a role in economic development. Board is investing in the airport. Working on having the farm rent come directly to the Airport Authority.

\$16.00 in pop money today.

8. **Public Comments:**

Check tanks need to be recorded.
Several plans in over the weekend.

9. **Adjourned:**

Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

**Huron County Airport
Authority
Balance Sheet
As of December 31, 2015**

1:52 PM
01/06/2016
Cash Basis

Dec 31, 15

ASSETS

Current Assets

Checking/Savings

Civista 23825 43,395.12

Total Checking/Savings 43,395.12

Total Current Assets 43,395.12

TOTAL ASSETS 43,395.12

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Net Income 2,572.30

Total Equity 43,395.12

TOTAL LIABILITIES & EQUITY 43,395.12

**Huron County Airport Authority
Profit & Loss / Month & YTD
December 2015**

1:54 PM
01/06/2016
Cash
Basis

	<u>Dec 15</u>	<u>Jan - Dec 15</u>
Ordinary Income/Expense		
Income		
Airport Closure	0.00	8,000.00
FAA Grant	16,708.00	16,708.00
Fuel Sales	833.67	34,683.96
Hangar Rent	2,600.00	36,653.50
Overnight Fees	<u>0.00</u>	<u>20.00</u>
Total Income	20,141.67	96,065.46
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	0.00	17,249.01
Credit Card Processing	28.90	875.92
Insurance Expense	0.00	5,525.03
Legal Notices / Advertising	0.00	2,074.46
Maintenance	0.00	1,904.00
Management Fee	0.00	4,282.99

Membership	285.00	285.00	
Mowing	1,300.00	8,025.00	
Office Expense			
	Computer Expense	0.00	458.04
	Office Supplies	12.88	909.21
	Postage	33.90	404.77
Total Office Expense	46.78	1,772.02	
Permits	0.00	250.00	
Propane	184.02	2,325.66	
Property Taxes	0.00	4,621.89	
Repairs and Maintenance	2,429.00	13,429.14	
Sales Tax			
	Sales Tax Discount	0.00	-18.91
	Sales Tax - Other	0.00	2,580.13
Total Sales Tax	0.00	2,561.22	
Service Agreements	0.00	595.00	
Snow Removal	0.00	2,212.50	
Supplies	78.68	1,838.80	
Travel Expenses	0.00	227.13	
Utilities			
	Electric	1,008.62	9,302.89
	Internet Service	0.00	359.55
	Telephone Expense	114.69	1,215.84
	Water	80.67	937.53
Total Utilities	1,203.98	11,815.81	
Website Expense	0.00	389.40	
Total Expense	5,556.36	82,271.98	
Net Ordinary Income	14,585.31	13,793.48	
Other Income/Expense			
Other Expense			
Fuel Purchased			
	100LL Avgas	2,243.26	10,659.55
	Diesel	0.00	376.46
	Unleaded	0.00	185.17
Total Fuel Purchased	2,243.26	11,221.18	
Total Other Expense	2,243.26	11,221.18	
Net Other Income	-2,243.26	-11,221.18	
Net Income	12,342.05	2,572.30	

Huron County Airport Authority

Date: 01/06/2016 Invoice
 Approval for 01/11/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Epic Aviation	12/16/2015	2,243.26	500 Gallons 12/03/2015	EFT
Frontier	11/28/2015	114.69	12/28/2015 - 01/27/2016	EFT
Huron County Chamber	12/1/2015	42.23	Copies / Postage	3133
Melissa James	12/15/2015	10.68	Certified Mail - 10 Year Plan / Cashiers Check	3134
			to American Pavement Solutions, Inc.	
Michael Baker	12/14/2015	1,824.00	Crack Seal and Remark Runway	3135
Northern Ohio Rural Water	11/23/2015	80.67	11/01/2015 - 12/10/2015	3136
Ohio Edison	12/1/2015	1,386.88	Electric	EFT
Sexton, Zackery	11/30/2015	1,300.00	December Mowing	3132
Shipleys Office	12/31/2015	71.75	Binders 2016 / Printer Toner	3137
State of Ohio	12/31/2015	59.99	December Sales Tax	EFT
Linda Vaughn	1/11/2016	75.00	December 2015	3138
		<u>7,209.15</u>		