

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, January 11, 2016 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: December 14, 2015

Operational and Financial Report:

December 2015 Fuel Sales: \$833.67 Gallons = 158.79

Approval of December 2015 Financials

Cash in Bank: \$ 43,395.12
Net Income YTD: \$ 96,065.46
Total Expenses YTD: \$ 93,493.16
Net Income YTD: \$ 2,572.30

Approval to Pay Invoices: \$ 7,207.73 01/12/2016

Old Business:

Mechanical Work
Commercial Hanger Maintenance Space

New Business:

Election of Officers
State of the Airport – Harry Brady
Options for Addressing Public Records Request

Date of Next Meeting:

Monday, February 08, 2016 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order at 5:05 pm

2. **Roll Call**

<u>Members Present:</u>	Harry Brady	Melissa James	Randy Birchfield
<u>Guest Present:</u>	Scott Seitz	Don Roth	Patty LeClair
	Dan LeClair	JW Kelly	Marcus Holtz

3. **Approval of Minutes:**

Melissa James made a motion to approve the November 09, 2015 regular meeting minutes and November 30, 2015 special meeting minutes. Randy Birchfield seconded. Motion Passed.

4. **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)

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

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

5. **Old Business:**

Grant Update: Approval of Invoice for American Pavement Solutions, Inc. \$137,700.00.

Hanger Doors: OK for now

Discounted Fuel: Any suggestions please let the board know.

6. **New Business:**

Harry Brady discussed having John Beck on retainer of \$125 to \$137 per month for regular maintenance of equipment and grounds. Maintenance hangar door is broke and needs to be repaired. JW Kelly stated that Danny Lake has done repairs on that door. Harry Brady made a motion to invite John Beck to the January meeting. Melissa James seconded. Motion Passed.

Commercial Hanger Maintenance space. Tabled until January when John Beck is in attendance.

Laptop and Software. Melissa James stated that the Airport financials and information needs to be moved off of the Chamber computer. Purchase a laptop and move the computer that is in the office to the outer office for the pilots to use. Have two quotes of \$930 and \$1,100. Harry Brady made a motion to spend up to \$1,100. Randy Birchfield seconded. Motion Passed.

7. **Board Comments:**

Randy Birchfield has someone who wants to bring a plane here. Move the house to the maintenance hangar. Need to call the owner to have the house moved.

Melissa James stated the Secretary / Treasurer needs to be formalized. County Prosecutor sees no conflict of interest. \$75.00 per month for duties. Harry Brady made the motion. Randy Birchfield seconded. Motion Passed with Melissa James abstaining.

Melissa James stated that Brian from the FAA emailed about a question. Questions and comments need to come to the Board members first as a professional courtesy.

Harry Brady stated to put the past in the past. Board is working together and will keep the airport moving forward. Airport does play a role in economic development. Board is investing in the airport. Working on having the farm rent come directly to the Airport Authority.

\$16.00 in pop money today.

8. **Public Comments:**

Check tanks need to be recorded.
Several plans in over the weekend.

9. **Adjourned:**

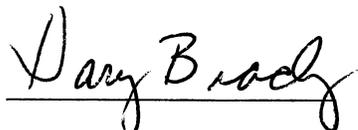
Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: 

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

1:52 PM
01/06/2016
Cash Basis

Dec 31, 15

ASSETS

Current Assets

Checking/Savings

Civista 23825 43,395.12

Total Checking/Savings 43,395.12

Total Current Assets 43,395.12

TOTAL ASSETS 43,395.12

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Net Income 2,572.30

Total Equity 43,395.12

TOTAL LIABILITIES & EQUITY 43,395.12

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

1:54 PM
01/06/2016
Cash
Basis

	<u>Dec 15</u>	<u>Jan - Dec 15</u>
Ordinary Income/Expense		
Income		
Airport Closure	0.00	8,000.00
FAA Grant	16,708.00	16,708.00
Fuel Sales	833.67	34,683.96
Hangar Rent	2,600.00	36,653.50
Overnight Fees	<u>0.00</u>	<u>20.00</u>
Total Income	20,141.67	96,065.46
Expense		
Bank Service Charges	0.00	12.00
Consultant Fee	0.00	17,249.01
Credit Card Processing	28.90	875.92
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

