

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, July 10, 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: June 12, 2017

Operational and Financial June 30, 2017

May Fuel Sales:

AVGas: \$ 5,591.82	Gallons: 1,256.59
Jet A: \$ 981.51	Gallons: 280.43

Approval of June 30, 2017 Financials

As of June 30, 2017

Cash in Bank:	\$ 43,046.50
Net Income YTD:	\$ 228,896.39
Total Expenses YTD:	\$ 200,282.66
Net Income/ Loss YTD:	\$ 28,613.73

Approval to Pay Invoices: \$ 23,053.07 (updated 07/10/2017 12:15pm)

Old Business:

Wild Life Study

Consultant / Grant Update

New Business:

Fire Marshal

Date of Next Meeting:

Monday, August 14, 2017@ 5:00pm

Adjournment:

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

Guest:

Marcus & Mary Holtz
Dan LeClair

Don Roth

Dennis Sokol

Paul Strack - Michael Baker International
Marques Binette – Huron County Prosecutors Office

Harry Brady called the meeting to order

Roll Call

Members Present: Harry Brady Melissa James Randy Birchfield

Motion to Excuse:

Public Comments:

Marcus & Mary are doing a good job with mowing

Approval of Minutes:

Correction to May 08, 2017 minutes: Airport was to be closed for Cavalcade of Stars on 05/09/2017 (Airport did not close due to weather) NOTOMS Cancelled

Melissa James made a motion to approve the May 08, 2017 regular meeting minutes as corrected. Harry Brady seconded. Motion Passed.

Operational and Financial Report:

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) **Correction / Additions**

Correction : Check to Betschman Security was paid by Randy Birchfield – need to pay Randy Birchfield

Melissa James made a motion to approve the May 31, 2017 financials and invoices (with correction). Harry Brady seconded. Motion Passed.

Old Business:

Paul Strack from Michael Baker International reported:

FAA Approval to bid Apron Project
No new draw request this month as amount was below ODOT's threshold
Will upload new invoices once approved
Advertise bids 06/22 and 06/29 in Norwalk Reflector and Plain Dealer / Open bids July 7, 2017

Randy Birchfield moved to advertise for bids. Melissa James seconded. Motion Passed.

Grant request from ODOT 95/5 as backup. Melissa James moved to accept. Harry Brady seconded. Motion Passed.

Approval of Inv # 979997 for \$4,950.00 Design of Apron Rehab and Connector relocation. Harry Brady moved to accept. Randy Birchfield seconded. Motion Passed.

Harry Brady moved to adopt Resolution #2017-1 and seconded by Melissa James; whereas, the Norwalk-Huron County Airport hereby authorize President Joe Hintz to execute the Ohio Airport Grant Application for the Norwalk-Huron County Airport for Apron Rehabilitation and in the amount of Forty-Five Thousand Three Hundred Thirty-Eight Dollars and Zero Cents (\$45,338.00); Therefore, be it resolved, that the signed Grant be submitted.

TAC meeting June 28, 2017 @ 5:30 pm

Other:

Public Records Request what is a document? Fixed medium. Marques Binette suggested the Ohio Attorney General Manual on Public Records.

Electric Meters:

Harry Brady contacted 4 companies for bids to separate Commercial hangar electric. Fresch Electric, Inc. was only bid received for \$1,760.00 to install a Semoun M Rod Kilowatt meter in Commercial hangar. Maintenance hangar has its own meter.

Foghorn Designs is not willing to pay electric for the entire Commercial hangar.

Harry Brady moved to install meter. Melissa James seconded. Motion Passed with Randy Birchfield voting no. Discussion about no bench mark for usage of Commercial hangar.

New Business:

Draft of Wildlife study discussed. Field does not have stumps and should be brush hog. Clean ditches.

State Fire Marshall requires leak detector. Quote from Tanknology for \$413.50. Melissa James moved to accept quote. Harry Brady seconded. Motion Passed.

New operator Albright for water treatment starting July 01, 2017 @ \$400.00 per month. Randy Birchfield moved to accept. Melissa James seconded. Motion Passed.

Board:

Harry Brady read the email he received from the EPA (will be posted on website).
Jet A is low and should be purchased before NHRA Nationals.

