

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, January 09, 2017 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: December 12, 2016

Operational and Financial Report December 30, 2016:

December 2016 Fuel Sales:

AVGas: \$ Gallons:
Jet A: \$ Gallons:

Approval of December 30, 2016 Financials

As of December 30, 2016

Cash in Bank: \$ 14,322.77
Net Income YTD: \$ 127,726.70
Total Expenses YTD: \$ 157,548.45
Net Income/ Loss YTD: \$ (29,821.75)

Approval to Pay Invoices: \$ 9,139.64 (01/09/2017)

Old Business:

New Business:

Election of Officers

Date of Next Meeting:

Monday, February 13, 2017@ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, December 12, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady Randy Birchfield

Guest:

Dan LeClair Marcus Holtz Dennis Sokol Mike Weisenberger
Skip Wilde Patty LeClair Don Roth

3. **Motion to Excuse:**

Harry Brady moved to excuse Melissa James

4. **Approval of Minutes:**

Harry Brady made a motion to approve the October 10, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

Thank you to the Fire Department for fixing the beacon. Light on pole by fuel station not working. Marcus Holtz is supping fuel tanks.

Approval of Minutes from Regular Meeting: November 14, 2016

Operational and Financial Report November 30, 2016:

November 2016 Fuel Sales:

AVGas: \$ 2,402.62 Gallons: 552.32
Jet A: \$ 1,018.61 Gallons: 299.59 **Correction** (997.22 was Net Sales)

Approval of November 30, 2016 Financials

As of November 30, 2016

Cash in Bank: \$ 23,908.81
Net Income YTD: \$ 121,520.96
Total Expenses YTD: \$ 141,206.67
Net Income/ Loss YTD: \$ **(19,685.71)**

Approval to Pay Invoices: \$ 2,916.66

Randy Birchfield made a motion to approve financial reports. Harry Brady seconded. Motion Passed.

6. **Old Business:**

7. **Board Comments:**

Discussion to bid out propane before next season. Purchase of tank will lower fuel price.
ODOT meeting – problem with sewage reporting. Norwalk City has 2, but they will not put their license on the line. Marshall Goff has been trying to get a waiver from EPA.
Randy Birchfield requested Foghorn electric be broken out on financials. Utility Reimbursement Income is on Income Statement.
Buy own meters and do meter readings for hangar, Commercial building will be costly due to the wiring.

8. **New Business:**

Pre-app for grant
Meeting with ODOT and FAA in Ashland. Preliminary on Master Plan, where is starting point. Stay here or move to a different site in the county, with less obstructions.
Michael Baker will hold public meetings starting in January 2017.
New grant includes Master Plan and pavement by Commercial apron.
Beacon working – rebuilt for \$900.00. Thanks to Norwalk Fire Department for assistance.
Thanks to Skip Wilde for attending board meeting.
Tractor – drained water add anti-freeze. \$25.00 receipt blew away. Asked for invoice from John Beck for reimbursement of anti-freeze. Alternator needs re-built.
Fire inspection today. Fire extinguishers out of date and needs checked. Charles Hillman is local firemen. Randy Birchfield will contact.
Fuel meter is fixed and re-calibrated, cost \$500.00. Weights and Measures tagged for 1 year.
Snow removal with skids.
Policy: Snow plow when 2+” on runway, will leave between ¼ to ½” on runway.
Problems with pumping fuel. Need to put directions on how to use. Need to wait for loud click, indicates pressure is up. Randy Birchfield will post directions.
Need printer cartridge, Randy Birchfield to call Shipley’s as we have an account.
Exit signs not working.

Next Meeting January 19, 2017

9. **Public Comments:**

John Beck thanks to NCFD for help with beacon.
Patty LeClair asking about Foghorn lease.
Don Roth questioned Foghorn lease amount. Harry Brady explained that the Commercial building was a hell hole with no tenants = -0- rent, now it is \$9,600.00 for a year. Getting electric separated will be very expensive.

