

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Tuesday, April 14, 2015 – 6:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
John Evans _____
Melissa James _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: March 10, 2015
Approval of Minutes from Special Meeting: March 27, 2015

Operational and Financial Report:

March 2015 Fuel Sales: Gallons = 220.75 / \$1,276.36

Approval of Preliminary March 2015 Income Statement

Approval to Pay Invoices: \$6,301:86 *6000.00*

Motion to Pay Invoices

Old Business:

Tractor

House in Storage

RFQ for Secretary / Treasurer

New Business:

Coordination with Huron County General Health District

RFQ for Airport Manager

Fuel Pump Issues

Updating By-Laws

Date of May 2015 Meeting:

May 12, 2015

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, March 10, 2015

1. Harry Brady called the meeting to order at 2:00 pm

2. **Roll Call:**

Members Present:

Harry Brady
John Evans
Melissa James

Guests:

| | |
|------------------|---------------|
| Don Roth | J.W. Kelley |
| Daniel LeClair | Patty LeClair |
| Allen Neilson | Scott Seitz |
| Randy Birchfield | Dennis Sokol |

3. **Approval of Minutes:**

John Evans made a motion to approve January 13, 2015 regular meeting minutes. Harry Brady seconded. Motion Passed.

Melissa James made a motion to approve January 28, 2015 special meeting minutes. John Evans seconded. Motion Passed.

Melissa James made a motion to approve February 10, 2015 regular meeting minutes. John Evans seconded. Motion Passed.

4. **Operational and Financial Report:**

Fuel sales for January 115.50 gallons / Sales \$668.75

Fuel sales for February 80.76 gallons / Sales \$467.60

5. **Payment of Invoices:**

Balance of the Disbursement account for January \$49.44 / February \$402.69.

Balance of Merchant account for January \$41,488.88 / February \$37,438.17.

Current invoices total \$3,734.37. Harry Brady made a motion to approve. John Evans seconded. Motion Passed.

Harry Brady made a motion to transfer \$3,400.00 from merchant account to disbursement account. Melissa James seconded. Motion Passed.

6. **Old Business:**

Airport Tractor: Jim Smith and Harry Brady went to Olena Tractor Sales. Tractor is torn apart. Block will be cleaned and re-sleeved if needed. Clutch has 80% left; cost for clutch kit is \$300.00. If board considers getting a 3 point snow blower attachment, will need a new clutch.

7. **New Business:**

RFQ for Consultant: Resolution to issue RFQ for consultant this month. Melissa James made a motion to approve. John Evans seconded. Motion Passed.

Agenda: Moving to get the meeting agenda issued before the meeting.

Close Disbursement Account: Melissa James made a motion to close the disbursement account. John Evans seconded. Discussion was that the double accounts were used because of accounting problems in the past and disbursement account had a low balance. Secretary / Treasurer position is not a check signer and two board members must sign all checks. Motion Passed.

FBO / Airport Manager: Harry Brady discussed that FBO owned or leased space from the airport. Looking at an Airport Manager position to run the airport and not a private business. John Evans stated Airport Manager would have awareness of airport details. Could promote flight school, sell manuals, maps. Would be able to perform basic daily, weekly and monthly duties. The position could incorporate Secretary / Treasurer duties or keep them separate.

Need to move forward and focus on keeping airport open. Need to market airport just like any other business. Regular input with pilots and make their jobs easier.

John Evans stated that a Public Relations / Marketing board would be able to hear more about what needs to be done.

Dennis Sokol stated that criteria needs to be formulated so that the board agrees for Airport Manager and Secretary / Treasurer. ORC has requirements for the Secretary / Treasurer position.

Boy Scout Troop: On April 19th the Boy Scout Troop will have Ohio State Highway Patrol fly in. Board requested the time so that board members can stop out.

8. **Public Comments:**

Patty LeClair asked if Jim Smith is the FBO or Airport Manager. Harry Brady clarified that Jim Smith is Maintenance personnel only. Also, asked if anyone is sumping the fuel tanks. Harry Brady stated he believes Jim did that before he left on vacation.

J.W. Kelley asked if the board knew about the Ohio Air Show in Columbus in April. All airport consultants will be there and the airport paid the expenses for them to go.

Randy Birchfield stated the hot air balloon rides were offered on the weekend. These will be offered every weekend at the reservoir. The reservoir is in the traffic pattern. The balloon company is FAA certified.

Dan LeClair stated that the board needs to move forward to hire Airport Manager and start marketing.

Rotating beacon white light is out. Business out of Mansfield was where it was purchased from.

Where is the road? Harry Brady stated that is in the Commissioners hands.

Federal Grant application? Harry Brady stated that the engineering firm has it. The Commissioners have verbally committed to fixing the runway. Authorize engineering firm needs to complete by February 27th with completed bid package by July. Brian in Detroit with no problems and confirmed contract is not in writing.

Commissioners have always been reluctant to approve grants. Harry Brady will talk to the Commissioners.

Asked what the timeline is for the Airport Manager. Harry Brady stated that at the next meeting the board will look at / approve the qualifications.

John Evans has done a comparison of fuel prices; need to sell it for some profit. Suggest that we match Ashland at \$5.50 but will be lower than Lorain. Harry Brady stated we need to sell it for what we paid and we can do a price adjustment.

