

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, June 12, 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: May 08, 2017, 2017

Operational and Financial May 31, 2017

May Fuel Sales:

AVGas: \$ 8,881.44	Gallons: 2,010.70
Jet A: \$ 186.24	Gallons: 53.21

Approval of May 31, 2017 Financials

As of May 31, 2017

Cash in Bank:	\$ 73,048.73
Net Income YTD:	\$ 206,557.06
Total Expenses YTD:	\$ 54,872.09
Net Income/ Loss YTD:	\$ 20,204.06

Approval to Pay Invoices: \$ 26,896.56 (06/13/2017) **Corrections / Additions**

Old Business:

Consultant / Grant Update

Co-Pay Electric Meter for Foghorn / Precision Aero Ag Service, Inc.

New Business:

Draft of Wildlife Study

Date of Next Meeting:

Monday, July 10, 2017@ 5:00pm

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, May 08, 2017

Guest:

Marcus & Mary Holtz  
Don Roth  
Dan LeClair

Travis Weisenberger  
Patty LeClair  
Royden Smith

Mike Weisenberger  
Dennis Sokol

Harry Brady called the meeting to order

**Roll Call**

Members Present: Harry Brady Melissa James

**Motion to Excuse:**

\*\*Randy Birchfield temporarily

**Public Comments:**

Airport will not be closed for Cavalcade of Stars (Correction made on 05/09/2017 Airport will be Closed Saturday night / Note: Did not close due to weather) 2017 Closures on website (Completed 05/09/2017)  
Apron Rehab Plan on website

**Approval of Minutes:**

Melissa James made a motion to approve the April 10, 2017 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

**Operational and Financial Report:**

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

Harry Brady made a motion to approve the April 30, 2017 financials and invoices. Melissa James seconded. Motion Passed.

Melissa James made a motion to approve Michael Baker International Invoice #977403-6 for \$21,999.76 Master Plan Update. Harry Brady seconded. Motion Passed.

\*\*Randy Birchfield is in attendance.

Melissa James made a motion to approve Michael Baker International Invoice #977404-4 for \$3,150.00 Apron Rehab. Randy Birchfield seconded. Motion Passed.

**Old Business:**

Harry Brady has spoken with Joe Hintz who talked to the county engineer about maintaining the ditches along Jim Esker Drive. Engineer indicated that it would be put on the schedule to grade and clean the ditches.

**New Business:**

Handling of delinquent accounts. Discussion to email / send letter. Need to create a Standard Operating Procedure so that all accounts are handled in the same way. Need to get emails from pilots, as office does not have all emails. Establish SOP for handling of 2<sup>nd</sup> planes being moved in and out.

Add email and cell # to contracts.

Melissa James stated that the Ohio EPA has contacted her about situation at airport.

**Board:**

Randy Birchfield asked about Precision Aerial Ag Service, Inc. using 10,000 gallons of pond water. OK with board.

Other option would be to use the well water. Rehab of pump would be at Precision Aerial Ag Service, Inc. cost. Electric meter needs to be installed on hangar that Precision Aerial Ag Service, Inc. is using.

Precision Aerial Ag Service, Inc. will be using 1,000 gallons of AVGas a day. Airport will need to purchase fuel. Precision Aerial Ag Service, Inc. will purchase 1,000 gallons at a time.

Harry Brady moved that anyone who purchases 1,000 gallons at one time receive a \$0.10 discount with Advanced Notice. Melissa James seconded. Motion Passed.

JetA hose needs to be repaired. John Beck has not had time, but will repair next Thursday (05/18/2017).

Melissa James moved to purchase 4,000 gallons of AVGas – hopefully being able to split a load. Randy Birchfield seconded. Motion Passed.

Melissa James moved to purchase 4,000 gallons of JetA after hose is fixed and working correctly and that the 1,000 gallons of AVGas has been purchased. Randy Birchfield seconded. Motion Passed.

Foghorn electric flow meter would cost between \$1,200 - \$1,400 including installation.

Harry Brady moved that the airport would split the cost for separate meters for Foghorn and Precision Aerial Ag Service, Inc. 50/50. Melissa James seconded. Motion Passed.

Randy Birchfield reported the cost for Foghorn could co-pay by a private fund. Harry Brady moved to table this item till next meeting.

Harry Brady stated that tomorrow –Tuesday – repair of the water leaks @ 6:00pm will be done. Bring tools and any and all help is appreciated.  
Melissa James asked about repairing the whirly gig on the roof.