Randy Birchfield gave Linda Vaughn \$160.00 toward 1 month of temporary T-Hangar space.
Superior Fire invoice for \$240.50 for annual inspection. Randy Birchfield moved to add to Pay Schedule. Melissa James seconded. Motion Passed. **Addition**

Randy Birchfield has been taking copper wire out of old ballast and recycling. Would like to host a picnic for the volunteers. Harry Brady moved to accept. Randy Birchfield seconded. Motion Passed.

Next Board meeting July 10, 2017.

Harry Brady moved to enter Executive Session. Melissa James seconded. Motion Passed.

Adjourned:

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

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

1:41 PM
07/05/2017
Cash
Basis
Jun 30, 17

ASSETS

Current Assets

Checking/Savings

Civista 43,046.50

Total Checking/Savings 43,046.50

Accounts Receivable

Accounts Receivable -660.00

Total Accounts Receivable -660.00

Total Current Assets 42,386.50

TOTAL ASSETS 42,386.50

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 28,613.73

Total Equity 42,386.50

TOTAL LIABILITIES & EQUITY 42,386.50

Huron County Airport Authority
Profit & Loss YTD
 January through June 2017

1:42 PM
 07/05/2017
 Cash
 Basis
 Jan - Jun
 17

Ordinary Income/Expense	
Income	
Ballast Recycling	220.00
Commercial Office Rent	4,901.76
FAA Grant	162,622.00
Farm Rent	8,538.64
Fuel Sales	22,324.75
Hangar Rent	22,444.50
ODOT Grant	6,124.00
Overnight Fees	90.00
Utilities Reimbursement	<u>1,630.74</u>
Total Income	228,896.39
Expense	
Bank Service Charges	0.00
Credit Card Processing	556.89
FAA Grant Expense	147,648.62
Fuel Purchased	
100 AVGas	13,627.83
Diesel Fuel	<u>216.22</u>
Total Fuel Purchased	13,844.05
Insurance Expense	2,165.00
Maintenance	918.61
Mowing	2,000.00
Office Expense	
Office Supplies	169.90
Postage	<u>133.49</u>
Total Office Expense	303.39
Ohio EPA Reporting	4,930.00
Propane	1,161.12
Property Taxes	6,820.44
Repairs and Maintenance	8,017.96
Sales Tax	
Sales Tax Discount	-10.50
Sales Tax - Other	<u>1,224.18</u>
Total Sales Tax	1,213.68
Secretary / Treasurer	450.00
Service Agreements	995.00
Snow Removal	375.00
Utilities	

Electric	7,265.09
Telephone Expense	702.72
Water	<u>861.09</u>
Total Utilities	8,828.90
Website Expense	<u>54.00</u>
Total Expense	<u>200,282.66</u>
Net Ordinary Income	<u>28,613.73</u>
Net Income	<u><u>28,613.73</u></u>

Huron County Airport Authority

Date: 07/10/2017 Invoice Approval for 07/10/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	07/01/2017	125.00	June	3401
Effective Web	07/07/2017	239.40	1 Year Web Hosting	3411
Epic Aviation	06/15/2017	5,473.24	2,981 Gallons Jet A	3402
Epic Aviation	07/06/2017	13,280.62	3,940 Gallons Avgas	3412
Frontier	06/28/2017	119.91	Service 06/28/2017 - 07/27/2017	EFT
Ferrellgas	05/31/2017	130.63	62.3 Gallons Propane	3403
Goff, Marshall	07/03/2017	800.00	June	3404
Holtz, Mary	06/30/2017	1,050.00	Mowing	3405
Huron County Chamber	07/05/2017	46.21	Copies / Postage	3406
Laser Images	07/05/2017	31.11	Envelopes	3407
Northern Ohio Rural Water	06/28/2017	129.64	Service 05/12/2017 - 06/12/2017	3409
Ohio Business Gateway	07/03/2017	473.00	Sales Tax - June	EFT
Ohio Edison	06/29/2017	1,079.31	Service 05/31/2017 - 06/27/2017	EFT
Vaughn, Linda	07/01/2017	75.00	Secretary / Treasurer - June	3410
		<u>23,053.07</u>		

			Approved 06/12/2017	
Michael Baker International	06/09/2017	4,950.00	Design Apron Rehab #5	3408
		<u>4,950.00</u>		

28,003.07 Total Checks to be Written