Randy Birchfield asked if the wind sock could be replaced, has been missing for months. Gas prices need to be competitive. Fuel needs to sump pump the water. Can check gas prices on-line.

Don Roth stated that we could share fuel with other airports. Asked to consider based pilots receive a fuel discount.

Experimental Air Craft would bring in 50-60 people.

Wings and Wheels stop coming had good community support.

Harry Brady stated hopefully in the future will be able to offer those events again.

Discussion: Give 10% discount on fuel to based pilots. 3% credit card fees. Invoices for rent and fuel could be combined. Need to look into prepaid cards for the pilots, pay cash ahead of time, then receive the discount. Spray operators buy 100's of gallons. John Evans comparison of 6% drop with no credit card fees.

J.W. Kelley stated EPA bill of \$1,000 - \$1,500 for the permit was paid to fill in the ponds.

John Evans stated that the domain name for the website and email HuronCountyAirport.com is owned by the LeClair family. Since it not an official Huron County Airport Authority website and have no access to email a disclaimer needs to be on the website stating that it is "Not an Official Huron County Airport Authority Website". Requested the photo of the board members be removed from the website. Harry Brady also stated that a disclaimer needs to be on the website as it is impersonating a government entity.

Patty LeClair stated she owns the domain name HuronCountyAirport.com and all information is public information.

Harry Brady stated again that it is not run by the Authority and a disclaimer that it is being "Operated by a private individual" needs to be on the website. Patty LeClair stated she will contact her attorney.

Discussion among audience.

John Evans again stated that to board has no access to emails because it is not owned by the Authority. It is owned and operated by private individuals. When asked if Doug Arnold has been contacted for password, John Evans stated that Doug texted him that Patty LeClair would have to provide the password.

J.W. Kelley said the name of the company from Mansfield for the wind sock and light is Manairco.

9. **Next Meeting:**

April 14, 2015 meeting will be held at 6:00 pm. Discussion of Airport Manager qualifications. Harry Brady will have a notice in the newspaper.

10. **Adjournment:**

John Evans moved to adjourn the meeting. Harry Brady seconded. Motion Passed.

Harry Brady adjourned the meeting 3:30 pm.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: 

March 27, 2015 – 8:30 AM
Huron County Airport Board – Special Meeting
Huron County Administration Building, 180 Milan Avenue, Norwalk, Ohio

Airport Board Roll Call: John Evans-present; Melissa James-present; Harry Brady-present

The purpose of this meeting is to review the receipt of Airport Consultant proposals for the Huron County Airport. The notice was posted, and only one proposal was received from Michael Baker International.

The board reviewed the proposed outline. Mr. Evans said that this company appreciates wildlife; has worked at large and small airports. They cooperate with other companies, as needed; are well-rounded and not too big to work with our smaller airport.

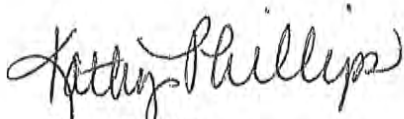
Mr. Brady said that they compared the Huron County Airport to others they have worked on of similar size, such as New Philadelphia.

Ms. James said that Michael Baker is a good company to work with; they are “international”, but based in Cleveland, making them easy to contact and have interaction with. She would like to utilize their services.


Mr. Evans made a motion to proceed with Michael Baker International as consultant for the Huron County Airport; seconded by Ms. James.

John Evans – aye; Melissa James – aye; Harry Brady – aye

A motion was then made by John Evans to adjourn the special meeting, seconded by Melissa James.



Kathy Phillips
Office Administrative Associate
Ohio State University Extension



2015 Income Statement

| | January | February | March | Total |
|----------------------------|-----------------|-----------------|-------------------|------------------|
| Fuel Sales | 668.75 | 467.60 | 1,276.36 | 2,412.71 |
| Transfer to Disbursement | 3,000.00 | 6,500.00 | 3,400.00 | 12,900.00 |
| Hangar Rent | 3,262.50 | 2,057.50 | 3,395.00 | 8,715.00 |
| Farm Rent | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 6,931.25 | 9,025.10 | 8,071.36 | 24,027.71 |
| Bank Service Charges | 8.00 | 0.00 | (4.00) | 4.00 |
| Credit Card Processing | 36.76 | 13.36 | 31.65 | 81.77 |
| Consultant | 0.00 | 0.00 | 0.00 | 0.00 |
| Electric | 713.30 | 662.03 | 864.21 | 2,239.54 |
| Internet | 79.90 | 39.95 | 0.00 | 119.85 |
| Legal / Notices | 0.00 | 9.30 | 0.00 | 9.30 |
| Maintanance | 0.00 | 0.00 | 199.75 | 199.75 |
| Maintanance Supplies | 0.00 | 0.00 | 125.00 | 125.00 |
| Mowing | 0.00 | 0.00 | 0.00 | 0.00 |
| Office / Computer Expenses | 0.00 | 0.00 | 305.69 | 305.69 |
| Phone | 119.45 | 92.42 | 93.27 | 305.14 |
| Postage | 0.00 | 46.02 | 49.00 | 95.02 |
| Propane | 874.59 | 0.00 | 696.46 | 1,571.05 |
| Property Tax | 0.00 | 2,271.27 | 0.00 | 2,271.27 |
| Sales Tax | 120.95 | 0.00 | 73.70 | 194.65 |
| Sales Tax Discount | (0.91) | 0.00 | (0.18) | (1.09) |
| Service Agreements | 0.00 | 0.00 | 0.00 | 0.00 |
| Snow Removal | 0.00 | 692.50 | 1,137.50 | 1,830.00 |
| Water | 78.34 | 76.92 | 76.92 | 232.18 |
| Total | 2,030.38 | 3,903.77 | 3,648.97 | 9,583.12 |
| 100LL Avgas | 0.00 | 0.00 | 0.00 | 0.00 |
| Jet A | 0.00 | 0.00 | 0.00 | 0.00 |
| Diesel | 0.00 | 0.00 | 0.00 | 0.00 |
| Unleaded | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fuel | 0.00 | 0.00 | 0.00 | 0.00 |
| Management | 1,093.01 | 1,889.98 | 0.00 | 2,982.99 |
| Insurance | 362.36 | 362.36 | 1,086.67 | 1,811.39 |
| Total Expenses | 3,485.75 | 6,156.11 | 4,735.64 | 14,377.50 |
| Net Income (Loss) | 3,445.50 | 2,868.99 | 3,335.72 | 9,650.21 |
| Ending Bank Balance | | | | |
| Merchant Account | 41,488.88 | 37,438.17 | 37,776.58 | |
| Disbursement Checking | 49.44 | 402.69 | Closed 03/31/2015 | |

