

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, September 10, 2018 – 5:00pm

Call Meeting to Order:

Roll Call: Melissa James _____

 Harry Brady _____

 Larry Silcox _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: August 13, 2018

Operational and Financial Report August 31, 2018:

August 2018 Fuel Sales:

AVGas: \$6,381.32	Gallons: 1,434.01
Jet A: \$6,411.45	Gallons: 1,873.83

Approval of August 31, 2018 Financials

As of August 31, 2018

Cash in Bank:	\$ 51,397.81
Net Income YTD:	\$ 311,760.82
Total Expenses YTD:	\$ 297,529.57
Net Income/ Loss YTD:	\$ 14,231.25

Approval to Pay Invoices: \$ 5,848.32 (09/10/2018 12:40 pm)

Old Business:

Consultant Report

Hangar Lease

New Business:

Insurance Inspection 09/13/2018 @ 8:30 am

Date of Next Meeting:

Monday, October 08, 2018 @ 5:00pm

August 13, 2018

Call to order: Harry Brady moved to excuse Larry Silcox. Melissa James seconded.

Public comment:

Dan LeClair proposed a new base radio. Used \$1,100 includes install and tune-up. I-Com radio with 128 frequency.

Cleaned runway after EEA pancake breakfast.

Harry Brady moved to approve July 09, 2018 minutes. Melissa James seconded. Motion Passed.

Harry Brady moved to approve July 09, 2018 financials. Melissa James seconded. Motion Passed.

Harry Brady moved to approve payment of invoices. Melissa James seconded. Motion Passed.

Consultant Report:

Harry Brady moved to approve pay request #4, request #10, request #3, request #6. Melissa James seconded. Motion passed.

Harry Brady moved to approve Michael Baker invoices #4 and 10. Melissa James seconded. Motion Passed.

Harry Brady moved to approve Erie Blacktop \$16,398.16. Melissa James seconded. Motion Passed.

Harry Brady moved to approve change order. Melissa James seconded. Motion Passed.

Old Business:

Rental Increase. Harry Brady checked Fremont \$240 – 120 Community, Elyria n/a, Lorain \$252 and 216, Galion n/a, Ashland \$150 – 225, Willard no planes and Seneca \$110 – 175 – 250, Erie Ottawa \$200 – 250 – 300 – Community 175 -225.

M4000 should be installed 2 – 3 weeks.

Lease for HealthGrade put on website.

Precision Arial Ag lease /FBO Proposal should be submitted

Hoffman Screen Printing paying \$800 for 2,375 sq. feet along with electric / water for \$200.

New Business:

White light is out on beacon – called fire department

Black Audi is taking pictures on property

Harry Brady moved to adjourn. Melissa James seconded. Adjourned

Submitted by:

Linda Vaughn
Sectary / Treasurer

Melissa James
Board President

Huron County Airport Authority
Balance Sheet
As of August 31, 2018

2:13 PM

09/06/2018

Cash Basis

Aug 31, 18

ASSETS

Current Assets	
Checking/Savings	
Civista 23825	51,397.81
Prepaid Debit Card	250.00
Total Checking/Savings	51,647.81
Accounts Receivable	
Accounts Receivable	-1,490.00
Total Accounts Receivable	-1,490.00
Total Current Assets	50,157.81
Fixed Assets	
Equipment	581.08
Total Fixed Assets	581.08
TOTAL ASSETS	50,738.89

LIABILITIES & EQUITY

Equity	
Opening Balance Equity	40,822.82
Retained Earnings	-4,315.18
Net Income	14,231.25
Total Equity	50,738.89
TOTAL LIABILITIES & EQUITY	50,738.89

Huron County Airport Authority
Profit & Loss YTD
January through August 2018

2:15 PM

09/06/2018

Cash Basis

Jan - Aug 18

Ordinary Income/Expense

Income

Commercial Office Rent	5,853.57
FAA Grant	205,296.00
Farm Rent	8,538.64
Finance Charge	75.00
Fuel Sales	48,431.18
Hangar Rent	30,003.34
ODOT Grant	12,211.00
Overnight Fees	90.00
Utilities Reimbursement	1,262.09
Total Income	311,760.82

Expense

Apron B	4,416.78
Attorney Fees	1,156.65
Bank Service Charges	0.00
Cleaning / Sump	375.00
Credit Card Processing	1,155.06
FAA Grant Expense	203,609.42
Fuel Purchased	
100 AVGas	30,902.24
Diesel Fuel	344.41
Jet-A	10,262.17
	<hr/>
Total Fuel Purchased	41,508.82
Insurance Expense	2,165.00
Legal Notices / Advertising	7.44
Maintenance	1,394.00
Membership	300.00
Mowing	4,800.00
Office Expense	
Computer Expense	143.75
Office Supplies	130.15
Postage	50.00
	<hr/>
Total Office Expense	323.90
Ohio EPA Reporting	3,400.00
Permits	1,100.00
Propane	1,791.65
Property Taxes	7,070.27
Public Records Request	60.76
Repairs and Maintenance	4,894.13
Sales Tax	
Sales Tax Discount	-19.03
Sales Tax - Other	2,821.30
	<hr/>
Total Sales Tax	2,802.27
Secretary / Treasurer	1,490.00
Service Agreements	1,095.00
Snow Removal	2,736.25
Supplies	38.90
Utilities	
Electric	6,819.66
Telephone Expense	972.06
Water	1,692.15
	<hr/>
Total Utilities	9,483.87
Website Expense	354.40
	<hr/>
Total Expense	297,529.57
	<hr/>
Net Ordinary Income	14,231.25
	<hr/>
Net Income	14,231.25
	<hr/>

Huron County Airport Authority**Invoice Approval**

Date: 9/10/2018

For Meeting on: 9/10/2018

Company	Date	Amount	Purchase	Check #
Albrecht, Bill	9/4/2018	400.00	EPA Reporting - 2018 August	3540
Beck Aviation	9/4/2018	125.00	Maintenance - 2018 August	3541
Frontier Communications	8/28/2018	122.52	Service 0//28 - 09/27/2018	EFT
Great Lakes Electric	9/5/2018	487.50	09/04 Troubleshoot & Replace Runway Lights	3543
Holtz, Mary	9/4/2018	950.00	Mowing - 2018 August	3535
		400.00	West end / 12 acres	
		125.00	Cleaning / Sumping - 2018 August	
Laser Images	8/13/2018	39.70	Copies / Scan	3536
Northern Ohio Rural Water	8/28/2018	280.80	Service 07/13 - 08/14/2018	3538
Ohio Business Gateway	9/4/2018	931.09	Sales Tax - 2018 August	EFT
Ohio Edison	8/31/2018	919.46	Service 08/01 - 08/29/2018	EFT
QTPod	9/4/2018	581.08	M4000 / Monthly Payment	EFT
Vaughn, Linda	9/4/2018	150.00	Secretary / Treasurer - 2018 August	3539
Laser Images	9/6/2018	14.54	Copies / Scan	3544
Sunrise Cooperative	8/21/2018	<u>321.63</u>	117 Gallons Diesel	EFT
		<u>5,848.32</u>		
Erie Blacktop	8/13/2018	16,389.16	Approved 08/13/2018	3542
Michael Baker Invoices	8/13/2018	13,327.88	Approved 08/13/2018	3537