

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, July 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: June 13, 2016
Operational and Financial Report:

June 2016 Fuel Sales:

AVGas: \$3,117.01	Gallons: 695.76
Jet A: \$3,324.87	Gallons: 950.00

Approval of May 31, 2016 Financials

As of June 30, 2016

Cash in Bank:	\$ 41,334.67
Net Income YTD:	\$ 83,784.68
Total Expenses YTD:	\$ 86,044.53
Net Income/ Loss YTD:	\$ (2,259.85)

Approval to Pay Invoices: \$6,360.47 (as of 07/07/2016)

Old Business:

New Business:

Date of Next Meeting:

Monday, August 08, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, June 13, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady Melissa James Randy Birchfield

3. **Motion to Excuse:**

Linda Vaughn – Approved

Guest Present: Paul Strack – Michael Baker International

4. **Approval of Minutes:**

Melissa James made a motion to approve the May 09, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

May 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

Harry Brady read Fuel report, Cash in Bank, Profit Loss and Monthly Expenses

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

6. **Old Business:**

Closure Approval: Lights latitude and longitude reported to FAA

Wings & Wheels: Foghorn Designs September 17th with rain date of September 18th

7. **New Business:**

Paul Strack gave Consultant Report. See attached report.

Randy Birchfield moved to Sign and Submit FAA Grant. Melissa James seconded. Motion Passed.

Melissa James moved to review and approve Sponsor's Statement of Cost Reasonableness to be included in Grant Application. Randy Birchfield seconded. Motion Passed.

ODOT Grants will be announced mid July

Randy Birchfield moved to accept donation for Grant Matching Funds from the Friends of Huron County Airport. Melissa James seconded. Discussion. Motion Passed.

8. **Board Comments:**

Randy Birchfield moved to purchase white lights for Wind Tee. Melissa James seconded. Motion Passed.

9. **Public Comments:**

John Beck stated that roof on Commercial hangar has never been sealed. Harry Brady stated that screws need to be back out and washer or sealant put in. Need to use a paintable sealer "Quad" OSI

10. **Adjourned:**

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

Respectfully Submitted,

Melissa James

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport (5A1)

CONSULTANT REPORT

Monday, June 13, 2016

- **Open Projects**
 - o Crack Sealing and Runway 10-28 Remarketing – Work started today June 13, 2016. Work to be completed by June 17, 2016. Seal coating and runway remarketing.
- **ACIP**
 - o No Update
- **FAA Grants**
 - o Grant Number 3-39-0062-008-2015 open and active.
 - Once project is completed we will work to begin the grant closeout process.
 - o Attached to this report is the new Grant Application for FY2016 including scope and fee for the Master Plan Update study and the Apron Reconstruction design.
 - o Require a motion to sign the grant and submit to the FAA by July 1.
 - o Require review and approval of Sponsor’s Statement of Cost Reasonableness to accompany the scope of works to be included in the Grant Application.
- **ODOT Grants**
 - o ODOT states that grant award announcements will be made in mid-July. Waiting on grant issuance.
- **FAA Electronic Grants Payment System, Delphi eInvoicing.**
 - o Last invoice was uploaded on April 15, 2016. Invoice was paid by FAA on April 27, 2016.
 - o Nothing new to upload.
- **FAA quarterly report**
 - o 3rd Quarter Report due July 31, 2016.
 - o Will bring new quarterly report to next meeting for review.
- **Miscellaneous**
 - o Nothing to report
- **Baker’s Engineering Agreement**
 - o Preparing subagreement for QED to assist with the ALP Update.
 - o Preparing subagreement for Woolpert to assist with the ALP Update.
- **Baker Invoices for approval – No Invoices this period**

Invoice No.	Description	Total Amount	FAA Share	Local Share
		\$ 0.00	\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00	\$ 0.00

Huron County Airport (5A1)

CONSULTANT REPORT

Monday, June 13, 2016

- **Baker Task Orders for Approval**
 - Received comments on Master Plan scope of work from FAA ADO on April 15, 2016. Submitted revised Master Plan scope of work with response comments to the ADO on June 3. Received an email from the FAA ADO today, June 13, that the Scope was approved and can be finalized for submission with the grant.
 - Finalized scope of work for the Master Plan, attached to this report for review and approval. Amount is \$274,997.00, includes Master Plan update study, Airport Layout Plan update, Wildlife Hazard Site Visit, 18B Survey and upload into AGIS FAA System. This will be included in the FY2016 FAA grant Application. Local share of this scope amounts to approximately \$13,749.85.

