

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, June 13, 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: May 09, 2016

Operational and Financial Report:

April 2016 Fuel Sales:

AVGas: \$2,261.47	Gallons: 504.78
Jet A: \$2,231.80	Gallons: 651.80

Approval of May 31, 2016 Financials

As of May 31, 2016

Cash in Bank:	\$ 35,403.78
Net Income YTD:	\$ 68,228.34
Total Expenses YTD:	\$ 76,556.58
Net Income/ Loss YTD:	\$ (8,328.24)

Approval to Pay Invoices: \$ 8,699.53 06/10/2016

Old Business:

New Business:

Date of Next Meeting:

Monday, July 11, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, May 09, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady                      Melissa James                      Randy Birchfield

3. **Motion to Excuse:**

Guest Present: Kevin Sieg – Michael Baker International  
Joe Hintz – Huron County Commissioners  
Trevor Rood, Dan Rood, Michael Parcher – Foghorn Designs

Patty LeClair	Dan LeClair	Dennis A. Sokol
John Beck	Royden Smith	Scott Seitz
Marcus Holtz	Don Roth	Zack Sexton

4. **Approval of Minutes:**

Melissa James made a motion to approve the April 11, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

April 2016 Fuel Sales:

AVGas: \$2,8716.40	Gallons: 628.66
Jet A: \$ -0-	Gallons: -0-

As of April 30, 2016

Cash in Bank:	\$ 34,749.77
Net Income YTD:	\$ 58,461.82
Total Expenses YTD:	\$ 67,272.17
Net Income/ Loss YTD:	\$ (8,810.35)

Approval to Pay Invoices: \$ 6,059.12

Melissa James made a motion to approve April 2016 Financials. Randy Birchfield seconded. Motion Passed.

6. **Old Business:**

Melissa James made a motion to approve Resolution #2016-01 Authorizing \$ 130,373.00 Apron Rehabilitation Grant. Randy Birchfield seconded. Motion Passed.

Melissa James made a motion to approve Resolution #2016-02 Authorizing \$ 16,000.00 5% Matching FAA AIP Grant Application. Randy Birchfield seconded. Motion Passed.

7. **Board Comments:**

Harry Brady thanked Royden Smith for the use of his snorkel lift to change the lights. Lift has a meter to know how much it is being used, so that payment for use can be calculated.

Randy Birchfield worked on repair of wind tee, would like to restore the lights for about \$100.00 Randy Birchfield moved to approve \$100.00 for wind tee lights. Melissa James seconded. Motion Passed.

Owe John Beck for an outlet.

Airport may be closed for 3 to 5 days the week of May 23<sup>rd</sup> to complete repairs.

Harry Brady reported that the west side of the property had a culvert on Laylin Road removed. County Commissioners assisted with purchase of 2 20' 18" round culvert pipes and install. Pat Riley did stone.

Melissa James moved to pay invoices for pipe (approximately \$430.00) and stone. Randy Birchfield seconded. Motion Passed.

Randy Birchfield asked what crop is being planted. Harry Brady will call.

Harry Brady reported: Foghorn Designs is leasing the maintenance hangar, move tractors to a T-hangar.

Randy Birchfield asked if Highway Department could brush the apron. Harry Brady stated all that would do is tear it up even worse. Just use push brooms and do by hand.

8. **Public Comments:**

Dan LeClair reported that between 20 – 25 planes for poker run.

Trevor Rood reported that Foghorn Designs will hold a customer appreciation day, September 17th. Planning a fly-in and car show.

John Beck asked about the new lights at SMP. Board is working with Michael Baker as it falls under ODOT and not the FAA. FAA is aware and it is already noted.

Kevin Sieg – Michael Baker International reported that if the grant is approved sometime in September, the wildlife study could then be completed.

Zack Sexton reported that the tractor was overfilled with oil. He completed an oil change. Randy Birchfield noted that there is a blue notebook with maintenance completed. Zack also reported that the small mower did not have regular gas in it from the gas can. John Beck reported that jet fuel had been put into the gas can.

John Beck stated tanks are being sumped.

Royden Smith stated that Carter Lumber has not been paid for roof repairs. Invoice was sent to the Commissioners and not forwarded to the Airport. Harry Brady moved that Carter Lumber be paid when a copy of the invoice is received. Melissa James seconded. Motion Passed.

Harry Brady moved to set up accounts at Rural King, Carter Lumber and TSC. Randy Birchfield seconded. Motion Passed. Discussion of why Airport needs so many accounts, already have Norwalk Ace Hardware and New Haven Supply.

Harry Brady moved to Not open an account at TSC. Melissa James seconded. Motion Passed.