Huron County Airport Authority

Date: 04/13/2015 Invoice Approval for April 14, 2015

| Business Name | Invoice Date | Amount | Purchase | Check # |
|---------------|--------------|--------|----------|---------|
|---------------|--------------|--------|----------|---------|

| | | | | |
|---------------------------------|-----------|----------|---|-----------|
| Betschman Security | 4/8/2015 | 70.00 | Repair Side Door of Office | 3010 |
| Betschman Security | 4/14/2015 | 496.00 | Install New Lock on Entry Door to B-East Hanger | 3026 |
| Harry Brady | 4/14/2015 | 29.35 | Light Bulbs | 3027 |
| Brohl & Appell | 3/20/2015 | 10.96 | Light Bulbs for Office | 3011 |
| Civil & Environment Consultants | 2/17/2015 | 1,280.73 | Professional Service through 01/31/2015 | 3012 |
| Civil & Environment Consultants | 3/16/2015 | 338.28 | Professional Service through 02/28/2015 | 3012 |
| Deluca Plumbing | 3/17/2015 | 75.00 | Certified Backflow Test | 3013 |
| Ferrellgas | 4/9/2015 | 570.59 | Propane | 3025 |
| Frontier | 2/28/2015 | 93.27 | Service 02/28/2015 - 03/27/2015 | 3006 |
| Frontier | 3/28/2015 | 93.27 | Service 03/28/2015 - 04/27/2015 | 3014 |
| J.P. Smith | 3/31/2015 | 403.75 | Hours 03/16/2015 - 03/31/2015 | 3015 |
| J.P. Smith | 3/22/2015 | 3.48 | Outlet Cover / Key | 3015 |
| Marett Snow Removal | 3/3/2015 | 382.50 | Snow Removal 03/01/2015 | 3016 |
| North Coast Wireless | 4/1/2015 | 79.90 | April & May 2015 | 3017/3024 |
| Northern Ohio Rural Water | 2/25/2015 | 76.92 | Water 01/08/2015 - 02/09/2015 | 3007 |
| Northern Ohio Rural Water | 3/25/2015 | 76.92 | Water 02/09/2015 - 03/10/2015 | 3018 |
| Norwalk Ace Hardware | 4/4/2015 | 152.16 | Light Bulbs/Mailbox/Locks/Hose Reels/Bucket/Cleaner/Padlock | 3019 |
| Norwalk Heating Co, Inc. | 4/8/2015 | 203.50 | Repaired Furnace Vent | 3020 |
| Norwalk Reflector | 2/6/2015 | 136.93 | Maintenance Help Wanted | 3023 |
| Norwalk Reflector | 3/19/2015 | 65.10 | Legal Notice RFQ Airport Consultants | 3023 |
| Ohio Edison | 3/3/2015 | 754.61 | Utility 01/30/2015 - 02/27/2015 | 3008 |
| Ohio Edison | 3/31/2015 | 707.44 | Utility 02/28/2015 - 03/31/2015 | 3021 |
| QTPod | 3/11/2015 | 80.82 | Printer Thermal Paper (1 Case = 12 Rolls) | 3022 |
| State of Ohio | 4/1/2015 | 100.73 | Sales Tax for March 2015 / Correction January & February | EFT |
| U.S. Postmaster | 3/16/2015 | 49.00 | Stamps | 3009 |
| 6,331.21 | | | | |

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Tuesday, May 12, 2015 – 2:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
John Evans _____
Melissa James _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: April 14, 2015

Approval of Minutes from Special Meeting: April 29, 2015

Operational and Financial Report:

April 2015 Fuel Sales: Gallons = 275.12 / \$1,548.61

Approval of Preliminary April 2015 Income Statement

Approval to Pay Invoices: \$4,352.43

Motion to Pay Invoices

Old Business:

House in Storage

RFQ Airport Manager

Updating By-Laws

New Business:

Discussion of response from FAA on 2013 complaint by the Friends of the Airport

Date of June 2015 Meeting:

June 09, 2015 @ 2:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Special Meeting Minutes, April 29, 2015

1. Harry Brady called the meeting to order at 6:30 pm

2. **Roll Call:**

Members Present:

Harry Brady

John Evans

Melissa James

3. **Airport Manager:**

Discussion of one application received for Airport Manager. Legal Notice ran for 5 days in Norwalk Reflector. Friends of the Airport also published.