Huron County Airport Authority
Balance Sheet
As of June 30, 2016

9:58 AM
07/05/2016
Cash Basis
Jun 30, 16

ASSETS	
Current Assets	
Checking/Savings	
Civista 23825	41,334.67
Total Checking/Savings	<u>41,334.67</u>
Total Current Assets	<u>41,334.67</u>
TOTAL ASSETS	<u>41,334.67</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	40,822.82
Retained Earnings	2,771.70
Net Income	<u>-2,259.85</u>
Total Equity	<u>41,334.67</u>
TOTAL LIABILITIES & EQUITY	<u>41,334.67</u>

Huron County Airport Authority
Profit & Loss YTD
January through June 2016

10:02 AM
07/05/2016
Cash Basis
Jan - Jun 16

Ordinary Income/Expense	
Income	
Commercial Office Rent	2,400.00
FAA Grant	2,345.00
Farm Rent	33,730.38
Fuel Sales	16,643.40
Hangar Rent	17,130.75
Matching Funds 2016 Grant	8,000.00
Overnight Fees	10.00
Utilities Reimbursement	<u>3,525.15</u>
Total Income	83,784.68
Expense	
Consultant Fee	1,824.00
Credit Card Processing	426.35
FAA Grant Expense	19,016.00
Fuel Purchased	
100 AVGas	19,801.97
Jet-A	4,901.91
Unleaded	<u>322.22</u>
Total Fuel Purchased	25,026.10

Insurance Expense	353.00
Maintenance	2,249.30
Mowing	5,200.00
Office Expense	
Office Supplies	214.15
Postage	<u>108.83</u>
Total Office Expense	322.98
Ohio EPA Reporting	4,055.00
Permits	1,350.00
Propane	1,327.57
Property Taxes	6,819.66
Repairs and Maintenance	3,125.39
Sales Tax	
Sales Tax Discount	-7.87
Sales Tax - Other	<u>815.63</u>
Total Sales Tax	807.76
Secretary / Treasurer	450.00
Service Agreements	595.00
Snow Removal	2,600.00
Supplies	363.21
Utilities	
Electric	8,880.53
Telephone Expense	697.60
Water	<u>478.08</u>
Total Utilities	10,056.21
Website Expense	<u>77.00</u>
Total Expense	<u>86,044.53</u>
Net Ordinary Income	<u>-2,259.85</u>
Net Income	<u><u>-2,259.85</u></u>

Huron County Airport Authority

Date: 07/07/2016 Invoice Approval for 07/11/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	7/5/2016	125.00	Maintenance Retainer - June	
Betschman Security	6/21/2016	12.00	Keys (2)	
Frontier	6/28/2016	115.77	06/28/2016 - 07/27/2016	EFT
Goff, Marshall	7/5/2016	800.00	EPA Testing - June	
Huron County Chamber	7/6/2016	53.54	Copies	
Information Technologies	7/6/2016	1,418.19	HP Laptop w/Office and QB	
James, Melissa	7/6/2016	22.95	Overnight Grant	
Microcharged	6/18/2016	239.40	Web Hosting 1 year	
Northern Ohio Rural Water	6/28/2016	288.55	05/12/2016 - 06/13/2016	
Norwalk Ace	6/18/2016	12.86	Wire	
Ohio Business Gateway	7/1/2016	463.54	Sales Tax - June	EFT
Ohio Edison	6/30/2016	1,306.13	05/27/2016 - 06/27/2016	EFT
Sexton, Zack	7/5/2016	1,300.00	Grounds - July	
Sexton, Zack	7/1/2016	127.54	Battery / Gas	
Vaughn, Linda	7/5/2016	75.00	Secretary / Treasurer - June	
		<u>6,360.47</u>		