Randy Birchfield discussed the need for an electric meter to divide Commercial hangar from office space leased by Foghorn Designs. Need quotes from several companies (ie Great Lakes and Lake Erie) install may be around a \$1,000.00

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 May 31, 2016

11:13 AM

06/11/2016

Cash  
Basis

May 31, 16

## ASSETS

### Current Assets

#### Checking/Savings

Civista 23825 35,403.78

Total Checking/Savings 35,403.78

#### Accounts Receivable

Accounts Receivable -137.50

Total Accounts Receivable -137.50

Total Current Assets 35,266.28

**TOTAL ASSETS 35,266.28**

## LIABILITIES & EQUITY

### Equity

Opening Balance Equity 40,822.82

Retained Earnings 2,771.70

Net Income -8,328.24

Total Equity 35,266.28

**TOTAL LIABILITIES & EQUITY 35,266.28**

# Huron County Airport Authority Profit & Loss Month YTD

January through May 2016

11:14 AM

06/11/2016

Cash Basis

Jan - May  
16

## Ordinary Income/Expense

### Income

Commercial Office Rent 2,400.00

FAA Grant 2,345.00

Farm Rent 33,730.38

Fuel Sales 10,416.56

Hangar Rent 15,801.25

Overnight Fees 10.00

Utilities Reimbursement 3,525.15

Total Income 68,228.34

### Expense

Consultant Fee 1,824.00

Credit Card Processing 257.92

FAA Grant Expense 19,016.00

<b>Fuel Purchased</b>	
<b>100 AVGas</b>	19,801.97
<b>Jet-A</b>	1,767.66
<b>Unleaded</b>	<u>311.22</u>
<b>Total Fuel Purchased</b>	21,880.85
<b>Insurance Expense</b>	353.00
<b>Maintenance</b>	2,124.30
<b>Mowing</b>	3,900.00
<b>Office Expense</b>	
<b>Office Supplies</b>	197.71
<b>Postage</b>	<u>108.83</u>
<b>Total Office Expense</b>	306.54
<b>Ohio EPA Reporting</b>	3,255.00
<b>Permits</b>	1,350.00
<b>Propane</b>	1,058.93
<b>Property Taxes</b>	6,819.66
<b>Repairs and Maintenance</b>	1,438.11
<b>Sales Tax</b>	
<b>Sales Tax Discount</b>	-5.43
<b>Sales Tax - Other</b>	<u>489.87</u>
<b>Total Sales Tax</b>	484.44
<b>Secretary / Treasurer</b>	375.00
<b>Service Agreements</b>	595.00
<b>Snow Removal</b>	2,600.00
<b>Supplies</b>	363.21
<b>Utilities</b>	
<b>Electric</b>	7,496.96
<b>Telephone Expense</b>	581.83
<b>Water</b>	<u>398.83</u>
<b>Total Utilities</b>	8,477.62
<b>Website Expense</b>	<u>77.00</u>
<b>Total Expense</b>	<u>76,556.58</u>
<b>Net Ordinary Income</b>	<u>-8,328.24</u>
<b>Net Income</b>	<u><u>-8,328.24</u></u>

# Huron County Airport Authority

Date: 06/10/2016      Invoice Approval      for      06/13/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	6/10/2016	125.00	Maintenance Retainer - May	
Beck, John	5/8/2016	20.55	Surface Mount Receptacle	
Betschman Security	6/1/2016	120.00	Replace Cylinder Main Hangar Building	
Deluca Plumbing	6/1/2016	70.00	Yearly Backflow Testing	
Epic Aviation	5/31/2016	3,134.25	1,494 Gallons Jet A	
Ferrellgas	5/5/2016	268.64	144.7 Gallons Propane	
Frontier	5/28/2016	115.77	05/2/2016 - 06/27/2016	EFT
Goff, Marshall	5/28/2016	834.18	EPA Testing - May / Meters (2) for Lift Station	
Hartland Mechanical	5/31/2016	391.56	HVAC traps broke - Repaired	
Huron County Chamber	6/2/2016	16.44	Copies	
Northern Ohio Rural Water	5/27/2016	79.25	04/12/2016 - 05/12/2016	
Norwalk Ace	6/8/2016	107.14	Wasp Spray / Lock / Weed Killer	
Ohio Business Gateway	6/2/2016	323.32	Sales Tax - May	EFT
Ohio Edison	5/31/2016	1,383.57	2016-05	EFT
Sexton, Zack	6/10/2016	1,300.00	Grounds - June	
Sexton, Zack	5/31/2016	151.25	Gas / Oil Change	3201/3204
Shearer Equipment	5/19/2016	183.61	Bearing for John Deere	
Vaughn, Linda	6/10/2016	75.00	Secretary / Treasurer - April	
		<u>8,699.53</u>		