

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, October 12, 2015 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady \_\_\_\_\_  
Melissa James \_\_\_\_\_  
Randy Birchfield \_\_\_\_\_

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: September 14, 2015

Operational and Financial Report:  
Balance Sheet and Income Statement

September 2015 Fuel Sales: \$2,668.61 Gallons = 508.30

Approval of September 2015 Financials

Approval to Pay Invoices: \$25,153.20

Old Business:

Grant Work Update

Community Hanger Lease

Renewal of Agreement with Zachery Sexton

Approval of By-Laws in Accordance with Commissioners' Resolution #15-292 Dated September 08, 2015

New Business:

Consultant Proposals

Repairs to Bush Hog

Hanger Door Update

Date of Next Meeting:

Monday, November 09, 2015 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order at 5:00 pm

2. **Roll Call**

Members Present:     Harry Brady                     Melissa James                     Randy Birchfield

Guest Present:         John Beck                     Dennis Sokol                     Marcus Holtz  
                                   Don Roth                     Scott Seitz                     Dan LeClair

3. **Approval of Minutes:**

Melissa James made a motion to approve the August 10, 2015 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

Melissa James made a motion to approve the August 20, 2015 special meeting minutes. Randy Birchfield seconded. Motion Passed.

4. **Operational and Financial Report:**

Fuel sales for August – 664.03 gallons / Sales \$3,486.19

Income for August \$6,868.19

Expenses for August \$5,580.51

Fuel Purchased in August \$3,950.76

Net Loss for August \$2,663.08

Net Income YTD \$5,715.31

Ending Bank Balance for August \$46,988.13

Melissa James made a motion to approve August 2015 Financials. Randy Birchfield seconded. Motion Passed.

Reported the accounts payable due total \$4,682.12

Melissa James made a motion to approve accounts payable. Randy Birchfield seconded. Motion Passed.

5. **Old Business:**

Grant Update: Grant is at the Commissioner's office and will be signed Tuesday, September 15, 2015 and overnighed to the FAA. One work begins airfield will be closed for about 10 days depending on weather and curing time.

Suggestion and Tie Down Fee box are up.

Plane from Cleveland: had engine trouble and is being hangered in the maintenance hangar. Randy Birchfield made a motion to approve not to charge a hanger fee, if permitted by the FAA. Harry Brady seconded. Motion Passed. If fee is required a prorated \$125.00 will be charged.

Mowing and Maintenance: Zack has found that the brush hog does not work. Shearer Equipment is looking for parts. There is a bearing place in Elyria. Blades will need to be replaced next season. Zack needs to grease every time used.

6. **New Business:**

20 / 1 Study: Carry over grant funds can be used for ALP which FAA wants completed. Next year grant could be used for lighting. Ohio Grant has a 5% match to deal with obstructions. At this time the owner of the property on Runway 10 would let us buy the trees. Runways 28 don't know if owner will work with the airport. The 20 / 1 study has not been done in a while. Could do a grant exchange.

Consultant: First notification in the Norwalk Reflector. Melissa James called the Cleveland Plain Dealer. Consultant is for 5 years. Michael Baker was hired only for the grant. Suggested Ohio Aviation publication. Need to prioritize needs for the next grant cycle. Pre-application due in December.

T-Hanger Leases: Melissa James made a motion that Section 2: Term is changed to a one year lease instead of six months, and then continue on a month to month.

Section 3: Rental is changed to \$165 effective January 01, 2016. Randy Birchfield seconded. Discussion: T-hangers are currently \$150 increase of \$15 effective January 01, 2016. On average T-hangers at surrounding airports are \$200 to \$250. Community hanger average is \$140 to \$150. Randy Birchfield noted that two ends of the T-hanger are larger hangers than the inside ones. Dan LeClair stated that the Commissioners should give back the farm rent and not have the hanger rent as the only income. Harry Brady stated that work needs to be done on hanger doors and drainage problems.

Melissa James amended her motion: Effective January 01, 2016 inner hanger rental would be \$165; larger end hanger rental would be \$180. Randy Birchfield seconded. Motion Passed.

At next month's meeting Community hanger leases will be discussed.

