

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, May 08, 2017 – 5:00pm

Call Meeting to Order:

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

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: April 10, 2017

Operational and Financial April 30, 2017

April Fuel Sales:

AVGas: \$ 2,248.73	Gallons: 516.95
Jet A: \$ -0-	Gallons: -0-

Approval of April 30, 2017 Financials

As of April 30, 2017

Cash in Bank:	\$ 88,040.77
Net Income YTD:	\$ 146,678.38
Total Expenses YTD:	\$ 72,575.38
Net Income/ Loss YTD:	\$ 74,103.00

Approval to Pay Invoices: \$ 3,915.76

Approval of Inv #977404-4 for \$3,150.00 Apron Rehab and Inv #977403-6 for \$21,999.76 Master Plan Update

Old Business:

Consultant / Grant Update

New Business:

Delinquent Accounts

Date of Next Meeting:

Monday, June 12, 2017@ 5:00pm

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, April 10, 2017

Melissa James called the meeting to order

Roll Call

Members Present: Melissa James Randy Birchfield

Guest:

J.W. Kelley	Chuck Plumb	Marcus & Mary Holtz
Travis Weisenberger	Mike Weisenberger	Don Roth
Patty LeClair	Dennis Sokol	Dan LeClair
Royden Smith	Paul Strack	

Motion to Excuse:

Approval of Minutes:

Melissa James made a motion to approve the March 13, 2017 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

Operational and Financial Report:

Operational and Financial March 31, 2017

March 2017 Fuel Sales:

AVGas: \$ 1,145.14	Gallons: 263.25
Jet A: \$ -0-	Gallons: -0-

Approval of March 31, 2017 Financials

As of March 31, 2017

Cash in Bank:	\$ 34,774.33
Net Income YTD:	\$ 75,076.15
Total Expenses YTD:	\$ 54,872.09
Net Income/ Loss YTD:	\$ 20,204.06

Approval to Pay Invoices: \$ 4,504.41 (04/05/2017) plus \$20.88 to Carter Lumber for 6" elbow.

Melissa James made a motion to approve the March 13, 2017 financials and invoices. Randy Birchfield seconded. Motion Passed.

Old Business:

Randy Birchfield found a 3" hole in the Commercial Building

New Business:

Commercial Building door needs replaced. Received three (3) bids for replacement:

Norwalk Glass, LTD.	\$ 1, 794.00
Capital Aluminum & Glass	\$ 2,975.00
J & B Classical Glass	\$ 1,980.00

Discussion to repair or replace aluminum door. Needs to be replaced.

Melissa James moved to accept Norwalk Glass, LTD. bid for \$ 1,794.00. Harry Brady seconded.

Motion Passed with 2 votes in favor and 1 against.

Paul Strack of Michael Baker International presented Consultant Report. Signatures needed on SF271 and SF42 to close grant.

Grant request to ODOT for \$6,124 needs Commissioner signature for 5% match for Master Plan and Apron Design.

Approval of 2nd Quarter report: Melissa James moved to accept. Randy Birchfield seconded. Motion Passed.

Approval of 90% draw to FAA. Melissa James moved to accept. Randy Birchfield seconded. Motion Passed.

Approval to upload to FAA: Invoice #974355-05 for \$ 63,249.31 Master Plan Update and Invoice #974354-03 for \$8,100.00 for Apron Rehab. Melissa James moved to accept. Randy Birchfield seconded. Motion Passed.

Next Meeting May, 08 2017

Board:

Randy Birchfield reported water laying on taxiways, not going into retention pond. Ditches need to be cleaned.

Marcus will use die next time it rains to see where the water goes to.

West side hangar has a hole in roof above Steve’s plane

Public Comments:

Don Roth asked if there is still airport zoning. ODOT Aviation and Summit Motorsports Park dealing with light pole issue. Harry Brady commented that the Airport Board has nothing to do with the situation.