John Evans moved for an Executive Session so Jeremy Fox could be interviewed. Melissa James seconded. Motion Passed.

Regular session resumed and Jeremy Fox's resume was read. He has a Hot Air Balloon company. Discussed requirements and compensation of \$1,300 / 20 hours per week. Jeremy Fox will make a decision by next meeting.

John Evans moved to adjourn. Melissa James seconded. Motion Passed.
Adjourned 7:20 pm

Respectfully Submitted,

Linda Vaugh

Board Approval,

Harry Brady
President

Approved: 

Huron County Airport Authority
Regular Meeting Minutes, April 14, 2015

1. Harry Brady called the meeting to order at 6:02 pm

2. **Roll Call:**

Members Present: Harry Brady John Evans Melissa James

Guest Present: Scott Seitz J.W. Kelley Joe Zaleski
Kris Leonhardt Ben Gleason Mike Weisenberger
Daniel LeClair J.P. Smith Dennis Sokol
Bob Hanline Lucy Hokes Don Roth
Scott Brogan Bob Opper Steve Hovest
Patty LeClair John Beck Don Sieg
Joe Hintz

3. **Approval of Minutes:**

Melissa James made a motion to approve March 10, 2015 regular meeting minutes.
John Evans seconded. Motion Passed.

Melissa James made a motion to approve March 27, 2015 special meeting minutes.
John Evans seconded. Motion Passed.

4. **Operational and Financial Report:**

Fuel sales for March - 220.75 gallons / Sales \$1,276.36

Fuel Price should be \$5.50 from last meeting. Pilots that turn in receipts will be reimbursed for difference.

March 2015 Income \$8,071.36 – Expenses \$4,735.64. Net Income YTD \$9,650.21.

Melissa James made a motion to approve. John Evans seconded. Motion Passed

Note: Agenda will be available on the new website.

5. **Payment of Invoices:**

Current invoices total \$6,331.21. John Evans made a motion to approve. Melissa James seconded. Motion Passed.

6. **Old Business:**

Airport Tractor: Harry Brady will check on it. J.W. Kelley said it is ready.

House: Melissa James stated a new agreement with the approval of the Commissioners and FAA needs to be done. House needs to be moved.

RFQ for Secretary/Treasurer: Need to compile Compliance, Hours, and Compensation. Will publish Bid Offer for 5 days. Need suggestions approved by board before being published.

7. **New Business:**

Coordination with Huron County General Health District: John Evans requested permission for the Health District to use the airport as a temporary morgue during a mass disaster. Discussion of how to move planes to open hangar space, communication with pilots, when FEMA takes charge. Use of airport would be 1 to 2 days after a disaster. Board approved use of the airport property.

RFQ for Airport Manager: Melissa James will finalize notes for qualifications, being a part-time position. Board will approve and be published for 5 days. Applications review at next meeting.

Fuel Pump Issue: Letter dated March 6, 2015 from Huron County Weights & Measure, Gary Ebinger, Manager about shortage at fuel pump. Last check was August 13, 2014. Discussion: Digital reader and analog pump does not communicate well. Limit sales to airplanes only. Only 30 days to submit plan to Weights & Measure including equipment plan. Enforce law that only pilots are permitted inside fence. Pump and Reader have been here for years. New Board is only 4 months old and only the new Board is having problems. Harry thought about shutting the pumps down, but it is not fair to the pilots. Trespassing is a violation of crossing the fence line if not a pilot. We will cite for low sales.

A used pump is \$7,500.00 and additional cost for installation. .3% error by law and with 5 gallons out of percentage variation. Don Roth stated that it was operator error; they did not hold the button down long enough. Galion airport you buy by the \$\$\$ amount not the gallons. Spend X amount of money, then read the gallons.

Certified delivery is accurate. Dan LeClair verified that Ohio State inspector was at the airport. Sign is only temporary, will need plan for long term. Harry Brady will call Gary Ebinger in the morning and discuss long term plan.

Contact QTPod about sending a tech to check the calibration of the pump and card reader. Additional testing needs to be completed. Pumps are not designed to pump low volume of fuel.

By-Laws: Last updated 2012. Make recommendations for changes. Updated by next meeting.

Website / Email: Website HuronCountyAirport and email Airport@HuronCountyAirport.com are not owed by the Airport Authority Board and will not be used. No official website at this time, but are working on it.

Maintenance Update: J.P. has worked for the last two months. Fire Department and Highway Department have helped change the big beacon light, but there can be a cost, but they are willing to work with airport.

Snow height along runway has been fixed. Door locks have been fixed.
Main water supply handle broke, Deluca Plumbing is coming to look for the leak and will fix handle. Water leak has been a long time issue. Electrician to come fix the wind sox.

8. **Next Meeting:**

May 12, 2015 at 2:00 pm. Will hold evening meetings once per quarter.

9. **Public Comments:**

Don Roth: taxied the 1500' runway is very rough. Airport is open to the public. Wind sox is here, but wrong size. Wind tee needs to be painted. Runway needs to be painted.

Need grant signed by the Commissioners.