Membership	285.00	285.00	
Mowing	1,300.00	8,025.00	
Office Expense			
	Computer Expense	0.00	458.04
	Office Supplies	12.88	909.21
	Postage	33.90	404.77
Total Office Expense	46.78	1,772.02	
Permits	0.00	250.00	
Propane	184.02	2,325.66	
Property Taxes	0.00	4,621.89	
Repairs and Maintenance	2,429.00	13,429.14	
Sales Tax			
	Sales Tax Discount	0.00	-18.91
	Sales Tax - Other	0.00	2,580.13
Total Sales Tax	0.00	2,561.22	
Service Agreements	0.00	595.00	
Snow Removal	0.00	2,212.50	
Supplies	78.68	1,838.80	
Travel Expenses	0.00	227.13	
Utilities			
	Electric	1,008.62	9,302.89
	Internet Service	0.00	359.55
	Telephone Expense	114.69	1,215.84
	Water	80.67	937.53
Total Utilities	1,203.98	11,815.81	
Website Expense	0.00	389.40	
Total Expense	5,556.36	82,271.98	
Net Ordinary Income	14,585.31	13,793.48	
Other Income/Expense			
Other Expense			
Fuel Purchased			
	100LL Avgas	2,243.26	10,659.55
	Diesel	0.00	376.46
	Unleaded	0.00	185.17
Total Fuel Purchased	2,243.26	11,221.18	
Total Other Expense	2,243.26	11,221.18	
Net Other Income	-2,243.26	-11,221.18	
Net Income	12,342.05	2,572.30	

Huron County Airport Authority

Date: 01/06/2016 Invoice Approval for 01/11/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Epic Aviation	12/16/2015	2,243.26	500 Gallons 12/03/2015	EFT
Frontier	11/28/2015	114.69	12/28/2015 - 01/27/2016	EFT
Huron County Chamber	12/1/2015	42.23	Copies / Postage	3133
Melissa James	12/15/2015	10.68	Certified Mail - 10 Year Plan / Cashiers Check	3134
			to American Pavement Solutions, Inc.	
Michael Baker	12/14/2015	1,824.00	Crack Seal and Remark Runway	3135
Northern Ohio Rural Water	11/23/2015	79.25	11/01/2015 - 12/10/2015	3136
Ohio Edison	12/1/2015	1,386.88	Electric	EFT
Sexton, Zackery	11/30/2015	1,300.00	December Mowing	3132
Shipleys Office	12/31/2015	71.75	Binders 2016 / Printer Toner	3137
State of Ohio	12/31/2015	59.99	December Sales Tax	EFT
Linda Vaughn	1/11/2016	75.00	December 2015	3138

7,207.73

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, February 08, 2016 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: January 11, 2016

Operational and Financial Report:

January 2016 Fuel Sales: \$945.84 Gallons = 180.15

Approval of January 2016 Financials

Cash in Bank: \$ 41,924.42
Net Income YTD: \$ 3,262.87
Total Expenses YTD: \$ 5,036.07
Net Income/ Loss YTD: \$ (1,773.20)

Approval to Pay Invoices: \$ 12,299.17 02/08/2016

Old Business:

Commercial Crime Insurance

New Business:

2015 Farm Rent Deposited 02/04/2016 \$10,582.88

Date of Next Meeting:

Monday, March, 14 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, January 11, 2016

1. Harry Brady called the meeting to order at 5:05 pm

2. **Roll Call**

Members Present: Harry Brady Melissa James Randy Birchfield

Guest Present: Scott Seitz Don Roth Patty LeClair
 Dan LeClair JW Kelly Marcus Holtz
 Dennis A. Sokol John Beck

3. **Approval of Minutes:**

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

4. **Operational and Financial Report:**

December 2015 Fuel Sales: \$833.67 Gallons = 158.79

Correction to Agenda: Net Loss should be Net Income

Approval of November 2015 Financials

Cash in Bank: \$ 43,395.12
Net Income YTD: \$ 96,065.46
Total Expenses YTD: \$ 93,493.16
Net Income YTD: \$ 2,572.30

Approval to Pay Invoices: \$ 72,079.73 01/12/2016

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

5. **Old Business:**

Mechanical Work: Discussion to have John Beck perform preventative maintenance for approximately 5 hours per month. John Beck looked into an EPA Class A. Harry Brady stated an Operator of Record has been discussed. Randy Birchfield made a motion to approve a retainer of \$125.00 per month for John Beck. Melissa James seconded. Motion Passed.

Historic House: Randy Birchfield called the owner in England; he was to have the mover call Randy, which has not happened yet. Randy is to try again to contact owner. If no response a certified letter will be sent.

