

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, February 08, 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: January 11, 2016

Operational and Financial Report:

January 2016 Fuel Sales: \$945.84 Gallons = 180.15

Approval of January 2016 Financials

Cash in Bank: \$ 41,924.42
Net Income YTD: \$ 3,262.87
Total Expenses YTD: \$ 5,036.07
Net Income/ Loss YTD: \$ (1,773.20)

Approval to Pay Invoices: \$ 12,299.17 02/08/2016

Old Business:

Commercial Crime Insurance

New Business:

2015 Farm Rent Deposited 02/04/2016 \$10,582.88

Date of Next Meeting:

Monday, March, 14 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, January 11, 2016

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
 Dennis A. Sokol John Beck

3. **Approval of Minutes:**

Melissa James made a motion to approve the December 14, 2015 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

4. **Operational and Financial Report:**

December 2015 Fuel Sales: \$833.67 Gallons = 158.79

Correction to Agenda: Net Loss should be Net Income

Approval of November 2015 Financials

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

Approval to Pay Invoices: \$ 72,079.73 01/12/2016

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

5. **Old Business:**

Mechanical Work: Discussion to have John Beck perform preventative maintenance for approximately 5 hours per month. John Beck looked into an EPA Class A. Harry Brady stated an Operator of Record has been discussed. Randy Birchfield made a motion to approve a retainer of \$125.00 per month for John Beck. Melissa James seconded. Motion Passed.

Historic House: Randy Birchfield called the owner in England; he was to have the mover call Randy, which has not happened yet. Randy is to try again to contact owner. If no response a certified letter will be sent.

6. **New Business:**

Election of Officers: Melissa James nominated Harry Brady to continue as President. Randy Birchfield seconded. Motion Passed. Harry Brady nominated Melissa James to continue as Vice President. Randy Birchfield seconded. Motion Passed.

State of the Airport: Harry Brady

Public Records Request - J.W. Kelly said to ask them in and talk to them.

Harry Brady read letters being sent to Huron County Commissioners and Sue Essex.

Beacon light needs fixing. Ponds need filled in.

7. **Board Comments:**

Randy Birchfield asked about competitive fuel prices. Harry Brady made a motion that Randy oversee fuel prices. Melissa James seconded. Motion Passed.

Melissa James left meeting.

Randy asked what the total monthly hanger rent is – (emailed to Randy 01/12/2016 Monthly hanger rent = \$2,635.75 / house rent \$500.00 monthly)

Revaluation of Contract with Zackery Sexton, mowing needs to end in October, snow removal paid as needed. (Contract does not expire until October 31, 2016)

Randy Birchfield made a motion to purchase 1,000 gallons of Jet A fuel. Harry Brady tabled till next meeting when full board is in attendance. Harry Brady stated that there was no exchange of any monies for Jet A.

8. **Public Comments:**

Dennis Sokol thanked board for all the work completed this past year. Farm rent applied to loan for Huron County Commissioners is not correct. Airport needs greater operational services. Harry Brady stated that we all have to do the work together.

J.W. Kelly asked if board members have attended show in Columbus.

Dan LeClair add project to AICP of turning 14 acres into farmland.

Randy Birchfield asked if a vacuum truck for commercial hanger taxiway could be used.

Patty LeClair asked about Merchant services charges and that needs to be checked on.

9. **Adjourned:**

Harry Brady moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Autho 11:16 AM
Balance Sheet 02/04/2016
As of January 31, 2016 Cash Basis
 Jan 31, 16

ASSETS	
Current Assets	
Checking/Savings	
Civista 23825	41,924.42
Total Checking/Savings	<u>41,924.42</u>
Accounts Receivable	
Accounts Receivable	-302.50
Total Accounts Receivable	<u>-302.50</u>
Total Current Assets	<u>41,621.92</u>
TOTAL ASSETS	<u><u>41,621.92</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	40,822.82
Retained Earnings	2,572.30
Net Income	-1,773.20
Total Equity	<u>41,621.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>41,621.92</u></u>

Jan 31, 16

Huron County Airport Authority
Profit & Loss
January 2016

11:18 AM

02/04/2016

Cash Basis

TOTAL

	TOTAL
Ordinary Income/Expense	
Income	
Fuel Sales	945.87
Hangar Rent	2,317.00
Total Income	3,262.87
Expense	
Consultant Fee	1,824.00
Credit Card Processing	21.60
Fuel Purchased	
Unleaded	50.00
Total Fuel Purchased	50.00
Mowing	1,300.00
Office Expense	
Office Supplies	108.73
Postage	15.93
Total Office Expense	124.66
Sales Tax	
Sales Tax Discount	-0.45
Sales Tax - Other	60.44
Total Sales Tax	59.99
Secretary / Treasurer	75.00
Utilities	
Electric	1,386.88
Telephone Expense	114.69
Water	79.25
Total Utilities	1,580.82
Total Expense	5,036.07
Net Ordinary Income	-1,773.20
Net Income	-1,773.20

Huron County Airport Authority

Date: 02/04/2016

Invoice Approval for 02/15/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	1/31/2016	125.00	Maintenance Retainer - January	3141
Frontier	1/21/2016	114.69	12/28/2015 - 01/27/2016	EFT
Frontier	2/22/2016	116.05	01/28/2016 - 02/27/2016	EFT
Huron County Chamber	2/1/2016	16.14	Copies	3142
Huron County Treasurer	2/4/2016	6,235.42	2015 Full Year	3143
Northern Ohio Rural Water	1/11/2016	79.25	Water 12/01/2015 - 01/11/2016	3144
Norwalk Ace	1/13/2016	111.24	Pipe Insulation / Ice Melt	3145
Ohio Business Gateway	2/1/2016	68.06	Sales Tax January	EFT
Ohio Edison	2/19/2016	1,498.90	12/29/2015 - 01/27/2016	EFT
QTPod	1/13/2016	7.67	Card to Change Fuel Prices	3146
Sexton, Zack	2/28/2016	1,300.00	Grounds February	3148
Sexton, Zack	1/29/2016	1,300.00	Grounds January	3140
Sexton, Zack	1/10/2016	50.00	Gas	3139
Vaughn, Linda	2/3/2016	75.00	Secretary / Treasurer January	3147
Marshall Goff	02/08/2016	800.00	EPA Testing	3150
Ferrellgas	02/08/2016	401.75		3151
		<u>12,299.17</u>		