Melissa James stated that she has meet with the consultant and they are working on the grant which will need to be signed by the Board and Commissioners. Main runway has two options: crack filling and sand and sealing, which would be a smoother surface.

Short piece is not worth fixing.

B-East hanger has new keys, please pick up your new key if you have a plane in B-East.

John Evans has a letter to the Editor in today's Reflector.

Mike Weisenberger submitted his resume for a seat on the board.

Harry Brady stated that anyone who turns in receipts from after the March 10, 2015 can be reimbursed for the difference in fuel from the \$5.79 to \$5.50. Fuel prices are adjusted to those in the surrounding area.

10. **Adjournment:**

John Evans moved to adjourn the meeting. Melissa James seconded. Motion Passed.

Harry Brady adjourned the meeting 7:28 pm.

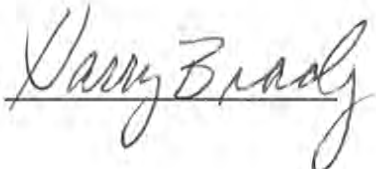
Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

Approved: 

Norwalk Huron County Airport 2015 Preliminary Income Statement

| | January | February | March | April | Total |
|------------------------------------|-----------------|-----------------|-------------------|-------------------|------------------|
| Fuel Sales | 668.75 | 467.60 | 1,276.36 | 1,548.61 | 3,961.32 |
| Transfer to Disbursement | 3,000.00 | 6,500.00 | 3,400.00 | Closed 03/31/2015 | 12,900.00 |
| Hangar Rent | 3,262.50 | 2,057.50 | 3,395.00 | 4,919.50 | 13,634.50 |
| Farm Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reimbursement of Insurance Premium | 0.00 | 0.00 | 0.00 | 362.36 | 362.36 |
| Total | 6,931.25 | 9,025.10 | 8,071.36 | 6,830.47 | 30,858.18 |
| Bank Service Charges | 8.00 | 0.00 | (4.00) | 0.00 | 4.00 |
| Credit Card Processing | 36.76 | 13.36 | 31.65 | 52.02 | 133.79 |
| Consultant | 0.00 | 0.00 | 0.00 | 1,619.01 | 1,619.01 |
| Electric | 713.30 | 662.03 | 864.21 | 707.44 | 2,946.98 |
| Internet | 79.90 | 39.95 | 0.00 | 79.90 | 199.75 |
| Legal / Notices | 0.00 | 9.30 | 0.00 | 202.03 | 211.33 |
| Maintanance | 0.00 | 0.00 | 199.75 | 1,277.60 | 1,477.35 |
| Maintanance Supplies | 0.00 | 0.00 | 125.00 | 241.60 | 366.60 |
| Mowing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office / Computer Expenses | 0.00 | 0.00 | 305.69 | 80.82 | 386.51 |
| Phone | 119.45 | 92.42 | 93.27 | 93.27 | 398.41 |
| Postage | 0.00 | 46.02 | 49.00 | 0.00 | 95.02 |
| Propane | 874.59 | 0.00 | 696.46 | 570.59 | 2,141.64 |
| Property Tax | 0.00 | 2,271.27 | 0.00 | 0.00 | 2,271.27 |
| Sales Tax | 120.95 | 0.00 | 73.70 | 101.42 | 296.07 |
| Sales Tax Discount | (0.91) | 0.00 | (0.18) | (0.69) | (1.78) |
| Service Agreements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Snow Removal | 0.00 | 692.50 | 1,137.50 | 382.50 | 2,212.50 |
| Water | 78.34 | 76.92 | 76.92 | 76.92 | 309.10 |
| Total | 2,030.38 | 3,903.77 | 3,648.97 | 5,484.43 | 15,067.55 |
| Fuel Purchased | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fuel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Management | 1,093.01 | 1,889.98 | 0.00 | 0.00 | 2,982.99 |
| Insurance | 362.36 | 362.36 | 1,086.67 | 0.00 | 1,811.39 |
| Total Expenses | 3,485.75 | 6,156.11 | 4,735.64 | 5,484.43 | 19,861.93 |
| Net Income (Loss) | 3,445.50 | 2,868.99 | 3,335.72 | 1,346.04 | 10,996.25 |
| Ending Bank Balance | | | | | |
| Merchant Account | 41,488.88 | 37,438.17 | 37,776.58 | 38,863.13 | |
| Disbursement Checking | 49.44 | 402.69 | Closed 03/31/2015 | | |