6. **New Business:**

Election of Officers: Melissa James nominated Harry Brady to continue as President. Randy Birchfield seconded. Motion Passed. Harry Brady nominated Melissa James to continue as Vice President. Randy Birchfield seconded. Motion Passed.

State of the Airport: Harry Brady

Public Records Request - J.W. Kelly said to ask them in and talk to them.

Harry Brady read letters being sent to Huron County Commissioners and Sue Essex.

Beacon light needs fixing. Ponds need filled in.

7. **Board Comments:**

Randy Birchfield asked about competitive fuel prices. Harry Brady made a motion that Randy oversee fuel prices. Melissa James seconded. Motion Passed.

Melissa James left meeting.

Randy asked what the total monthly hanger rent is – (emailed to Randy 01/12/2016 Monthly hanger rent = \$2,635.75 / house rent \$500.00 monthly)

Revaluation of Contract with Zackery Sexton, mowing needs to end in October, snow removal paid as needed. (Contract does not expire until October 31, 2016)

Randy Birchfield made a motion to purchase 1,000 gallons of Jet A fuel. Harry Brady tabled till next meeting when full board is in attendance. Harry Brady stated that there was no exchange of any monies for Jet A.

8. **Public Comments:**

Dennis Sokol thanked board for all the work completed this past year. Farm rent applied to loan for Huron County Commissioners is not correct. Airport needs greater operational services. Harry Brady stated that we all have to do the work together.

J.W. Kelly asked if board members have attended show in Columbus.

Dan LeClair add project to AICP of turning 14 acres into farmland.

Randy Birchfield asked if a vacuum truck for commercial hanger taxiway could be used.

Patty LeClair asked about Merchant services charges and that needs to be checked on.

9. **Adjourned:**

Harry Brady moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Autho 11:16 AM
Balance Sheet 02/04/2016
As of January 31, 2016 Cash Basis
 Jan 31, 16

ASSETS	
Current Assets	
Checking/Savings	
Civista 23825	41,924.42
Total Checking/Savings	<u>41,924.42</u>
Accounts Receivable	
Accounts Receivable	-302.50
Total Accounts Receivable	<u>-302.50</u>
Total Current Assets	<u>41,621.92</u>
TOTAL ASSETS	<u><u>41,621.92</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	40,822.82
Retained Earnings	2,572.30
Net Income	-1,773.20
Total Equity	<u>41,621.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>41,621.92</u></u>

Jan 31, 16

Huron County Airport Authority
Profit & Loss
January 2016

11:18 AM

02/04/2016

Cash Basis

TOTAL

	TOTAL
Ordinary Income/Expense	
Income	
Fuel Sales	945.87
Hangar Rent	2,317.00
Total Income	3,262.87
Expense	
Consultant Fee	1,824.00
Credit Card Processing	21.60
Fuel Purchased	
Unleaded	50.00
Total Fuel Purchased	50.00
Mowing	1,300.00
Office Expense	
Office Supplies	108.73
Postage	15.93
Total Office Expense	124.66
Sales Tax	
Sales Tax Discount	-0.45
Sales Tax - Other	60.44
Total Sales Tax	59.99
Secretary / Treasurer	75.00
Utilities	
Electric	1,386.88
Telephone Expense	114.69
Water	79.25
Total Utilities	1,580.82
Total Expense	5,036.07
Net Ordinary Income	-1,773.20
Net Income	-1,773.20

Huron County Airport Authority

Date: 02/04/2016

Invoice Approval for 02/15/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	1/31/2016	125.00	Maintenance Retainer - January	3141
Frontier	1/21/2016	114.69	12/28/2015 - 01/27/2016	EFT
Frontier	2/22/2016	116.05	01/28/2016 - 02/27/2016	EFT
Huron County Chamber	2/1/2016	16.14	Copies	3142
Huron County Treasurer	2/4/2016	6,235.42	2015 Full Year	3143
Northern Ohio Rural Water	1/11/2016	79.25	Water 12/01/2015 - 01/11/2016	3144
Norwalk Ace	1/13/2016	111.24	Pipe Insulation / Ice Melt	3145
Ohio Business Gateway	2/1/2016	68.06	Sales Tax January	EFT
Ohio Edison	2/19/2016	1,498.90	12/29/2015 - 01/27/2016	EFT
QTPod	1/13/2016	7.67	Card to Change Fuel Prices	3146
Sexton, Zack	2/28/2016	1,300.00	Grounds February	3148
Sexton, Zack	1/29/2016	1,300.00	Grounds January	3140
Sexton, Zack	1/10/2016	50.00	Gas	3139
Vaughn, Linda	2/3/2016	75.00	Secretary / Treasurer January	3147
Marshall Goff	02/08/2016	800.00	EPA Testing	3150
Ferrellgas	02/08/2016	401.75		3151
		<u>12,299.17</u>		

