

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, April 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: March 07, 2016

Operational and Financial Report:

March 2016 Fuel Sales:

AVGas: \$1,561.56	Gallons: 348.56
Jet A: \$ 1.68	Gallons: .48

Approval of March 31, 2016 Financials

Cash in Bank:	\$ 21,611.47
Net Income YTD:	\$ 25,865.90
Total Expenses YTD:	\$ 47,649.55
Net Income/ Loss YTD:	\$(21,783.65)

Approval to Pay Invoices: \$19,796.30 (04/11/2016 10:33 am)

Old Business:

Volunteer Insurance

New Business:

Date of Next Meeting:

Monday, May 09, 2016 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order

2. **Roll Call**

**Members Present:** Harry Brady Randy Birchfield

3. **Motion to Excuse:** Randy Birchfield made a motion to excuse Melissa James. Harry Brady seconded. Motion Passed.

**Guest Present:** Aaron Swank Don Roth Patty LeClair  
Dan LeClair Scott Brogan Marcus & Mary Holtz  
Dennis A. Sokol Mike Weisenberger John Beck  
Royden Smith

4. **Approval of Minutes:**

Randy Birchfield made a motion to approve the February 11, 2016 regular meeting minutes. Harry Brady seconded. Motion Passed.

5. **Operational and Financial Report:**

Randy Birchfield asked how much does the Authority need for the balance of the grant.

February 2016 Fuel Sales: \$597.78 Gallons = 113.09

Approval of February 2016 Financials

Cash in Bank: \$ 20,881.34

Net Income YTD: \$ 18,848.18

Total Expenses YTD: \$ 41,677.82

Net Income/ Loss YTD: \$(22,829.64)

Approval to Pay Invoices: \$ 15,192.53

Randy Birchfield made a motion to approve February 2016 Financials. Harry Brady seconded. Motion Passed.

6. **Old Business:**

Criminal Crime Insurance – Quotes received of \$353.00 for \$25,000 of coverage; \$524.00 for \$50,000 of coverage. Harry Brady made a motion to approve the \$25,000 of coverage for \$353.00. Randy Birchfield seconded. Motion Passed.

7. **New Business:**

Harry Brady:

Additions to the grant have been requested.

Maintenance hangar roof repaired. Will need additional work completed.

8. **Board Comments:**

Randy Birchfield:

Royden Smith new tenant.

Historic building has been moved and has 2 north spaces.

Randy Birchfield moved to increase JetA from 700 to 1,000 gallons. Tank certified 3 years ago. Harry Brady seconded. Motion Passed. Prices will be set the same as AVGas.

Epic Fuel is sending a Quality Control person tomorrow (March 08, 2016) to replace fuel filters and check tanks.

4,000 gallons of AVGas has been ordered for delivery tomorrow (March 08, 2016) load is being split with Tiffin.

New bulbs for the Commercial hangar. 6 lights have been rewired and put back up. Savings of 75% on electric. 50 lights would cost about \$1,000 with a savings of \$4,000 based on 4 hours of use. Each bulb cost \$26.00. Lift or boom lift would need to be rented.

Harry Brady stated need to get bids for a sub-meter.

ADS-B out transmitter and Waas receiver is required in 4 years.

Harry Brady moved to purchase 40 lights at \$26.00 or less; preferable from a local company. Randy Birchfield seconded. Motion Passed.

9. **Public Comments:**

Current electric reimbursement? Is listed on the financials - \$1,750.15. Foghorn Designs has completed a great deal of repairs to the building.

Concern about security with Foghorn Design employee's walking through the hangar.

Need to bid the sub-meter for accurate electric usage.

Can the Friends be included on the insurance policy as volunteers? Will check with insurance company.

Good decision to purchase JetA for sprayers.

Harry Brady stated they will be putting in the grills and fixing the tables.

Wanted to know how many times airport will be closed for SMP. Harry Brady stated 4 nights total with a guarantee of \$10,000 regardless if airport is used or not.

Randy Birchfield asked for volunteers to clean the office.