Foghorn Design Lease: Commercial hanger offices. HCAA is responsible for only the systems. All remodeling, clean-up, signage, interior and exterior are the responsibility of Foghorn Design. In exchange first 6 months' rent will be waived. Rent will be \$800 per month and all utilities, reevaluation in December, 2016. Propane will be Foghorn Design responsibility, will provide renter's insurance.

Is already working on some airplanes and is interested in doing some events at the airport.

Melissa James made a motion to approve Foghorn Design lease. Randy Birchfield seconded. Motion Passed.

Public Records Request: Melissa James questioned if other board members took an oath of office. Harry Brady, Randy Birchfield and Melissa James confirmed that no oath was given. Therefore, no records are available for the request.

Frontier Communications: Reworking bundling contract as internet service was not installed at the beginning of 2015. Randy Birchfield asked if Wi-Fi is included for pilots.

Use Friends money for 20 / 1 study match. The 20 / 1 study is a necessity and needs a Consultant. Harry Brady stated that the board could include their intent to follow the study. Dan LeClair stated that the Friends money can only be used for work related capital projects and the study is not work related.

Harry Brady stated that the 20 / 1 study needs to be on the pre-application. Need updated approaches. The board will move forward. Recommend the Friends donation be used next year after the 20 / 1 study.

Route 20 sign: Foghorn will get it done, when they get caught up from being out of operation for almost a week. Mrs. Essex has indicated that she would pay for entire sign.

7. **Public Comments:**

John Beck stated that when the NOTOM is filed it should be for airfield and not the entire airport.

Put where the tie down box is located on the web page.

Melissa James stated that since the grant is not signed, we do not know when the work will be started. The general contractor is not from Huron County.

Melissa James stated that the FAA did not force the Commissioners to sign the grant and publishing that fact needs to stop. The board and Commissioners are working well together.

Historic house pays \$500 a month in rent. If needed for aircraft, house will be moved out.

8. **Adjourned:**

Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

Approved: Harry Brady

**Huron County Airport Authority**  
**Balance Sheet**  
 As of September 30, 2015

11:24 AM  
 10/05/2015  
 Cash Basis  
Sep 30, 15

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Civista 23825	50,001.97
Total Checking/Savings	<u>50,001.97</u>
Total Current Assets	<u>50,001.97</u>
<b>TOTAL ASSETS</b>	<b><u>50,001.97</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	40,822.82
Net Income	<u>9,179.15</u>
Total Equity	<u>50,001.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>50,001.97</u></b>

**Huron County Airport Authority**  
**Profit & Loss / Month & YTD**  
 September 2015

11:26 AM  
 10/05/2015  
 Cash Basis

	<u>Sep 15</u>	<u>Jan - Sep 15</u>
<b>Ordinary Income/Expense</b>		
Income		
Airport Closure	2,000.00	8,000.00
Fuel Sales	2,668.63	29,435.01
Hangar Rent	<u>1,820.00</u>	<u>27,783.50</u>
Total Income	6,488.63	65,218.51
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	0.00	1,619.01
Credit Card Processing	64.50	729.78
Insurance Expense	0.00	5,525.03
Legal Notices / Advertising	0.00	1,536.43
Maintenance	0.00	1,904.00
Management Fee	0.00	4,282.99
Mowing	1,300.00	2,825.00

Office Expense		
	Computer Expense	0.00
	Office Supplies	196.89
	Postage	0.00
		<u>215.92</u>
Total Office Expense		196.89
Permits		0.00
Propane		0.00
Property Taxes		0.00
Repairs and Maintenance		522.48
Sales Tax		
	Sales Tax Discount	-1.45
	Sales Tax - Other	193.47
		<u>2,260.02</u>
Total Sales Tax		192.02
Service Agreements		0.00
Snow Removal		0.00
Supplies		0.00
Utilities		
	Electric	537.97
	Internet Service	0.00
	Telephone Expense	93.63
	Water	79.25
		<u>698.36</u>
Total Utilities		710.85
Website Expense		0.00
		<u>389.40</u>
Total Expense		<u>2,986.74</u>
Net Ordinary Income		3,501.89
Other Income/Expense		
Other Expense		
Fuel Purchased		
	100LL Avgas	0.00
	Diesel	0.00
	Unleaded	38.05
		<u>139.33</u>
Total Fuel Purchased		<u>38.05</u>
Total Other Expense		<u>38.05</u>
Net Other Income		<u>-38.05</u>
Net Income		<u><u>3,463.84</u></u>
		<u><u>51,572.81</u></u>
		<u><u>13,645.70</u></u>

