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Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, April 12, 2021 — 3:00 pm
~~3rd Floor Conference — Commissioner's Office~~
Rescheduled to April 21, 2021 2:00 pm at Huron County Airport

Call Meeting to Order:

Roll Call:

Harry Brady _____
Scott Sparks _____
Nick Burch _____

Motion to Excuse:

Public Comments:

Jon Christman

1. Flying Club forming at 5A1
2. Food Truck Fly-In on July 17th / Young Eagles
3. Use of 2009 Ford Flex as a courtesy car

Approval of Minutes from Regular Meeting: March 8, 2021

Operational and Financial Report March 31, 2021

March 2021 Fuel Sale

AVGas: \$3,745.59 Gallons: 574.46
Jet A: \$1,413.26 Gallons: 371.91

As of March 31, 2021

Civista 9494
Cash in Bank: 28,067.94
Total Income / Loss
Net Income YTD: 31,696.96
Total Expenses YTD: 8,229.08
Net Income/ Loss YTD: 23,467.88

Airport Income/ Loss

Net Income YTD: 31,696.96
Total Expenses YTD: 8,229.08
Net Income/ Loss YTD: 23,467.88

Grant Income/ Loss

Net Income YTD: -
Total Expenses YTD: -
Net Income/ Loss YTD: -

Approval of March 31, 2021 Financial

Huron County Airport Authority

Invoice Approval

Date: Meeting: 4/12/2021

Company	Date	Amount	Purchase	
Adelman Equipment Rentals		10.50	Fuel for A12	
AirNav.com		40.00	Annual Listing renewal thru 5/2022	
Albrecht, Bill		400.00	EPA Reporting - February 2021	***
Albrecht, Bill		400.00	EPA Reporting - March 2021	
Beck Aviation		151.25	Maintenance - March 2021	
Effective Web		565.00	QuickBooks Pro 2021; laptop repair	
Ferrellgas		502.58	2/15/21 Invoice	
Frontier Communications		160.05	Service 3/28/21 - 4/27/21	EFT
Marett Excavating		2,666.67	pymnt 3 of 3 for 2021 for filling ponds	
Marett Snow Removal		384.00	for 12/26/21 (missed previously)	
Northern Ohio Rural Water		1,442.75	Service 2/12/21 - 3/16/21	
Ohio Business Gateway		371.21	March Sales Tax	EFT
Ohio Edison		567.82	March 2021 Service	EFT
Silcox, Larry		110.00	2 rolls of stamps	
Thompson, Renée		601.61	March/April Service (hourly)	
		<u>7,922.94</u>		

Approval to Pay Invoices: \$7,922.94

Old Business:

- Consultant Report
- Master airport record has been changed to reflect current information through ODOT Air
- Taxes are taken care of via HINKLE. (is that right?)
- Can you give me a quick update on the audit?
- Renée met with the Audit Manager, Joe Weininger, at the Airport on 4/8/21 to provide him needed documents for the audit including:
 - System Reports:
 - Year End Financial Report: Balance Sheet and Profit & Loss
 - General Ledger
 - Check Register
 - Detail Revenue and Expenditure Reports
 - General Information:
 - Minutes from January 2020 through February 2021
 - **(still need to provide Board information)**
 - Cash Reconciliation:
 - Monthly Bank reconciliations, supporting bank statements, etc.
 - Receipt Testing:
 - Receipts for fuel sales for period of 1/1/20 – 12/31/20
 - **(Receipts for FAA and ODOT grants are in-progress with Lance @ Michael Baker Int'l)**
 - He DOES have some basic info such as amounts, etc.
 - Non-Payroll:
 - Invoices, duplicate checks, cancelled checks, for the period of 1/1/2020 – 2/28/21
 - **(still need to provide 1099s issued in Jan 2020 and Jan 2021)**
 - Other Items:

- Public Records Policy (still need record retention schedule)
- (still need any public record request documentation for the period of 1/1/20-12/31/20)

- Status of getting the beacon installed.
- The daily maintenance that isn't being done. And the other maintenance processes not being done
- Airport work day.
- Discuss the "grant" from Huron County Commissioners in the amount of \$13579.00 for a ductless HVAC system. There is one quote from Wilkes, I have requested a bid from ABTEC, and will find another one within the county, so that we support our businesses in Huron County

New Business:

Things to vote on

- We need to have "official elections". So to make things official, we will need to vote on President, and Vice President of the board. I am not comfortable with the way I was put into the position of board president, simply for the fact of the only one left.
- Continue the SAM registration
 - (note from Renée. From what I see, we need this and we DO NOT have to pay a fee to use it. I am hoping to call re: our account this week).
- Tree trimming/cutting request for trees around and near the airport building. (We have one request from Knockout Tree service.
- Mowing agreement with Marcus & Marty Holtz
- Price for copies of public records requests
- Continuing to use the services of Harold Freeman as our legal counsel. At a rate of 150 per hour

Date of next meeting: May 10, 2021 @ 3:00 (Commissioner's 3rd Floor Conference Room)