Huron County Airport Authority

Date: 05/11/2015 Invoice Approval for 05/12/2015

| Business Name | Invoice Date | Amount | Purchase | Check # |
|--------------------------------|--------------|----------|--|---------|
| Friends of the Airport | 4/15/2015 | 8.83 | Refund of Fuel Overage from Aaron Swank | 3028 |
| Frontier | 4/28/2015 | 93.81 | Service 04/28/2015 - 05/27/2015 | 3029 |
| Huron County Chamber | 5/1/2015 | 131.39 | Copies | 3030 |
| Huron County Highway Dept | 4/30/2015 | 4.05 | Stop Sign | 3031 |
| J.P. Smith | 4/30/2015 | 607.75 | Hours April 2015 | 3032 |
| Manirco, Inc. | 5/6/2015 | 111.02 | Windsock 18" | 3033 |
| North Coast Wireless | 5/11/2015 | 39.95 | For June 2015 | 3045 |
| Northern Ohio Rural Water | 4/9/2015 | 76.92 | Water 03/10/2015 - 04/09/2015 | 3034 |
| Norwalk Ace Hardware | 4/29/2015 | 129.93 | Paper Towels / Windex / Dustpan / Paint & Brushes for Wind Tee | 3035 |
| Norwalk Reflector | 4/22/2015 | 43.90 | Paint & Brushes for Propane Tank Pipes | 3036 |
| Ohio Department of Agriculture | 4/30/2015 | 150.00 | Legal Notice Airport Manager | 3038 |
| Ohio Edison | 4/30/2015 | 817.58 | Device Registration Fee 2015 - 2016 | 3039 |
| Oleana Sales & Service | 5/12/2015 | 3,713.38 | Utility 03/29/2015 - 04/28/2015 | 3046 |
| QTPod | 4/24/2015 | 595.00 | Tractor Repair | 3040 |
| Schalk Mechanical, Inc. | 5/6/2015 | 1,500.00 | Annual Maintenance Silver Level | 3041 |
| Shearer Equipment | 4/30/2015 | 14.86 | Repair Water Line Leak at Main Water Line | 3042 |
| Shipley's Office | 4/27/2015 | 39.99 | Oil / Oil Filter for Mower | 3043 |
| State of Ohio | 4/1/2015 | 111.43 | Thermal Paper 2.25 x 80' (12 Rolls) | EFT |
| State of Ohio UST Fund | 5/8/2015 | 1,200.00 | Sales Tax for April 2015 | 3044 |
| | | | 2015 Annual Fee Assessment Statement | |

9,389.79

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Tuesday, June 08 2015 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
John Evans _____
Melissa James _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: May 12, 2015

Operational and Financial Report:

May 2015 Fuel Sales: Gallons = 487.67 / \$2,682.16

Approval of May 2015 Financials

Approval to Pay Invoices: ~~\$2,373.84~~ 2603.63

Motion to Pay Invoices

Old Business:

House in Storage

Updating By-Laws

New Business:

Agreement for General Airport Engineering and Planning Services at Huron County Airport
signed June 2, 2015

Date of July 2015 Meeting:

Monday, July 13, 2015 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, May 12, 2015

1. Harry Brady called the meeting to order at 2:01 pm
2. Guest Paul Strack from Michael Baker International. Michael Baker is a private company with headquarters in Pittsburgh, PA. Ohio offices are located in Cleveland, Canton and Columbus.

Contract has been submitted for 5 years. Offering 3 tasks:

Crack Seal Correction Plan General Administrative Duties

Pre-application is moving forward with agreements due on July 02, 2015 and deadline will be met.

Discussed alternative to crack seal of rejuvenation which is a tar, silicon sand and glue mixture.

Dan LeClair asked about the FAA May 01, 2015 deadline to roll over \$150,000.00. Paul Strack explained that the pre-application submitted in December 2014 is proceeding so no rollover was required.

Scoop of project is the runway with ramps a consideration. Short ramp will need to be torn out as it cannot be repaired and would take the entire grant.

3. **Operational and Financial Report:**

Fuel sales for April – 275.12 gallons / Sales \$1,548.61

Reported the accounts payable due total \$9,389.79.

Manifold for water has been fixed – all water is working

Wind Tee has been painted

Electrician coming out to rewire the Wind Sox and 3 lights. Cost is approximately \$1,500.00 to \$2,000.00

Dan LeClair stated that a runway lights on the east end left side is brighter than the others.

Jeremy Fox will start June 01, 2015 as Secretary / Treasurer / Airport Manager.

Harry Brady discussed having a new clutch at a cost of \$386.00 on the tractor. He hopes in the future to get a 3 point snow blower to keep the snow away from the hangers and runway.

Suggested to put sticks by the lights so show plows know where the lights are.

Fuel is \$4.99 cash price and airport is about \$0.25 higher than surrounding area.

Harry Brady and Doug Arnold will sump the fuel pumps after the meeting.

4. **Public Comments:**

Dennis Sokol appreciates the work being done and progress of the grant application. Asked how thick the slurry mixture would be and if gross weight would be maintained.

Paul Strack said would be a couple of millimeters; it is a nicer product with a longer life span. Will need to get quotes on both the crack seal and the rejuvenation.

Dennis Sokol asked if airport has the matching funds. Melissa James answered Yes and that the Huron County Airport Authority will pay for the match in full.

Dennis Sokol asked if the wind sox could be put up even if the light does not work, as this is a safety factor.

Dan LeClair stated the Friends have \$15,000 to use on the match.

Melissa James stated that there is a ground hog / vermin problem and that all hangers will need to be gone through to check how many are having problems. Know of two already that has damage.

J.P. Smith stated that the grass has been mowed, painted wind tee and the post by the LP tank.

Harry Brady stated that a nuisance permit to hunt deer with 4 hunters including himself. There will be no hunting during race events and the Sheriff's office will be notified before each time out.

5. **FAA Informal Complaint:**

Legal counsel has advised the Board to discuss the FAA complaint. Complaint stated the Commissions would not file the grants to do maintenance. Commissioners Have signed off on this year grant.

Dennis Sokol stated that the FAA went into great detail and things have changed with the new board members. The complaint was filed because corn was planted to close the runway, building tax values questioned, drainage issues and farm revenue.