10. **Adjourned:**

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Authority Balance Sheet

As of December 31, 2016

2:08 PM

01/03/2017
Cash
Basis

Dec 31, 16

ASSETS

Current Assets

Checking/Savings

Civista 23825

14,322.77

Total Checking/Savings

14,322.77

Accounts Receivable

Accounts Receivable

-550.00

Total Accounts Receivable

-550.00

Total Current Assets

13,772.77

TOTAL ASSETS

13,772.77

LIABILITIES & EQUITY

Equity

Opening Balance Equity

40,822.82

Retained Earnings

2,771.70

Net Income

-29,821.75

Total Equity

13,772.77

TOTAL LIABILITIES & EQUITY

13,772.77

Huron County Airport Authority Profit & Loss YTD

December 2016

2:29 PM

01/03/2017
Cash
Basis

Dec 16

Jan - Dec
16

Ordinary Income/Expense

Income

Airport Closure

0.00

10,000.00

Commercial Office Rent

1,542.34

7,279.84

FAA Grant

0.00

-18,308.03

Farm Rent

0.00

33,730.38

Fuel Sales

1,111.82

44,523.95

Hangar Rent

3,184.50

36,765.25

Matching Funds 2016 Grant

0.00

8,000.00

Overnight Fees

0.00

140.00

Utilities Reimbursement

345.16

5,595.31

Total Income

6,183.82

127,726.70

Expense

Bank Service Charges

0.00

33.00

Consultant Fee	0.00	4,429.00
Credit Card Processing	24.66	1,038.76
FAA Grant Expense	13,025.00	32,041.00
Fuel Purchased		
100 AVGas	0.00	41,214.63
Diesel Fuel	0.00	11.30
Jet-A	0.00	7,793.46
Unleaded	<u>0.00</u>	<u>437.30</u>
Total Fuel Purchased	0.00	49,456.69
Insurance Expense	0.00	2,165.00
Legal Notices / Advertising	6.51	159.96
Maintenance	365.03	4,215.68
Membership	0.00	160.00
Mowing	0.00	10,400.00
Office Expense		
Computer Expense	0.00	1,418.19
Office Supplies	30.15	561.19
Postage	<u>0.00</u>	<u>339.18</u>
Total Office Expense	30.15	2,318.56
Ohio EPA Reporting	800.00	9,030.00
Permits	0.00	1,350.00
Propane	150.27	1,799.00
Property Taxes	0.00	6,819.66
Repairs and Maintenance	0.00	4,330.62
Sales Tax		
Sales Tax Discount	-1.86	-25.79
Sales Tax - Other	<u>248.04</u>	<u>3,206.23</u>
Total Sales Tax	246.18	3,180.44
Secretary / Treasurer	75.00	900.00
Service Agreements	0.00	995.00
Snow Removal	375.00	2,975.00
Supplies	0.00	459.21
Utilities		
Electric	1,020.38	16,117.39
Telephone Expense	115.34	1,391.45
Water	<u>107.80</u>	<u>1,466.63</u>
Total Utilities	1,243.52	18,975.47
Website Expense	<u>0.00</u>	<u>316.40</u>
Total Expense	<u>16,341.32</u>	<u>157,548.45</u>
Net Ordinary Income	<u>-10,157.50</u>	<u>-29,821.75</u>
Net Income	<u><u>-10,157.50</u></u>	<u><u>-29,821.75</u></u>

Huron County Airport Authority

Date: 01/05/2017

Invoice Approval

for

01/09/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	1/5/2017	125.00	Maintenance Retainer - December	3324
Beck, John	1/6/2017	25.50	Anti-freezed for Ford 4300 Tractor	3337
Brohl & Appell	12/6/2017	26.68	30A 120V Power Pro Contactor	3334
Ferrellgas	12/14/2016	288.36	124 Gallons Propane	3325
Frontier	12/28/2016	116.52	Service 12/28/2016 - 01/27/2017	EFT
Goff, Marshall	1/5/2017	800.00	EPA Testing - December	3326
Huron County Chamber	1/5/2017	25.47	Copies December	3327
Huron County Treasurer	1/9/2017	3,410.22	1st Half 2016 Property Taxes	3328
Manairco	12/7/2016	953.80	Beacon Repaired	3329
Northern Ohio Rural Water	12/23/2016	101.21	Service 11/10/2016 - 12/12/2016	3330
Norwalk Heating Company	12/7/2016	757.00	Commercial Bldg Furnace Repaired	3331
Ohio Business Gateway	1/3/2017	80.01	Sales Tax - December	EFT
Ohio Edison	1/3/2017	1,155.87	Service 11/30/2016 - 12/29/2016	EFT
Petro-Com Corp	12/8/2016	272.00	AvGas Pump not Calibration	3332
Pyatt's Petroleum	12/15/2016	552.00	AvGas Pump Re-Calibration	3333
Sexton, Zack	1/5/2017	375.00	Snow Plowing	3335
Vaughn, Linda	1/5/2017	75.00	Secretary / Treasurer - December	3336

9,139.64