**Adjourned:**

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

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

**Huron County Airport Authority**  
**Balance Sheet**  
As of May 31, 2017

3:28 PM  
06/07/2017  
Cash  
Basis  
May 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**Civista** 73,048.73

**Total Checking/Savings** 73,048.73

**Accounts Receivable**

**Accounts Receivable** -797.50

**Total Accounts Receivable** -797.50

**Total Current Assets** 72,251.23

**TOTAL ASSETS** 72,251.23

**LIABILITIES & EQUITY**

**Equity**

**Opening Balance Equity** 40,822.82

**Retained Earnings** -27,050.05

**Net Income** 58,478.46

**Total Equity** 72,251.23

**TOTAL LIABILITIES & EQUITY** 72,251.23

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

9:35 AM  
 04/04/2017

	<u>Mar 17</u>	<u>Cash Basis Jan - Mar 17</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Commercial Office Rent	1,574.90	2,832.66
FAA Grant	11,880.00	46,034.00
Farm Rent	0.00	8,538.64
Fuel Sales	1,145.14	4,435.01
Hangar Rent	4,737.00	12,386.00
Utilities Reimbursement	457.60	849.84
<b>Total Income</b>	<b>19,794.64</b>	<b>75,076.15</b>
<b>Expense</b>		
Credit Card Processing	26.48	99.18
FAA Grant Expense	24,199.79	37,949.64
Insurance Expense	353.00	353.00
Maintenance	250.00	535.05
<b>Office Expense</b>		
Office Supplies	23.09	81.62
Postage	72.75	72.75
<b>Total Office Expense</b>	<b>95.84</b>	<b>154.37</b>
Ohio EPA Reporting	800.00	2,475.00
Propane	0.00	696.72
Property Taxes	0.00	3,410.22
Repairs and Maintenance	0.00	2,561.48
<b>Sales Tax</b>		
Sales Tax Discount	-1.65	-3.02
Sales Tax - Other	220.78	403.74
<b>Total Sales Tax</b>	<b>219.13</b>	<b>400.72</b>
Secretary / Treasurer	75.00	225.00
Service Agreements	0.00	995.00
Snow Removal	0.00	375.00
<b>Utilities</b>		
Electric	1,290.50	3,636.76
Telephone Expense	115.88	348.28
Water	79.25	602.67
<b>Total Utilities</b>	<b>1,485.63</b>	<b>4,587.71</b>
Website Expense	0.00	54.00
<b>Total Expense</b>	<b>27,504.87</b>	<b>54,872.09</b>
<b>Net Ordinary Income</b>	<b>-7,710.23</b>	<b>20,204.06</b>
<b>Net Income</b>	<b>-7,710.23</b>	<b>20,204.06</b>

# Huron County Airport Authority

Date: 06/12/2017      Invoice Approval      for      06/12/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	06/01/2017	125.00	May	3383
<b>VOID</b>	06/05/2017	<b>VOID</b>	Rekey 2 Locks	3384
Birchfield, Randy	05/30/2017	462.17	Hannay Direct Replacement Motor	3385
Epic	05/11/2017	13,627.83	3,990 Gallons AVGas	3386
Flickinger Insurance	06/06/2017	1,812.00	General Liability till 07/11/2018	3387
Frontier	05/28/2017	119.91	Service 05/28/2017 - 06/27/2017	EFT
Goff, Marshall	06/01/2017	800.00	May	3388
Holtz, Mary	05/30/2017	1,050.00	Mowing	3389
Huron County Chamber	06/06/2017	45.60	Copies	3390
Huron County Treasurer	06/12/2017	3,410.22	2nd Half 2016	3391
Northern Ohio Rural Water	05/25/2017	99.92	Service 04/12/2017 - 05/12/2017	3393
Norwalk Glass	05/05/2017	1,794.00	Entry Door	3394
Norwalk Heating Co.	06/12/2017	772.00	LL Filter Drier	3395
Ohio Business Gateway	06/06/2017	652.48	Sales Tax - May	EFT
Ohio Edison	06/01/2017	1,101.17	Service 004/29/2017 - 05/30/2017	EFT
Turnbull Plumbing	05/17/2017	95.00	Backflow Test	3396
Tusing Builder	05/25/2017	588.76	Roof Repairs	3397
Vaughn, Linda	06/01/2017	75.00	Secretary / Treasurer - May	3398
<b>Correction - Randy paid Betschman Security</b>				
Birchfield, Randy	06/05/2017	25.00	Rekey 2 Locks	3399
<b>Addition</b>				
Superior Fire Services	06/08/2017	240.50	Annual Inspection	3400
		<u>26,896.56</u>		

			Approved 05/08/2017	
Michael Baker International	05/08/2017	3,150.00	Design Apron Rehab #4	3392
Michael Baker International	05/08/2017	21,999.76	Master Plan Update Study #6	3392
		<u>25,149.76</u>		

52,046.32      Total Checks Written