

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, March 13, 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: February 13, 2017

Operational and Financial Report February 28, 2017

February 2017 Fuel Sales:

AVGas: \$ 1,900.09	Gallons: 436.79
Jet A: \$ -0-	Gallons: -0-

Approval of February 28, 2017 Financials

As of February 28, 2017

Cash in Bank:	\$ 42,347.06
Net Income YTD:	\$ 41,531.66
Total Expenses YTD:	\$ 13,617.37
Net Income/ Loss YTD:	\$ 27,914.29

Approval to Pay Invoices: \$ 16,821.35 **Correction 03/13/2017**

Including Inv #966431 for \$13,749.85 FAA Share \$12,375.00 Received 02/23 Local Share \$687.85

Old Business:

New Business:

Consultant's Report from Michael Baker International

Date of Next Meeting:

Monday, April 10, 2017@ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, February 13, 2017

1. Harry Brady called the meeting to order

2. **Roll Call**

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

**Guest:**

J.W. Kelley Scott Brogan Marcus Holtz Mike Weisenberger  
Dennis Sokol Danial LeClair

3. **Motion to Excuse:**

4. **Approval of Minutes:**

Melissa James made a motion to approve the January 9, 2017 regular meeting minutes. Harry Brady seconded. Motion Passed.

5. **Operational and Financial Report:**

January 2017 Fuel Sales:

AVGas: \$ 1,411.70 Gallons: 324.53  
Jet A: \$ -0- Gallons: -0-

Approval of January 31, 2017 Financials

As of January 31, 2017

Cash in Bank: \$ 14,746.75  
Net Income YTD: \$ 9,236.78  
Total Expenses YTD: \$ 9,170.30  
Net Income/ Loss YTD: \$ 66.48

Approval to Pay Invoices: \$ 18,279.88 (Adjusted 02/17/2017)

Add \$125.00 for John Beck – Void check to NORW and replace.

Melissa James made a motion to approve financial reports. Harry Brady seconded. Motion Passed.

6. **Old Business:**

7. **New Business:**

Approval of Inv #968936 for \$ 5,499.94 FAA Share \$ 4,950.00 Local Share \$274.94. Melissa James made a motion to approve. Randy Birchfield seconded. Motion Passed.

Consultant Report

Task Order #1 – Master Plan Update – Establish AGIS Project and finalize the Technical Advisory Committee (TAC) for Master Plan

Task Order #2 – Apron Reconstruction Design – Has begun design for the apron

Melissa James made a motion to approve Resolution #2016-3 – The Norwalk-Huron County Airport hereby authorize Harry Brady to execute the Ohio Airport Matching Grant M17-36 for the Norwalk-Huron County Airport for Master Plan Update and Apron Design and the amount of Sixteen Thousand Dollars and Zero Cents (\$16,000.00). Randy Birchfield seconded. Resolution approved.

Approval of Inv #968920 for \$ 4,950.00 FAA Share \$4,455.00 Local Share \$247.00. Melissa James made a motion to approve. Randy Birchfield seconded. Motion Passed.

Melissa James made a motion for airport closures for 2017 Race Season:

May 20<sup>th</sup>                      June 23 – 24 – 25                      August 12<sup>th</sup>

Guaranteed \$10,000.00 from Summit Motorsports Park. Randy Birchfield seconded. Motion passed.

Need width of T-hangars for a possible new tenant. T-hangars 39' Commercial building 50'.

Review hangar rent as number of planes change each month. Possible go month-to-month with an additional cost of \$20.00.

Harry Brady EPA year-end report in compliance per Marshall Goff. Below 500 gallons could go to testing once a week.

East side of Commercial building needs a 6" elbow on rain gutter.

Public records request from Allen Nelson for copies of electric bills from time Foghorn Designs moved in.

Randy Birchfield requested use of the airport for the 8050 EAA pancake breakfast August 13<sup>th</sup>. Randy Birchfield moved to approve. Harry Brady seconded. Motion Passed. Always use the airport for this if no conflict.

Hole in roof of west side of Commercial hangar. Harry Brady stated it needs rebuilt, can work on it on Saturday.

Foghorn lease - Melissa James did not bring to meeting. Harry Brady stated that the door going into Foghorn Designs is in really bad shape and will need to be replaced in the spring.

