

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, August 14, 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: July 10, 2017

Operational and Financial July 31, 2017

July Fuel Sales:

AVGas: \$ 17,919.30	Gallons: 4,045.89
Jet A: \$ 444.12	Gallons: 126.89

Approval of June 30, 2017 Financials

As of July 31, 2017

Cash in Bank:	\$ 39,188.39
Net Income YTD:	\$ 225,572.11
Total Expenses YTD:	\$ 229,156.49
Net Income/ Loss YTD:	\$ 25,415.62

Approval to Pay Invoices: \$ 19,722.77 (08/09/2017)

Old Business:

Consultant / Grant Update  
Fire Marshal

New Business:

Epic Fuel Audit  
Tanknology

Date of Next Meeting:

Monday, September 11, 2017@ 5:00pm

Adjournment:

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

**Guest:**

Marcus & Mary Holtz  
Dan LeClair

Don Roth  
Tracy D. Hille

Dennis Sokol

Lance Wanamaker - Michael Baker International

Harry Brady called the meeting to order

**Roll Call**

**Members Present:** Harry Brady

Melissa James

Randy Birchfield

**Motion to Excuse:**

**Public Comments:**

Dan LeClair asked about the 20/1 study. Lance reported that the 18 B Survey for obstructions is under review at FAA.

Dennis Sokol asked about grass clippings being blown into hangers. Marcus said that they always mow away from the hangars.

Randy Birchfield reported that new R/R ties were put in by Marcus.

Marcus & Mary are working on weeds in the EPA tank.

**Approval of Minutes:**

Melissa James made a motion to approve the June 12, 2017 regular meeting minutes. Harry Brady seconded. Motion Passed.

**Operational and Financial Report:**

Operational and Financial June 30, 2017

June 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

Randy Birchfield made a motion to approve the June 30, 2017 financials and invoices. Melissa James seconded. Motion Passed.

**Old Business:**

Consultant / Grant Update: Lance reported ACIP grant for Apron will come closure to the fall. Invoice #1 was paid, not sure about #2. No new invoices. Grant to ODOT for \$38,800 for administration expenses. Erie Blacktop was awarded the bid for \$157,028.00. Will need to get quotes for the 27' not covered by FAA grant.

Approval of the Quarterly Reports. Melissa James moved to approve. Randy Birchfield seconded. Motion Passed.

Task Order Administrative #3 when grant is approved. Melissa James moved to approve. Randy Birchfield seconded. Motion Passed.

When construction begins forego 1 month rent to tenants in the Commercial hangar. Harry Brady moved to approve. Randy Birchfield seconded. Motion Passed.

Wildlife study will be put on the website.

**New Business:**

Fire Marshall: Melissa James reported that the airport could be fined. Tanknology is working on getting the airport on the schedule for leak test. Randy Birchfield asked if new detectors should be installed. Need to find out how often leak test needs to be completed.

Harry Brady reported that weeds need to be removed from the plant. Putting up a sign as required by EPA where discharge outlet is. Blower is working.

Pancake Breakfast scheduled for August 13<sup>th</sup>. Tracy Hille reported they have completed a walk-through, have a layout of Commercial hangar and where parking for cars and planes will be. This is the EAA Chapter 50 main fundraiser. Used for scholarships and Boy Scouts aviation badges. Young Eagle flights will be offered. Hoping to serve 400 breakfast. Cost will be \$7.00 for adults and \$4.00 for kids. Get Car Coddlers to Tracy.

**Board:**

Randy Birchfield has fixed the maintenance hangar door, but pulleys need to be replaced. Has not been able to find them.

Next Board meeting August 14, 2017.

Melissa James moved to adjourned. Harry Brady seconded. Motion Passed.