# Huron County Airport Authority

Date: 10/06/2015 Invoice Approval for 10/12/2015

Business Name	Invoice Date	Amount	Purchase	Check #
Birchfield, Randy	9/29/2015	89.03	Bearing	3094
Brady, Harry	10/7/2015	92.00	Travel	3093
Epic Aviation	9/25/2015	4,465.53	1,000 AVGas	3095
Fire Protection Service	9/30/2015	50.00	Annual Inspection	3096
Frontier Communications	10/5/2015	119.36		EFT
Huron County Chamber	9/15/2015	100.00	Consultant Services Ad in Ohio Aviation Association	3097
James, Melissa	10/7/2015	188.49	Gas \$35.41 Overnight Contract Agreement \$17.95 Travel \$135.13	
M & M Plumbing	9/24/2015	1,235.00	Restore Water Commercial Offices / Test Propane Lines	3098
Michael Baker International	10/12/2015	15,630.00	Professional Services through 08/02/2015	3099
North Coast Wireless	9/1/2015	39.95	September 2015	3107
Northern Ohio Rural Water	9/10/2015	79.25	08/11/2015 - 09/10/2015	3100
Norwalk Ace	10/8/2015	103.00	Roundup / Fasteners	3101
Ohio Edison	10/5/2015	838.87		3102
Sexton, Zackery	9/30/2015	1,300.00	September 2015	EFT
Sexton, Zackery	9/9/2015	55.67	Hitch Pins / Mapp Gas / Battery Protector	3092
State of Ohio	10/2/2015	192.02	September 2015 Sales Tax	3106
Tandem Marketing	9/28/2015	438.03	Consultant Services	EFT
U.S. Postmaster	9/29/2015	137.00	P.O. Box \$88.00 Stamps \$49.00	3104
		<u>25,153.20</u>		3105

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, November 09, 2015 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady  
Melissa James  
Randy Birchfield

✓✓✓✓✓✓  
✓✓✓✓✓✓  
✓✓✓✓✓✓

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: October 12, 2015

Operational and Financial Report:

October 2015 Fuel Sales: \$ 1,779.81      Gallons = 339.01

Approval of October 2015 Financials

Cash in Bank:           \$ 30,766.07  
Net Income YTD:       \$ 71,088.32  
Total Expenses YTD:   \$ 123,456.07  
Net Loss YTD:           \$ (52,367.75)

Approval to Pay Invoices: \$ 4,193.83

Old Business:

Grant Work Update  
Hanger Doors  
Discount Fuel for Tenants

New Business:

Approval of Payment to American Pavement Solutions, Inc. in the amount of \$137,700.00

Date of Next Meeting:

Monday, December 14, 2015 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order at 5:00 pm

2. **Roll Call**

Members Present: Harry Brady                      Melissa James                      Randy Birchfield

Guest Present: Scott Seitz                      Ben Gleason                      Marcus Holtz  
Brian C. Oglesbee                      Don Roth                      Patty LeClair  
Dan LeClair

3. **Approval of Minutes:**

Randy Birchfield made a motion to approve the September 14, 2015 regular meeting minutes. Melissa James seconded. Motion Passed.

4. **Operational and Financial Report:**

Fuel sales for September – 508.30 gallons / Sales \$2,668.61

Income for September \$6,488.63

Expenses for September \$3,501.89

Fuel Purchased in September \$38.05

Net Income for September \$3,464.84

Net Income YTD \$9,179.15

Ending Bank Balance for September \$50,001.97

Reported the accounts payable due total \$25,153.20

Melissa James made a motion to approve September 2015 Financials. Randy Birchfield seconded. Motion Passed.

5. **Old Business:**

Grant Update: 1<sup>st</sup> Draw Down to pay for Michael Baker International. Signed Contract has been returned. Runway should be closed the 19<sup>th</sup> or 20<sup>th</sup> for approximately 10 days, depending on the weather. The runway is considered a Construction Zone. No one should be on the runway during construction.

