

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, November 14, 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: October 10, 2016

Approval of Minutes from Special Meeting: October 24, 2016

Operational and Financial Report October 31, 2016:

October 2016 Fuel Sales:

AVGas: \$ 2,976.10	Gallons: 684.15
Jet A: \$ 1,923.59	Gallons: 565.76

Approval of October 31, 2016 Financials

As of October 31, 2016

Cash in Bank:	\$ 35,222.92
Net Income YTD:	\$ 116,257.73
Total Expenses YTD:	\$ 124,354.33
Net Income/ Loss YTD:	\$ (8,096.60)

Approval to Pay Invoices: \$ 17,100.52 (11/14/2016)

Old Business:

Return of \$8,000.00

New Business:

Date of Next Meeting:

Monday, December 12, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, October 10, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

**Members Present:**        Harry Brady                      Melissa James                      Randy Birchfield

**Guest:**

Dennis Sokol	Aaron Swank	Marcus & Mary Holtz
Patty LeClair	Nick Burch	Bob Opper
Don Roth	Dan LeClair	Zoe Greszler

3. **Motion to Excuse:**

Melissa James made a motion to excuse Linda Vaughn. Randy Birchfield seconded. Motion Passed.

4. **Approval of Minutes:**

Randy Birchfield made a motion to approve the September 12, 2016 regular meeting minutes. Melissa James seconded. Motion Passed.

5. **Operational and Financial Report:**

September 2016 Fuel Sales:

AVGas:	\$ 6,516.83	Gallons: 1,498.11
Jet A:	\$ 157.56	Gallons: 46.34

Approval of September 30, 2016 Financials

As of September 31, 2016

Cash in Bank:	\$ 30,549.93
Net Income YTD:	\$ 104,076.04
Total Expenses YTD:	\$ 118,418.13
Net Income/ Loss YTD:	\$ (14,342.09)

Approval to Pay Invoices: \$ 5,222.03 + 39.45 = \$5,261.48

Randy Birchfield made a motion to approve financial reports. Melissa James seconded. Motion Passed.

6. **Old Business:**

Grant: Set meeting for next year's grant. Focus on apron. See if can get it moved forward.

Wal-Mart grant has \$32.00 left for paint

Royden Smith provided paint sprayer

Dan & Dennis split cost on primer & thinner

Marcus and Mark Weisenberger helped

Rehung gutters, downspouts, soffit repairs, etc.

Harry would like airport identification on hanger

Have Randy and Harry send open dates for meeting with FAA

Melissa James moved to sign closeout grant papers. Randy Birchfield seconded. Motion Passed.

7. **Board Comments:**

Randy: Records almost double hangar income. Comparison of this year to last year. Mansfield people measuring system, very labor intensive  
Can get a chip for the 20% read, would cost approximately \$500 - \$600  
Steve wants to stay for a prolonged period  
Need to get AVgas – Avgas for 5-6 months \$13,500 for 4,000 gallon, with JetA total cost \$16,000  
If cannot get a solution by Wednesday order 4,000 Avgas and 1,500 JetA. Approximately \$16,500 with last week’s prices. Melissa James moved. Randy Birchfield seconded. Motion Passed.  
Melissa James moved to have Randy purchase chip for \$500 - \$800. Randy seconded. Motion Passed.  
Three crop dusters using airport. One buys 500 – 600 gallons per day. Randy has approached three others who use JetA  
Randy Birchfield moved for \$400 a day usage unless they purchase fuel from 5A1 exclusively for that day.  
Melissa James seconded. Motion Passed. Randy to get contact information  
Will owe Royden for lift usage  
Flow meter need to separate downspouts on commercial hangar  
Would have to sign annex agreement on contiguous property for the 2 acres per Josh Snyder  
Run line to Laylin Road would be very expensive. New lift station of 20 would be less  
Harry has had communication with FAA on light poles, trying to find a solution. Brian 09/23/2016 request from Lance to look into it. Beacon should be adequate. Harry wants to send letter to ODOT regarding light poles, etc.  
Melissa stated that the Huron County Commissioners would like the airport to return the \$8,000. Tabled until November. We have made good gains with rebuilding relationships and commissions should let us continue that effort. Talk to commissioners about being patient  
Melissa James moved to have Harry Brady send a letter to ODOT. Randy Birchfield seconded. Motion Passed.

8. **New Business:**

9. **Public Comments:**

Dan LeClair – Friends do not want money back  
Patty LeClair – Why did it come up

10. **Adjourned:**

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

Respectfully Submitted,

Melissa James

Board Approval,

Harry Brady  
President

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

\$16.00 from pop

Huron County Airport Authority  
Huron County Airport Authority  
Special Meeting Minutes, October 24, 2016

Sealed Bids Opened :

GT's Lawncare Services, LLC.  
Mary and Marcus Holtz  
Marett Snow Removal, Inc.

