

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, August 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: July 11, 2016  
Operational and Financial Report:

July 2016 Fuel Sales:

AVGas: \$ 5,652.41	Gallons: 1,319.17
Jet A: \$ 401.36	Gallons: 114.67

Approval of July 31, 2016 Financials

As of July 31, 2016

Cash in Bank:	\$ 116,942.02
Net Income YTD:	\$ 168,414.31
Total Expenses YTD:	\$ 94,744.41
Net Income/ Loss YTD:	\$ 73,669.90

***Encumbered funds for FAA Grant \$73,707.00***

Approval to Pay Invoices: \$ 8,291.34 (08/08/2016)

Old Business:

New Business:

Date of Next Meeting:

Monday, September 12, 2016 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady Melissa James Randy Birchfield

3. **Motion to Excuse:**

Motion to excuse Linda Vaughn by Melissa James. Seconded by Randy Birchfield. Motion Passed.

Guest Present: Dennis Sokol Marcus & Mary Holtz Jeremy Fox  
Zoe Greszler Dan LeClair

4. **Approval of Minutes:**

Melissa James made a motion to approve the June 13, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **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 + \$80.31 = \$6,440.78

6. **Old Business:**

NOTAMS filed for painting runway on Wednesday

Melissa James made a motion to approve payment of \$1,303.00 for Michael Baker International. Randy Birchfield seconded. Motion Passed.

7. **New Business:**

Randy Birchfield requested signs for the tie-down fees be posted. Check with Foghorn Designs. Randy Birchfield made a motion for signs not to exceed \$100.00. Melissa James seconded. Motion Passed.

Melissa James moved to purchase fuel not to exceed \$6,000.00. Randy Birchfield seconded. Motion Passed.

8. **Board Comments:**

Roof on Maintenance hangar leaking. Harry Brady will get up on roof and check roof.

Meter for Commercial hangar for Foghorn Designs to be installed below transformer.  
Pump painting is being completed by Marcus with Friends of the Airport donating the funds.

Approved signage for Jeremy Fox's balloon business if Jeremy rents a hangar.  
Need to create sign criteria and business guidelines.

9. **Public Comments:**

Dennis Sokol suggested that since the airport is a seasonal business that a line of credit be established. Check with Commissioners.

Asked about weeds in cracks

Oshkosh match fuel prices for those days before and after.

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 Authority**  
**Balance Sheet**  
As of July 31, 2016

7:05 PM  
08/02/2016  
Cash Basis  
Jul 31, 16

**ASSETS**

<b>Current Assets</b>	
<b>Checking/Savings</b>	
Civista 23825	116,942.02
<b>Total Checking/Savings</b>	116,942.02
<b>Other Current Assets</b>	
Undeposited Funds	322.40
<b>Total Other Current Assets</b>	322.40
<b>Total Current Assets</b>	117,264.42
<b>TOTAL ASSETS</b>	<u><u>117,264.42</u></u>

**LIABILITIES & EQUITY**

<b>Equity</b>	
Opening Balance Equity	40,822.82
Retained Earnings	2,771.70
Net Income	73,669.90
<b>Total Equity</b>	117,264.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>117,264.42</u></u>

**Huron County Airport Authority**  
**Profit & Loss YTD**  
July  
2016

7:13 PM  
08/02/2016  
Cash  
Basis

	<u>Jul 16</u>	<u>Jan - Jul 16</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Commercial Office Rent	1,600.00	4,000.00
FAA Grant	73,707.00	76,052.00
Farm Rent	0.00	33,730.38
Fuel Sales	6,383.09	23,241.53
Hangar Rent	1,829.50	18,960.25
Matching Funds 2016 Grant	0.00	8,000.00
Overnight Fees	20.00	30.00
Utilities Reimbursement	875.00	4,400.15
<b>Total Income</b>	84,414.59	168,414.31
<b>Expense</b>		
Consultant Fee	0.00	1,824.00

Credit Card Processing	144.37	575.24
FAA Grant Expense	0.00	19,016.00
Fuel Purchased		
	<b>100 AVGas</b>	0.00
	<b>Jet-A</b>	0.00
	<b>Unleaded</b>	12.00
		<u>334.22</u>
<b>Total Fuel Purchased</b>	12.00	25,038.10
Insurance Expense	1,812.00	2,165.00
Maintenance	125.00	2,374.30
Mowing	1,300.00	6,500.00
Office Expense		
	<b>Computer Expense</b>	1,418.19
	<b>Office Supplies</b>	53.54
	<b>Postage</b>	0.00
		<u>108.83</u>
<b>Total Office Expense</b>	1,471.73	1,794.71
Ohio EPA Reporting	800.00	4,855.00
Permits	0.00	1,350.00
Propane	321.16	1,648.73
Property Taxes	0.00	6,819.66
Repairs and Maintenance	220.71	3,346.10
Sales Tax		
	<b>Sales Tax Discount</b>	-3.50
	<b>Sales Tax - Other</b>	467.04
		<u>-11.37</u>
<b>Total Sales Tax</b>	463.54	1,271.30
Secretary / Treasurer	75.00	525.00
Service Agreements	0.00	595.00
Snow Removal	0.00	2,600.00
Supplies	0.00	363.21
Utilities		
	<b>Electric Telephone Expense</b>	1,306.13
	<b>Water</b>	115.77
		<u>288.55</u>
<b>Total Utilities</b>	1,710.45	11,766.66
Website Expense	239.40	316.40
<b>Total Expense</b>	<u>8,695.36</u>	<u>94,744.41</u>
<b>Net Ordinary Income</b>	<u>75,719.23</u>	<u>73,669.90</u>
<b>Net Income</b>	<u><u>75,719.23</u></u>	<u><u>73,669.90</u></u>

# Huron County Airport Authority

Date: 08/08/2016

Invoice Approval

for 08/08/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	7/5/2016	125.00	Maintenance Retainer - July	3219
City of Norwalk	7/18/2016	85.00	Laboratory for June	3220
Epic Aviation	8/4/2016	2,891.55	1,485 gallons Jet-A	3221
Frontier	7/28/2016	115.80	07/28/2016 - 08/27/2016	EFT
Goff, Marshall	7/5/2016	925.00	EPA Testing - July	3222
Huron County Chamber	8/8/2016	56.86	Copies	3239
James, Melissa	7/6/2016	22.95	Overnight Grant	3240
Microcharged	6/18/2016	239.40	Web Hosting 1 year	3241
Northern Ohio Rural Water	7/26/2016	176.15	06/13/2016 - 07/13/2016	3242
Norwalk Ace	7/25/2016	38.57	Weed Killer	3246
Norwalk Heating	7/7/2016	170.00	Replace Thermostat	3243
Ohio Business Gateway	8/3/2016	435.61	Sales Tax - July	EFT
Ohio Edison	7/29/2016	1,313.29	06/28/2016 - 07/27/2016	EFT
Sexton, Zack	7/5/2016	1,300.00	Grounds - August	3244
Sunrise	6/30/2016	321.16	145 Gallons	EFT
Vaughn, Linda	7/5/2016	75.00	Secretary / Treasurer - July	3245
		<u>8,291.34</u>		