Commercial Hanger Lease: Melissa James made a motion to increase lease by 10% or \$12.50 to \$137.50 starting January 01, 2016. Harry Brady seconded. Motion Passed with Randy Birchfield absenting.

Renewal of Agreement: Agreement with Zachery Sexton for mowing and snow plowing is extended one year. Zack suggested reflector by the runway lights.  
Melissa James moved to approve. Randy Birchfield seconded. Motion Passed.

By-Laws: Melissa James moved to approve By-Laws in Accordance with Commissioners' Resolution #15-292 Dated September 08, 2015. Randy Birchfield seconded. Motion Passed.

6. **New Business:**

Consultant Proposals: Received three (3) proposals from:

CMT Crawford, Murphy & Tilly, Inc. – Columbus

Michael Baker International – Cleveland

Richland Engineering Limited – Mansfield

Melissa James stated that CMT has a good background and history, but Michael Baker International is already working the airport and has an excellent working relationship.

Randy Birchfield stated that Michael Baker International stands out on internet search.

Harry Brady recommends Michael Baker International.

Pre-application for 2016 Grant is due by December 21, 2015.

Melissa James moved to accept Michael Baker International as airport consultant. Randy Birchfield seconded. Motion Passed.

Bush hog is working. Estimated cost to repair was ranged between \$425 to \$1,000.

Randy Birchfield and John Beck repaired for under \$100.00.

Discussion of waiving December hanger rent for John Beck as his tools and torches were used for the repair. Suggested that formal agreement be arranged with John Beck.

Randy Birchfield moved to waive December rent for John Beck. Melissa James seconded. Motion Passed.

Hanger Doors: Board knows of 1 person who has had problems for 17 years. A general walk through of all the hangers to check doors will be arranged with all renters.

7. **Next Meeting:** Monday, November 09, 2015

8. **Board Comments:**

Harry Brady discussed going to FAA in Romulus, MI. The meeting was positive and FAA is happy with the board and how things are moving forward.

Looking to apply for 2016 grant funding to replace tarmac in front of Commercial hanger, redo Master Plan which includes the ALP and 20/1 Study. Possible lighting approach with 2016 grant.

Melissa James thanked Scott Seitz for the nice articles on the grant, only had one negative comment.

EAA if they could let us know what is going to be needed before their function.

Problems with the landing lights last night at 9pm, when arrived they were working, but the front door of the office was unlocked.

Randy Birchfield asked about a \$.10 price break on fuel for renters. Renters are not purchasing the fuel.

Email will be sent about hanger doors and discount on fuel.

9. **Public Comments:**

Credit cards issued a 3% discount but was discontinued. When the night approach was lost, so was the fuel sales. Would prepay and escrow account for fuel and receive a 3% discount.

Ben Gleason – President EAA Chapter 50 stated that all insurance forms are complete. Could they have access to the hanger. Doing advertising for event. Also, stated the board has done a tremendous job. Can go the EAA Nationals to apply for a chapter.

Dennis Sokol asked if closure monies were received for NUF. Yes.

10. **Adjourned:**

Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

Approved:



**Huron County Airport Authority**  
**Balance Sheet**

As of October 31, 2015

12:06 PM

11/03/2015  
Cash  
Basis

Oct 31, 15

ASSETS

Current Assets

Checking/Savings

Civista 23825

30,766.07

Total Checking/Savings

30,766.07

Total Current Assets

30,766.07

TOTAL ASSETS

30,766.07

LIABILITIES & EQUITY

Equity

Opening Balance Equity

40,822.82

Net Income

-10,056.75

Total Equity

30,766.07

TOTAL LIABILITIES & EQUITY

30,766.07

**Huron County Airport Authority  
Profit & Loss / Month & YTD**

12:08 PM

11/03/2015  
Cash  
Basis

October 2015

	Oct 15	Jan - Oct 15
Ordinary Income/Expense		
Income		
Airport Closure	0.00	8,000.00
Fuel Sales	1,779.81	31,214.82
Hangar Rent	4,195.00	31,853.50
Overnight Fees	20.00	20.00
<b>Total Income</b>	<b>5,994.81</b>	<b>71,088.32</b>
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	15,630.00	17,249.01
Credit Card Processing	44.53	774.31
Insurance Expense	0.00	5,525.03
Legal Notices / Advertising	538.03	2,074.46
Maintenance	0.00	1,904.00
Management Fee	0.00	4,282.99
Mowing	1,300.00	5,425.00
Office Expense		
Computer Expense	0.00	257.40
Office Supplies	0.00	818.45
Postage	154.95	370.87
<b>Total Office Expense</b>	<b>154.95</b>	<b>1,446.72</b>
Permits	-1,200.00	250.00
Propane	0.00	2,141.64
Property Taxes	0.00	4,621.89
Repairs and Maintenance	1,374.03	10,309.46
Sales Tax		
Sales Tax Discount	0.00	-16.51
Sales Tax - Other	0.00	2,260.02
<b>Total Sales Tax</b>	<b>0.00</b>	<b>2,243.51</b>
Service Agreements	0.00	595.00
Snow Removal	0.00	2,212.50
Supplies	158.67	1,443.07
Travel Expenses	227.13	227.13
Utilities		
Electric	838.87	6,926.84
Internet Service	39.95	359.55
Telephone Expense	119.36	986.46

Water	<u>79.25</u>	<u>777.61</u>
Total Utilities	1,077.43	9,050.46
Website Expense	<u>0.00</u>	<u>389.40</u>
Total Expense	<u>19,304.77</u>	<u>72,177.58</u>
Net Ordinary Income	-13,309.96	-1,089.26
Other Income/Expense		
Other Expense		
Fuel Purchased		
100LL Avgas	4,465.53	8,416.29
Diesel	0.00	376.46
Unleaded	<u>35.41</u>	<u>174.74</u>
Total Fuel Purchased	<u>4,500.94</u>	<u>8,967.49</u>
Total Other Expense	<u>4,500.94</u>	<u>8,967.49</u>
Net Other Income	<u>-4,500.94</u>	<u>-8,967.49</u>
Net Income	<u><u>-17,810.90</u></u>	<u><u>-10,056.75</u></u>

**Huron County Airport Authority**  
**Balance Sheet**  
As of October 31, 2015

12:06 PM  
11/03/2015  
Cash Basis  
Oct 31, 15

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Civista 23825	30,766.07
Total Checking/Savings	<u>30,766.07</u>
Total Current Assets	<u>30,766.07</u>
<b>TOTAL ASSETS</b>	<b><u>30,766.07</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	40,822.82
Net Income	<u>-10,056.75</u>
Total Equity	<u>30,766.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>30,766.07</u></b>

**Huron County Airport Authority**  
**Profit & Loss / Month & YTD**  
October 2015

12:08 PM  
11/03/2015  
Cash Basis  
Oct 15      Jan - Oct 15

	<u>Oct 15</u>	<u>Jan - Oct 15</u>
Ordinary Income/Expense		
Income		
Airport Closure	0.00	8,000.00
Fuel Sales	1,779.81	31,214.82
Hangar Rent	4,195.00	31,853.50
Overnight Fees	<u>20.00</u>	<u>20.00</u>
<b>Total Income</b>	<b>5,994.81</b>	<b>71,088.32</b>
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	15,630.00	17,249.01
Credit Card Processing	44.53	774.31
Insurance Expense	0.00	5,525.03
Legal Notices / Advertising	538.03	2,074.46
Maintenance	0.00	1,904.00
Management Fee	0.00	4,282.99
Mowing	1,300.00	5,425.00
Office Expense		
Computer Expense	0.00	257.40
Office Supplies	0.00	818.45
Postage	<u>154.95</u>	<u>370.87</u>
<b>Total Office Expense</b>	<b>154.95</b>	<b>1,446.72</b>