Next Meeting April 10, 2017

8. **Public Comments:**

Questioned when the 20 to 1 study being released.

9. **Adjourned:**

Respectfully Submitted,

Linda Vaughn

Board Approval,

Melissa James  
Vice-President

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

**Huron County Airport Authority**  
**Balance Sheet**  
As of February 28, 2017

12:56 PM  
03/08/2017  
Cash  
Basis  
Feb 28, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

Civista 23825 42,347.06

**Total Checking/Savings** 42,347.06

**Accounts Receivable**

Accounts Receivable -660.00

**Total Accounts Receivable** -660.00

**Total Current Assets** 41,687.06

**TOTAL ASSETS** 41,687.06

**LIABILITIES & EQUITY**

**Equity**

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 27,914.29

**Total Equity** 41,687.06

**TOTAL LIABILITIES & EQUITY** 41,687.06

Huron County Airport Authority  
**Profit & Loss YTD**  
 February 2017

1:05 PM  
 03/08/2017  
 Cash  
 Basis

	Feb 17	Jan - Feb 17
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Commercial Office Rent	320.26	1,257.76
FAA Grant	20,404.15	20,404.15
Farm Rent	8,538.64	8,538.64
Fuel Sales	1,900.09	3,289.87
Hangar Rent	1,039.50	7,649.00
Utilities Reimbursement	92.24	392.24
<b>Total Income</b>	<b>32,294.88</b>	<b>41,531.66</b>
<b>Expense</b>		
Credit Card Processing	42.04	72.70
Maintenance	134.55	285.05
<b>Office Expense</b>		
Office Supplies	33.06	58.53
<b>Total Office Expense</b>	<b>33.06</b>	<b>58.53</b>
Ohio EPA Reporting	875.00	1,675.00
Propane	408.36	696.72
Property Taxes	0.00	3,410.22
Repairs and Maintenance	0.00	2,561.48
<b>Sales Tax</b>		
Sales Tax Discount	-0.77	-1.37
Sales Tax - Other	102.35	182.96
<b>Total Sales Tax</b>	<b>101.58</b>	<b>181.59</b>
Secretary / Treasurer	75.00	150.00
Service Agreements	995.00	995.00
Snow Removal	0.00	375.00
<b>Utilities</b>		
Electric	1,190.39	2,346.26
Telephone Expense	115.88	232.40
Water	422.21	523.42
<b>Total Utilities</b>	<b>1,728.48</b>	<b>3,102.08</b>
Website Expense	54.00	54.00
<b>Total Expense</b>	<b>4,447.07</b>	<b>13,617.37</b>
<b>Net Ordinary Income</b>	<b>27,847.81</b>	<b>27,914.29</b>
<b>Net Income</b>	<b>27,847.81</b>	<b>27,914.29</b>

# Huron County Airport Authority

Date: 03/07/2017      Invoice Approval      for      03/13/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	03/01/2017	125.00	February	3353
Frontier	02/28/2017	115.88	Service 02/28/2017 - 03/27/2017	EFT
Goff, Marshall	03/08/2017	800.00	Febraury	3354
Huron County Chamber	03/01/2017	23.75	Overnight Grant	3355
Huron County Chamber	03/08/2017	23.09	Copies	3355
Michael Baker International	02/06/2017	13,749.85	Master Plan Update Study #2	3356
Northern Ohio Rural Water	02/27/2017	79.25	Service 01/11/2017 - 02/10/2017	3357
			<b>Correction 03/13/2017</b>	
Ohio Business Gateway	03/02/2017	136.73	Sales Tax - February	EFT
Ohio Edison	03/02/2017	1,290.50	Service 01/28/2017 - 02/28/2017	EFT
Postmaster - Norwalk	03/01/2017	49.00	Stamps	3359
Travelers Insurance	02/16/2017	353.00	Criminal Policy	3358
Vaughn, Linda	02/28/2017	75.00	Secretary / Treasurer - February	3360
		<u>16,821.05</u>		

				Approved 02/13/2017
Beck, John	02/01/2017	125.00	January	3353
Michael Baker International	02/13/2017	4,950.00	Design Apron Rehab	
Michael Baker International	02/13/2017	5,499.94	Master Plan Update Study #3	
		<u>10,574.94</u>		

27,395.99      Total Checks Written 03/13/2017