10. **Adjourned:**

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

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

Approved: \_\_\_\_\_

**Huron County Airport Authority**  
**Balance Sheet**  
 As of March 31, 2016

11:44 AM  
 04/04/2016  
 Cash Basis  
 Mar 31, 16

**ASSETS**

Current Assets

Checking/Savings

Civista 23825

21,611.47

Total Checking/Savings

21,611.47

Total Current Assets

21,611.47

**TOTAL ASSETS**

**21,611.47**

**LIABILITIES & EQUITY**

Equity

Opening Balance Equity

40,822.82

Retained Earnings

2,572.30

Net Income

-21,783.65

Total Equity

21,611.47

**TOTAL LIABILITIES & EQUITY**

**21,611.47**

**Huron County Airport Authority**  
**Profit & Loss**  
 March  
 2016

1:08 PM  
 04/04/2016  
 Cash Basis

Mar 16 Jan - Mar 16

Ordinary Income/Expense

Income

Commercial Office Rent

800.00

800.00

Farm Rent

0.00

10,582.88

Fuel Sales

1,520.72

3,064.37

Hangar Rent

4,242.00

9,213.50

Utilities Reimbursement

455.00

2,205.15

Total Income

7,017.72

25,865.90

Expense

Consultant Fee

0.00

1,824.00

Credit Card Processing

37.76

75.31

FAA Grant Expense

0.00

16,411.00

Fuel Purchased

100 AVGas

0.00

8,696.08

Unleaded

50.00

200.00

Total Fuel Purchased

50.00

8,896.08

Maintenance

175.98

300.98

<b>Mowing</b>	1,300.00	1,300.00
<b>Office Expense</b>		
<b>Office Supplies</b>	19.93	144.80
<b>Postage</b>	0.00	15.93
<b>Total Office Expense</b>	19.93	160.73
<b>Ohio EPA Reporting</b>	800.00	1,600.00
<b>Propane</b>	400.32	802.07
<b>Property Taxes</b>	0.00	6,819.66
<b>Repairs and Maintenance</b>	457.25	457.25
<b>Sales Tax</b>		
<b>Sales Tax Discount</b>	-0.33	-1.29
<b>Sales Tax - Other</b>	43.34	172.35
<b>Total Sales Tax</b>	43.01	171.06
<b>Secretary / Treasurer</b>	75.00	225.00
<b>Service Agreements</b>	595.00	595.00
<b>Snow Removal</b>	0.00	2,600.00
<b>Supplies</b>	207.03	325.94
<b>Utilities</b>		
<b>Electric</b>	1,615.15	4,500.93
<b>Telephone Expense</b>	116.05	346.79
<b>Water</b>	79.25	237.75
<b>Total Utilities</b>	1,810.45	5,085.47
<b>Total Expense</b>	5,971.73	47,649.55
<b>Net Ordinary Income</b>	1,045.99	-21,783.65
<b>Net Income</b>	<b>1,045.99</b>	<b>-21,783.65</b>

# Huron County Airport Authority

Date: 04/08/2016      Invoice  
Approval                      for      04/11/2016

Business Name	Invoice Date	Amount	Purchase	Check #
AirNav.com	3/17/2016	77.00	Yearly Renewal	3170
Beck, John	2/29/2016	125.00	Maintenance Retainer - March	3171
Brohl & Appell	3/2/2016	1,104.13	55 Lights / Wire / Tape	3172
Epic Aviation	3/8/2016	11,105.89	4,001 Gallons AVGas	3173
Epic Aviation	3/17/2016	1,767.66	1,000 Gallons JetA	3173
Ferrellgas	12/30/2015	256.86	152.8 Gallons Propane	3174
Flickinger Insurance	4/11/2016	353.00	Criminal Policy	3175
Frontier	3/23/2016	116.05	02/28/2016 - 03/27/2016	EFT
Frontier	4/21/2016	119.27	03/28/2016 - 04/27/2016	EFT
Goff, Marshall	3/29/2016	800.00	EPA Testing - March	3176
Huron County Chamber	4/7/2016	20.07	Copies	3177
Northern Ohio Rural Water	3/28/2016	81.83	Water 02/10/2016 - 03/11/2016	3178
Norwalk Ace	3/23/2016	116.33	Spray Paint / Blacktop Repair	3179
Ohio Business Gateway	4/1/2016	112.48	Sales Tax - March	EFT
Ohio Edison	4/20/2016	1,756.73		EFT
Sexton, Zack	3/31/2016	1,300.00	Grounds - April	3180
Tuffman Equipment	3/2/2016	310.00	Scissors Lift	3185
Treasurer State of Ohio	4/11/2016	150.00	Registration Fee 2016 - 2017	3184
U.S. Postmaster	4/11/2016	49.00	Roll of Stamps	3183
Vaughn, Linda	3/31/2016	75.00	Secretary / Treasurer - March	3182
		<u>19,796.30</u>		