**Huron County Airport Authority**  
**Profit & Loss / Month & YTD**  
**October 2015**

12:08 PM

11/03/2015

Cash Basis

	<u>Oct 15</u>	<u>Jan - Oct 15</u>
Permits	-1,200.00	250.00
Propane	0.00	2,141.64
Property Taxes	0.00	4,621.89
Repairs and Maintenance	1,374.03	10,309.46
Sales Tax		
Sales Tax Discount	0.00	-16.51
Sales Tax - Other	0.00	2,260.02
Total Sales Tax	0.00	2,243.51
Service Agreements	0.00	595.00
Snow Removal	0.00	2,212.50
Supplies	158.67	1,443.07
Travel Expenses	227.13	227.13
Utilities		
Electric	838.87	6,926.84
Internet Service	39.95	359.55
Telephone Expense	119.36	986.46
Water	79.25	777.61
Total Utilities	1,077.43	9,050.46
Website Expense	0.00	389.40
Total Expense	<u>19,304.77</u>	<u>114,488.58</u>
Net Ordinary Income	-13,309.96	-43,400.26
Other Income/Expense		
Other Expense		
Fuel Purchased		
100LL Avgas	4,465.53	8,416.29
Diesel	0.00	376.46
Unleaded	35.41	174.74
Total Fuel Purchased	<u>4,500.94</u>	<u>8,967.49</u>
Total Other Expense	<u>4,500.94</u>	<u>8,967.49</u>
Net Other Income	-4,500.94	-8,967.49
Net Income	<u><u>-17,810.90</u></u>	<u><u>-52,367.75</u></u>

# Huron County Airport Authority

Date: 11/03/2015 Invoice Approval for 11/09/2015

Business Name	Invoice Date	Amount	Purchase	Check #
Birchfield, Randy	10/22/2015	90.53	Battery Charger for Golf Cart	3110
Fire Protection Service	10/22/2015	208.15	20# \$45.25 / 10# \$23.00 / New 10# ABC (2) \$139.90	3111
Frontier Communications	10/28/2015	114.69	10/28/2015 - 11/27/2015	EFT
Hohler Furnace & Sheet Metal	10/5/2015	160.00	Commerical Building Check All Units	3112
Huron County Chamber	10/31/2015	61.38	Copies	3113
Huron County Engineer	11/9/2015	29.15	Replace Beacon Light Bulb	3119
James, Melissa	10/19/2015	110.73	Paint \$74.95 / Bathroom Supplies \$25.35 / Gas \$10.43	3115
Manairco, Inc.	11/4/2015	127.90	Beacon Lights (2)	3114
Microcharged	10/19/2015	200.64	New Hard Drive / Transferred Files / Internet Security	3116
Northern Ohio Rural Water	10/9/2015	79.25	09/10/2015 - 10/09/2015	3117
Norwalk Ace	10/27/2015	101.20	Roundup / Trash Bags / Hearing Protector Headset	3118
Ohio Edison	10/28/2015	1,482.14	Electric / Office Adjustment of \$199.40	EFT
Sexton, Zackery	10/30/2015	1,300.00	October Mowing	3108
State of Ohio	11/3/2015	128.07	October Sales Tax	EFT
<u>4,193.83</u>				

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, December 14, 2015 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady  
Melissa James  
Randy Birchfield

✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  
✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  
✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: November 09, 2015  
Approval of Minutes from Special Meeting: November 30, 2015

Operational and Financial Report:

November 2015 Fuel Sales: \$2,635.47 Gallons = 501.99

Approval of November 2015 Financials

Cash in Bank: \$ 30,938.36  
Net Income YTD: \$ 75,923.79  
Total Expenses YTD: \$ 128,155.25,  
Net Loss YTD: \$ (52,231.46)

*Change Fuel to LHP  
NOT OTHER*

Approval to Pay Invoices: \$ ~~6,003.89~~ 12/14/2015 6020.84

Old Business:

- Grant Work Update
- Hanger Doors
- Discount Fuel for Tenants

New Business:

- Commercial Hanger Maintenance Space
- Laptop / Software: Microsoft Office & Quickbooks for Small Business

Date of Next Meeting:

Monday, January 11, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Special Meeting Minutes, November 30, 2015

1. Harry Brady called the meeting to order at 5:30 pm
2. **Roll Call**  
Members Present: Harry Brady                      Melissa James  
  
Excused: Randy Birchfield  
  
Guest Present: Scott Seitz                      Dennis Sokol                      Scott Brogan  
Don Roth                      Patty LeClair                      J. W. Kelley  
Michael J. Weisenberger                      Dan LeClair  
Royden Smith
3. **FY 2016 Airport Improvement Program – Pre-Application:** Harry Brady stated pre-application is due to the FAA on December 01, 2015. Projects which we would like to complete are Planning Studies (Airport Layout Plan ALP Update along with 20:1 Obstruction Survey and Wildlife Hazard Site Visit. Harry Brady moved to sign pre-application. Melissa James seconded. Motion Passed.
4. **10 Year Capital Improvement Plan:**  
Harry Brady stated the 10 year plan includes rehab apron and taxiway, tree obstruction removal, lighting, rehab runway. Harry Brady moved to sign 10 year Capital Improvement plan. Melissa James seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