Dennis Sokol asked if Foghorn Designs covers water and EPA testing of sewer plant.

Dan LeClair quoted prices for \$2.80 - \$3.00 for commercial spaces.

Adjourned:

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Authority
Balance Sheet
As of April 30, 2017

12:33 PM
05/03/2017
Cash
Basis
Apr 30, 17

ASSETS

Current Assets

Checking/Savings

Civista 23825 88,040.77

Total Checking/Savings 88,040.77

Accounts Receivable

Accounts Receivable -165.00

Total Accounts Receivable -165.00

Total Current Assets 87,875.77

TOTAL ASSETS 87,875.77

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 74,103.00

Total Equity 87,875.77

TOTAL LIABILITIES & EQUITY 87,875.77

Huron County Airport Authority

12:38 PM

Profit & Loss YTD

05/03/2017

April
2017

	<u>Apr 17</u>	<u>Cash Basis Jan - Apr 17</u>
Ordinary Income/Expense		
Income		
Commercial Office Rent	937.50	3,770.16
FAA Grant	64,214.00	110,248.00
Farm Rent	0.00	8,538.64
Fuel Sales	2,248.73	6,683.74
Hangar Rent	3,852.00	16,238.00
Utilities Reimbursement	350.00	1,199.84
Total Income	71,602.23	146,678.38
Expense		
Credit Card Processing	60.49	159.67
FAA Grant Expense	13,199.91	51,149.55
Insurance Expense	0.00	353.00
Maintenance	125.00	660.05
Office Expense		
Office Supplies	14.97	96.59
Postage	13.24	85.99
Total Office Expense	28.21	182.58
Ohio EPA Reporting	800.00	3,275.00
Propane	464.40	1,161.12
Property Taxes	0.00	3,410.22
Repairs and Maintenance	1,389.05	3,950.53
Sales Tax		
Sales Tax Discount	-0.62	-3.02
Sales Tax - Other	83.02	403.74
Total Sales Tax	82.40	400.72
Secretary / Treasurer	75.00	300.00
Service Agreements	0.00	995.00
Snow Removal	0.00	375.00
Utilities		
Electric	1,366.10	5,002.86
Telephone Expense	115.88	464.16
Water	79.25	681.92
Total Utilities	1,561.23	6,148.94
Website Expense	0.00	54.00
Total Expense	17,785.69	72,575.38
Net Ordinary Income	53,816.54	74,103.00
Net Income	53,816.54	74,103.00

Huron County Airport Authority

Date: 05/08/2017 Invoice Approval for 05/08/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	05/01/2017	125.00	April	3371
Frontier	04/28/2017	118.65	Service 04/28/2017 - 05/27/2017	EFT
Goff, Marshall	05/01/2017	800.00	April	3372
Holtz, Mary	05/02/2017	961.11	Mowing / Diesel	3382
Huron County Chamber	05/02/2017	75.21	Overnight Mailing (2) / Copies	3374
Northern Ohio Rural Water	04/27/2017	79.25	Service 03/13/2017 - 04/12/2017	3376
Norwalk Ace	05/02/2017	8.56	Great Stuff Big Gap	3377
Norwalk City	04/18/2017	55.00	March Testing	3378
Norwalk Heating	04/04/2017	90.00	Fixed Noise	3379
Ohio Business Gateway	05/01/2017	161.81	Sales Tax - April	EFT
Ohio Edison	05/02/2017	1,161.06	Service 03/31/2017 - 04/28/2017	EFT
Sunrise	04/14/2017	205.11	Diesel 90 Gallons	3380
Vaughn, Linda	05/01/2017	75.00	Secretary / Treasurer - April	3381

3,915.76

Approved 04/10

Michael Baker International	04/10/2017	8,100.00	Design Apron Rehab #3	3375
Michael Baker International	04/10/2017	63,249.31	Master Plan Update Study #5	3375

71,349.31

75,265.07 Total Checks Written 05/08/2017