FAA has no jurisdiction over the farm revenue. Loss of revenue from farming and Summit Motorsports Park. FAA stated Commissioners are not doing revenue diversion as the funds have not been used for other items. A Chapter 16 formal complaint could still be filed. Decreased revenue will become an issue.

Harry Brady stated the board will request the farm revenue for the airport property only. Commissioners are much more willing to work with this board.

Why hasn't land been planted? Farmland is too wet to plant right now. 20 acres out front and 48 acres to the west of the airport with a 3 year contract with 2015 being the last year of contract. Should be paying \$188 per acre for 50 acres = \$9,400.00.

Melissa James stated the board is trying to build a good working relationship with the Commissioners. Try to avoid additional complaints or Chapter 16 to help build the relationship instead of the board always trying to rebuild it. Board keeps them updated and includes the positive comments. Stop going after the Commissioners tooth and nail.

Patty LeClair stated complaint was filed for safety issues.

Harry Brady wants pilots to land and take off without getting hurt.

Board has tried to be as open as possible with the goal of getting the airport back to where it needs to be.

Asked when additional board members will complete board. A 5 person board today would be more productive. Harry Brady stated that with a 3 person board it is easier to work together and with the Friends. The more people the harder it gets to have regular or special meetings.

Don Roth stated why doesn't the board see the necessity to have 5 members? Assistant Prosecutor said it has to be 5. Commissioners are not taking care of the property.

6. **Roll Call – 3:05 pm**

Members Present: Harry Brady John Evans Melissa James

Guest Present: Paul Strack Scott Seitz Don Roth
Doug Arnold Daniel LeClair Dennis Sokol
Patty LeClair J.P. Smith

Approval of Minutes:

Melissa James made a motion to approve April 14, 2015 regular meeting minutes. John Evans seconded. Motion Passed.

Melissa James made a motion to approve April 29, 2015 special meeting minutes. John Evans seconded. Motion Passed.

7. **Payment of Invoices:**

Current invoices total \$9,389.79 John Evans made a motion to approve. Melissa James seconded. Motion Passed.

8. **New Business:**

By-Laws: Board members to review By-Laws, send suggestions to Melissa James for approval at the next board meeting.

EPA: John Evans has been working with the EPA. Due to a Non-Certified caretaker possible turn it into a septic system. Harry Brady has talked to David Ackerman, Norwalk City Assistant Superintendent Wastewater Treatment and Josh Snyder, Norwalk City Public Works Director. Five year renewal starting in 2016. Request an informal meeting with EPA.

9. **Public Comments:**

Will fuel prices be set by the board or the airport manager? Prices will be set by the board and the airport manager will change them.

Can the airport tap into Summit's sewer line – Harry Brady - No.

Is the 2 for 1 acre swap being discussed? Harry Brady stated it was dropped when the construction of the road was stopped.

Why was the road stopped? Summit Motorsports did not feel that the cost of the gravel and still having to ask permission and wait for approval from the FAA was a good investment on SMP part.

10. **Adjourned:**

John Evans moved to adjourn. Melissa James seconded. Motion Passed.

Harry Brady adjourned the meeting 3:14 pm.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved:



Huron County Airport Authority
Balance Sheet
As of May 31, 2015

1:00 PM
06/02/2015
Cash Basis

| | <u>May 31, 15</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Civista 825 | 34,469.72 |
| Total Checking/Savings | <u>34,469.72</u> |
| Total Current Assets | <u>34,469.72</u> |
| TOTAL ASSETS | <u><u>34,469.72</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Balance Equity | 40,822.82 |
| Net Income | <u>-6,353.10</u> |
| Total Equity | <u>34,469.72</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>34,469.72</u></u> |