Approved:



Huron County Airport Authority  
Regular Meeting Minutes, November 09, 2015

5. Harry Brady called the meeting to order at 5:00 pm

6. **Roll Call**

Members Present: Harry Brady                      Melissa James                      Randy Birchfield

Guest Present: Scott Seitz                      John Beck                      Don Roth  
Patty LeClair                      Dan LeClair                      Dennis Sokol

7. **Approval of Minutes:**

Melissa James made a motion to approve the October 12, 2015 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

8. **Operational and Financial Report:**

Fuel sales for October – 339.01 gallons / Sales \$1,779.81

Cash in Bank:                      \$ 30,766.07  
Net Income YTD:                      \$ 71,088.32  
Total Expenses YTD:                      \$ 123,456.07  
Net Loss YTD:                      \$ (52,367.75)

Reported the accounts payable due total \$4,193.83

Randy Birchfield made a motion to approve October 2015 Financials. Melissa James seconded. Motion Passed.

9. **Old Business:**

Grant Update: Runway work is completed for this year. Sealcoat and paint will be completed as soon as the weather breaks in the spring. Before sealcoat is done runway will be checked for cracks and be repaired.

FAA has a Stop Order for the grant work to be completed in 2016.

Hanger Doors: Weld on Nick Burch door was broke. Randy Birchfield stated it has been fixed. Dennis Sokol stated he is having a problem with his door at B-8.

Discounted Fuel: Discussion of preloaded cards. Cards were not actually used. Prepaid for fuel and then was kept track of by the office manually. Access cards used in Lorain, Port Clinton and Wakeman.

10. **New Business:**

Melissa James made a motion to approve Payment to American Pavement Solutions, Inc. in the amount of \$137,700.00. Randy Birchfield seconded. Motion Passed.  
Grant match will be required in the spring.

11. **Next Meeting:** Monday, December 14, 2015

12. **Board Comments:**

Randy Birchfield asked about:

Winterization of tractor – Will have Zack Sexton check

No heat in the bathroom and where the water comes into the Commercial hanger – Harry Brady will check

Shut off water to hangers – Will have Zack Sexton check

Internet not working – Linda Vaughn will call Frontier

CO & Smoke Detectors for office – Melissa James will purchase from Ace

Runway lights out – Melissa James will check. Suggested that spray paint be used so they can be repaired

Phone Message – Change message

Fuel Tanks 10,000 gallon fiberglass – Temporary closed by certified person. Buster inspection in the spring, sump daily, underground storage training, EPA audits. Need to come up with a plan.

Train volunteers to sump.

Schedule training during a board meeting on fuel tanks

Melissa James stated:

FAA has requested every airport update tail #, make, model, type of all aircraft housed at airport.

Meet with Michael Baker to start the pre-application process for 2016 funding due in December. Update capital improvements, Master Plan to include night landing, ALP, Wildlife study. Apply in 2018 for new beacon and 2020 new runway with a current cost of 2 million, can apply for a hardship. Obstructions will be thru ODOT.

13. **Public Comments:**

Join OAA for \$125.00 year. Melissa James made a motion to join OAA. Randy Birchfield seconded. Motion Passed.

Will meetings with pilots be scheduled before changes are made to the Master Plan. Yes, when we get to that point.