**Adjourned:**

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

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

# Huron County Airport Authority Balance Sheet

As of July 31, 2017

3:41 PM

08/01/2017  
Cash  
Basis

Jul 31, 17

## ASSETS

### Current Assets

#### Checking/Savings

Civista 23825

39,188.39

#### Total Checking/Savings

39,188.39

#### Total Current Assets

39,188.39

## TOTAL ASSETS

39,188.39

## LIABILITIES & EQUITY

### Equity

Opening Balance Equity

40,822.82

Retained Earnings

-27,050.05

Net Income

25,415.62

#### Total Equity

39,188.39

## TOTAL LIABILITIES & EQUITY

39,188.39

# Huron County Airport Authority Profit & Loss YTD

January through July 2017

3:42 PM

08/01/2017  
Cash  
Basis

Jan - Jul  
17

## Ordinary Income/Expense

### Income

Ballast Recycling

220.00

Commercial Office Rent

6,854.09

FAA Grant

162,622.00

Farm Rent

8,538.64

Fuel Sales

40,688.47

Hangar Rent

27,001.50

ODOT Grant

6,124.00

Overnight Fees

220.00

Utilities Reimbursement

2,303.41

#### Total Income

254,572.11

### Expense

Bank Service Charges

0.00

Credit Card Processing

1,014.15

FAA Grant Expense

152,598.62

Fuel Purchased

100 AVGas

26,908.45

Diesel Fuel

216.22

Jet-A

5,473.24

<b>Total Fuel Purchased</b>	32,597.91
<b>Insurance Expense</b>	2,165.00
<b>Maintenance</b>	1,043.61
<b>Mowing</b>	3,050.00
<b>Office Expense</b>	
<b>Office Supplies</b>	222.56
<b>Postage</b>	158.15
<b>Total Office Expense</b>	380.71
<b>Ohio EPA Reporting</b>	5,730.00
<b>Propane</b>	1,291.75
<b>Property Taxes</b>	6,820.44
<b>Repairs and Maintenance</b>	8,431.46
<b>Sales Tax</b>	
<b>Sales Tax Discount</b>	-14.07
<b>Sales Tax - Other</b>	1,700.75
<b>Total Sales Tax</b>	1,686.68
<b>Secretary / Treasurer</b>	525.00
<b>Service Agreements</b>	995.00
<b>Snow Removal</b>	375.00
<b>Utilities</b>	
<b>Electric</b>	8,344.40
<b>Telephone Expense</b>	822.63
<b>Water</b>	990.73
<b>Total Utilities</b>	10,157.76
<b>Website Expense</b>	293.40
<b>Total Expense</b>	229,156.49
<b>Net Ordinary Income</b>	25,415.62
<b>Net Income</b>	<u>25,415.62</u>

# Huron County Airport Authority

Date: 08/09/2017

Invoice Approval

for

08/14/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Albrecht, Bill	08/01/2017	400.00	July	3414
Beck, John	08/01/2017	125.00	July	3415
Epic Aviation	07/19/2017	13,687.37	3,938 Gallons AVGas	3416
Frontier	07/28/2017	119.64	Service 07/28 - 08/27/2017	EFT
Holtz, Mary	07/31/2017	1,149.32	Mowing / Lock / Fuel / Mileage	3417
Huron County Chamber	07/31/2017	39.03	Copies / Postage	3418
Northern Ohio Rural Water	07/27/2017	112.84	Service 06/12 - 07/12/2017	3419
Norwalk City	07/18/2017	90.00	June Testing	3420
Ohio Business Gateway	08/01/2017	1,321.36	Sales Tax - July	EFT
Ohio Edison	08/01/2017	1,122.90	Service 06/28 - 07/28/2017	EFT
QT Pod	07/26/2017	6.96	Proprietary Card	3421
State of Ohio UST Fund	07/17/2017	1,200.00	Certificate of Coverage	3422
Sunrise	07/07/2017	273.35	129 Gallons of Diesel	3423
Vaughn, Linda	08/01/2017	75.00	Secretary / Treasurer - July	3424

19,722.77

Tanknology / COD	07/25/2017	413.50	Quote Approved May 08, 2017	3413
------------------	------------	--------	-----------------------------	------

20,136.27

20,136.27 Total Checks Written