Huron County Airport Authority
Profit & Loss
 January through May 2015

12:55 PM
 06/02/2015
 Cash Basis

| | <u>Jan 15</u> | <u>Feb 15</u> | <u>Mar 15</u> | <u>Apr 15</u> | <u>May 15</u> | <u>TOTAL</u> |
|-----------------------------|-----------------|------------------|-----------------|-----------------|------------------|------------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Fuel Sales | 668.75 | 409.70 | 1,276.36 | 1,548.61 | 2,673.33 | 6,576.75 |
| Hangar Rent | 2,932.50 | 1,932.50 | 2,820.00 | 5,332.00 | 3,925.00 | 16,942.00 |
| Total Income | <u>3,601.25</u> | <u>2,342.20</u> | <u>4,096.36</u> | <u>6,880.61</u> | <u>6,598.33</u> | <u>23,518.75</u> |
| Expense | | | | | | |
| Bank Service Charges | 8.00 | 8.00 | -4.00 | 0.00 | 0.00 | 12.00 |
| Consultant Fee | 0.00 | 0.00 | 0.00 | 1,619.01 | 0.00 | 1,619.01 |
| Credit Card Processing | 36.76 | 13.91 | 31.65 | 52.02 | 66.39 | 200.73 |
| Fuel Tank Certifications | 0.00 | 0.00 | 0.00 | 0.00 | 1,350.00 | 1,350.00 |
| Insurance Expense | 362.36 | 362.36 | 1,086.67 | -362.36 | 0.00 | 1,449.03 |
| Legal Notices / Advertising | 0.00 | 9.30 | 0.00 | 202.03 | 43.90 | 255.23 |
| Maintanance | 0.00 | 0.00 | 199.75 | 403.75 | 1,300.50 | 1,904.00 |
| Management Fee | 1,093.01 | 1,889.98 | 0.00 | 0.00 | 0.00 | 2,982.99 |
| Mowing | 0.00 | 0.00 | 0.00 | 0.00 | 187.00 | 187.00 |
| Office Expense | | | | | | |
| Computer Expense | 0.00 | 0.00 | 214.50 | 0.00 | 0.00 | 214.50 |
| Office Supplies | 0.00 | 0.00 | 91.19 | 80.82 | 171.38 | 343.39 |
| Postage | 0.00 | 46.02 | 49.00 | 0.00 | 48.00 | 143.02 |
| Total Office Expense | <u>0.00</u> | <u>46.02</u> | <u>354.69</u> | <u>80.82</u> | <u>219.38</u> | <u>700.91</u> |
| Propane | 874.59 | 0.00 | 696.46 | 570.59 | 0.00 | 2,141.64 |
| Property Taxes | 0.00 | 2,271.27 | 0.00 | 0.00 | 0.00 | 2,271.27 |
| Repairs and Maintenance | 0.00 | 0.00 | 125.00 | 1,040.45 | 5,476.00 | 6,641.45 |
| Sales Tax | | | | | | |
| Sales Tax Discount | -0.91 | 0.00 | -0.18 | -0.69 | -0.84 | -2.62 |
| Sales Tax - Other | 120.95 | 0.00 | 73.70 | 101.42 | 112.27 | 408.34 |
| Total Sales Tax | <u>120.04</u> | <u>0.00</u> | <u>73.52</u> | <u>100.73</u> | <u>111.43</u> | <u>405.72</u> |
| Service Agreements | 0.00 | 0.00 | 0.00 | 0.00 | 595.00 | 595.00 |
| Snow Removal | 0.00 | 692.50 | 1,137.50 | 382.50 | 0.00 | 2,212.50 |
| Utilities | | | | | | |
| Electric | 713.30 | 662.03 | 864.21 | 707.44 | 817.58 | 3,764.56 |
| Internet Service | 79.90 | 39.95 | 0.00 | 79.90 | 39.95 | 239.70 |
| Telephone Expense | 119.45 | 92.42 | 93.27 | 93.27 | 93.81 | 492.22 |
| Water | 78.34 | 76.92 | 76.92 | 76.92 | 76.92 | 386.02 |
| Total Utilities | <u>990.99</u> | <u>871.32</u> | <u>1,034.40</u> | <u>957.53</u> | <u>1,028.26</u> | <u>4,882.50</u> |
| Total Expense | <u>3,485.75</u> | <u>6,164.66</u> | <u>4,735.64</u> | <u>5,047.07</u> | <u>10,377.86</u> | <u>29,810.98</u> |
| Net Ordinary Income | 115.50 | -3,822.46 | -639.28 | 1,833.54 | -3,779.53 | -6,292.23 |
| Other Income/Expense | | | | | | |
| Other Expense | | | | | | |
| Fuel Purchased | | | | | | |
| Unleaded | 0.00 | 0.00 | 0.00 | 0.00 | 60.87 | 60.87 |
| Total Fuel Purchased | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>60.87</u> | <u>60.87</u> |
| Total Other Expense | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>60.87</u> | <u>60.87</u> |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.00 | -60.87 | -60.87 |
| Net Income | <u>115.50</u> | <u>-3,822.46</u> | <u>-639.28</u> | <u>1,833.54</u> | <u>-3,840.40</u> | <u>-6,353.10</u> |

Huron County Airport Authority

Date: 05/11/2015

Invoice Approval

for 06/08/2015

| Business Name | Invoice Date | Amount | Purchase | Check # |
|---------------------------|--------------|--------|--------------------------------|---------|
| Rex Evelsiae | 5/20/2015 | 175.00 | Refund Rent for June 2015 | 3049 |
| Foghorn Designs | 6/2/2015 | 15.00 | Vinyl for Windsox and Mailbox | |
| Frontier Communications | 5/28/2015 | 93.81 | Billing Date 05/28/2015 | |
| Harry Brady | 6/8/2015 | 195.14 | Tires for Mower / Golf Cart | |
| Jeremy Fox | 6/8/2015 | 34.65 | Lock / Gas | |
| J.P. Smith | 5/12/2015 | 879.75 | Hours May 2015 | 3047 |
| J.P. Smith | 5/12/2015 | 63.63 | Gas / Parts 540 Deere Mower | 3047 |
| Microcharged | 5/13/2015 | 42.90 | Fix Airport.co Email | |
| North Coast Wireless | 5/11/2015 | 39.95 | For July 2015 | |
| Northern Ohio Rural Water | 4/9/2015 | 76.92 | April - May | |
| Norwalk Ace Hardware | 5/6/2015 | 6.42 | Bolt Hook | |
| Norwalk Ace Hardware | 6/3/2015 | 39.65 | Weed Killer / Sprayer / Gloves | |
| Ohio Edison | 6/1/2015 | 217.90 | | |
| Shearer Equipment | 5/2/2015 | 105.45 | Mower Blade / Filters | |
| State of Ohio | 4/1/2015 | 193.00 | Sales Tax for May 2015 | EFT |
| Sunrise Cooperative | 5/22/2015 | 376.46 | 130 Gallons Diesel | |
| U.S. Postmaster | 5/29/1901 | 48.00 | P.O. Box 406 | 3048 |
| <u>2,603.63</u> | | | | |