Harry Brady will be meeting with the Commissioners tomorrow about farm rent

14. **Adjourned:**

Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

Approved: Harry Brady

**Huron County Airport Authority**  
**Balance Sheet**  
As of November 30, 2015

3:22 PM  
12/09/2015  
Cash Basis  
Nov 30, 15

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
	Civista 23825
	<u>30,938.36</u>
Total Checking/Savings	<u>30,938.36</u>
Total Current Assets	<u>30,938.36</u>
<b>TOTAL ASSETS</b>	<u><u>30,938.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	40,822.82
Net Income	<u>-9,884.46</u>
Total Equity	<u>30,938.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>30,938.36</u></u>

**Huron County Airport Authority**  
**Profit & Loss / Month & YTD**  
November 2015

3:24 PM  
12/09/2015  
Cash Basis

	<u>Nov 15</u>	<u>Jan - Nov 15</u>
<b>Ordinary Income/Expense</b>		
Income		
Airport Closure	0.00	8,000.00
Fuel Sales	2,635.47	33,850.29
Hangar Rent	2,200.00	34,053.50
Overnight Fees	<u>0.00</u>	<u>20.00</u>
Total Income	<u>4,835.47</u>	<u>75,923.79</u>
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	0.00	17,249.01
Credit Card Processing	72.71	847.02
Insurance Expense	0.00	5,525.03
Legal Notices / Advertising	0.00	2,074.46
Maintenance	0.00	1,904.00
Management Fee	0.00	4,282.99
Mowing	1,300.00	6,725.00
Office Expense		
	Computer Expense	200.64
	Office Supplies	77.88
	Postage	<u>0.00</u>
Total Office Expense	<u>278.52</u>	<u>1,725.24</u>

Huron County Airport Authority  
**Profit & Loss / Month & YTD**  
 November 2015

3:24 PM  
 12/09/2015  
 Cash Basis

	<u>Nov 15</u>	<u>Jan - Nov 15</u>
Permits	0.00	250.00
Propane	0.00	2,141.64
Property Taxes	0.00	4,621.89
Repairs and Maintenance	690.68	11,000.14
Sales Tax		
Sales Tax Discount	-2.40	-18.91
Sales Tax - Other	320.11	2,580.13
Total Sales Tax	317.71	2,561.22
Service Agreements	0.00	595.00
Snow Removal	0.00	2,212.50
Supplies	372.72	1,760.12
Travel Expenses	0.00	227.13
Utilities		
Electric	1,482.14	8,408.98
Internet Service	0.00	359.55
Telephone Expense	114.69	1,101.15
Water	79.25	856.86
Total Utilities	1,676.08	10,726.54
Website Expense	0.00	389.40
Total Expense	4,708.42	119,177.33
Net Ordinary Income	127.05	-43,253.54
Other Income/Expense		
Other Expense		
Fuel Purchased		
100LL Avgas	0.00	8,416.29
Diesel	0.00	376.46
Unleaded	10.43	185.17
Total Fuel Purchased	10.43	8,977.92
Total Other Expense	10.43	8,977.92
Net Other Income	-10.43	-8,977.92
Net Income	<u>116.62</u>	<u>-52,231.46</u>

# Huron County Airport Authority

Date: 12/08/2015 Invoice Approval for 12/14/2015

Business Name	Invoice Date	Amount	Purchase	Check #
Deluxe Checks	11/4/2015	16.50	Deposit Slips	EFT 3123
Ferrellgas	11/23/2015	184.02	102.6 Gallons Propane	EFT 3124
Frontier	11/28/2015	114.69	11/28/2015 - 12/27/2015	3125
Great Lakes Electric	12/7/2015	738.76	Runway Lights Repaired	3126
Huron County Chamber	12/1/2015	172.88	Copies / 2016 Membership	3127
Huron County Engineer	12/2/2015	48.68	Change Beacon Light	3131
Melissa James	12/1/2015	16.95	Pre-App to FAA	3128
Melissa James	12/14/2015	16.95	10 Year ACIP to Office of Aviation	3129
Northern Ohio Rural Water	11/23/2015	80.67	10/09/2015 - 11/10/2015	3130
Norwalk Ace	11/17/2015	78.68	Smoke CO Detector / Bulbs	EFT 3120
Ohio Aviation Association	12/1/2015	125.00	2016 Membership	3121
Ohio Edison	12/1/2015	1,145.07	Electric	EFT 3122
Sexton, Zackery	11/30/2015	1,300.00	November Mowing	
Sexton, Zackery	11/30/2015	212.36	200 Driveway Markers	
State of Ohio	12/1/2015	128.07	November Sales Tax	
Tusing Builders	11/23/2015	1,641.56	Commercial Hanger Roof Repaired	
		<u>6,020.84</u>		