11. Harry Brady called the meeting to order

12. **Roll Call**

Members Present:      Harry Brady                      Melissa James                      Randy Birchfield

13. **Request for Proposal - Snow Plowing and Mowing:**

Bids were read outload. Discussion held on bids.

Harry Brady moved to accept:

Mowing	Mary and Marcus Holtz
Snow Removal	GT's Lawncare Services, LLC.

Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Melissa James

Board Approval,

Harry Brady  
President

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

# Huron County Airport Authority Balance Sheet

As of October 31, 2016

11:48 AM

11/11/2016

Cash  
Basis

Oct 31, 16

## ASSETS

### Current Assets

#### Checking/Savings

Civista 23825 35,222.92

Total Checking/Savings 35,222.92

#### Other Current Assets

Undeposited Funds 275.00

Total Other Current Assets 275.00

Total Current Assets 35,497.92

**TOTAL ASSETS 35,497.92**

## LIABILITIES & EQUITY

### Equity

Opening Balance Equity 40,822.82

Retained Earnings 2,771.70

Net Income -8,096.60

Total Equity 35,497.92

**TOTAL LIABILITIES & EQUITY 35,497.92**

# Huron County Airport Authority Profit & Loss YTD

October 2016

11:49 AM

11/11/2016

Cash  
Basis

	<u>Oct 16</u>	<u>Jan - Oct 16</u>
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## Ordinary Income/Expense

### Income

Airport Closure 0.00 10,000.00

Commercial Office Rent 1,737.50 5,737.50

FAA Grant 0.00 -18,308.03

Farm Rent 0.00 33,730.38

Fuel Sales 4,899.69 39,968.98

Hangar Rent 4,694.50 31,778.75

Matching Funds 2016 Grant 0.00 8,000.00

Overnight Fees 0.00 100.00

Utilities Reimbursement 850.00 5,250.15

Total Income 12,181.69 116,257.73

Expense		
Bank Service Charges	0.00	0.00
Consultant Fee	0.00	4,429.00
Credit Card Processing	104.55	939.92
FAA Grant Expense	0.00	19,016.00
Fuel Purchased		
100 AVGas	0.00	27,968.47
Diesel Fuel	0.00	11.30
Jet-A	0.00	7,793.46
Unleaded	0.00	393.75
Total Fuel Purchased	0.00	36,166.98
Insurance Expense	0.00	2,165.00
Maintenance	789.13	3,422.29
Mowing	1,343.55	10,443.55
Office Expense		
Computer Expense	0.00	1,418.19
Office Supplies	32.51	412.76
Postage	160.40	339.18
Total Office Expense	192.91	2,170.13
Ohio EPA Reporting	890.00	7,430.00
Permits	0.00	1,350.00
Propane	0.00	1,648.73
Property Taxes	0.00	6,819.66
Repairs and Maintenance	481.10	4,170.35
Sales Tax		
Sales Tax Discount	-3.63	-21.27
Sales Tax - Other	483.89	2,602.96
Total Sales Tax	480.26	2,581.69
Secretary / Treasurer	75.00	750.00
Service Agreements	400.00	995.00
Snow Removal	0.00	2,600.00
Supplies	0.00	459.21
Utilities		
Electric	1,260.59	14,103.38
Telephone Expense	115.80	1,160.77
Water	124.47	1,216.27
Total Utilities	1,500.86	16,480.42
Website Expense	0.00	316.40
Total Expense	6,257.36	124,354.33
Net Ordinary Income	5,924.33	-8,096.60
Net Income	5,924.33	-8,096.60

## Huron County Airport Authority

Date: 11/14/2016      Invoice Approval      for      11/14/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	11/11/2016	125.00	Maintenance Retainer - October	3301
Birchfield, Randy	10/18/2016	475.00	Chip	3284
Carter Lumber	10/31/2016	111.57	Hanger w/Screw - Camo Deck - Sim (50)	3302
Frontier	10/28/2016	115.34	Service 10/28/2016 - 11/27/2016	EFT
Epic Aviation	10/18/2016	13,246.16	AVGas 3,946 Gallons	3303
Goff, Marshall	11/11/2016	800.00	EPA Testing - October	3304
Huron County Chamber	11/1/2016	234.23	Membership / Checks	3305
Northern Ohio Rural Water	10/12/2016	142.56	Service 09/12/2016 - 10/12/2016	3306
Norwalk Ace	10/31/2016	167.86	Claps / Marking Paint / Fastners Weed Killer / Liquid Gasket	3307
Norwalk Reflector	10/14/2016	153.45	RFP - Mowing / Snow Plowing	3308
Ohio Business Gateway	11/4/2016	352.57	Sales Tax - October	EFT
Ohio Edison	11/1/2016	993.63	Service 09/28/2016 - 10/28/2016	EFT
Sexton, Zack	9/22/2016	48.70	Water Pump	3309
Shipleys	11/2/2016	44.05	2017 Accounting	3310
Tuffman	10/31/2016	15.50	Ford Tap	3311
Vaughn, Linda	11/11/2016	75.00	Secretary / Treasurer - October	3312

17,100.62