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, March 07, 2016 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: February 08, 2016

Operational and Financial Report:

February 2016 Fuel Sales: \$597.78 Gallons = 113.09

Approval of February 2016 Financials

Cash in Bank: \$ 20,881.34

Net Income YTD: \$ 18,848.18

Total Expenses YTD: \$ 41,677.82

Net Income/ Loss YTD: **\$(22,829.64)**

Approval to Pay Invoices: ~~\$ 14,589.46~~ 03/07/2016
\$15,192.53 03/08/2016

Old Business:

Commercial Crime Insurance

New Business:

Date of Next Meeting:

Monday, April 11, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, February 11, 2016

1. Harry Brady called the meeting to order at 5:05 pm

2. **Roll Call**

<u>Members Present:</u>	Harry Brady	Melissa James	Randy Birchfield
<u>Guest Present:</u>	Scott Seitz	Don Roth	Patty LeClair
	Dan LeClair	JW Kelly	Marcus & Mary Holtz
	Dennis A. Sokol	Mike Weisenberger	Barry L. Tester
	Fred Eldred	Paul Strack	

3. **Approval of Minutes:**

Melissa James made a motion to approve the January 11, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

4. **Operational and Financial Report:**

January 2016 Fuel Sales: \$945.84 Gallons = 180.15

Correction to Agenda: Net Loss should be Net Income

Approval of November 2015 Financials

Cash in Bank:	\$ 41,924.42
Net Income YTD:	\$ 3,262.87
Total Expenses YTD:	\$ 5,036.07
Net Income YTD:	\$ (1,773.20)

Approval to Pay Invoices: \$ 12,299.17

Melissa James made a motion to approve January 2016 Financials. Randy Birchfield seconded. Motion Passed.

5. **Old Business:**

Criminal Crime Insurance – Need to sign application in order for underwriters to give quotes.

Fuel Prices – Take an average from Seneca, Port Clinton, Galion, Wakeman and Sandusky. Average fuel prices and set HCA. Harry Brady moved to approve. Randy Birchfield seconded. Motion Passed. Fuel will be set at \$4.48.

6. **New Business:**

Received farm rent for 2015 and tax bills for 2015. \$10,582.88 in rent \$6,235.46 in taxes.

Loan is being discussed by the Commissioners.

Commissioners signed 5 year agreement with Michael Baker International. Federal grant is 10% match, State is 5% have obstructions added to grant.

7. **Michael Baker International:** Paul Strecker discussed that crack seal will be done in the spring and seal coated. Discussed that cold patch and the seal the apron by the Commercial building. Should be a 2 year fix. Airport Plan is being updated.

8. **Board Comments:**

Randy Birchfield said the internet was down. Move makers from runway. House will be moved this week.

Marshall Goff is working with the EPA and completing reports.

Harry Brady asked that the March meeting be moved to the 1st Monday (March 07) as he will out of town.

9. **Public Comments:**

Summit Motorsports Park closures have already been submitted.

Why is Huron County Commissioners holding monies?

JW Kelly stated the fence is down and brush is in the corner. Down spout on back side of building needs fixing.

2016 Ohio Aviation Association Annual Conference April 19 – 20, 2016.

Discussed purchase of Jet A fuel. Tanks need to be inspected and tested before purchase. Randy Birchfield move to have tanks inspected and tested before purchase. Harry Brady seconded. Motion Passed.

10. **Adjourned:**

Harry Brady 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 February 29, 2016

1:57 PM
03/02/2016
Cash Basis
Feb 29, 16

ASSETS

Current Assets

Checking/Savings

Civista 23825 20,881.34

Total Checking/Savings 20,881.34

Accounts Receivable

Accounts Receivable -315.86

Total Accounts Receivable -315.86

Total Current Assets 20,565.48

TOTAL ASSETS 20,565.48

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings 2,572.30

Net Income -22,829.64

Total Equity 20,565.48

TOTAL LIABILITIES & EQUITY 20,565.48

Huron County Airport Authority
Profit & Loss / Month & YTD
 January through February 2016

2:26 PM

03/02/2016

Cash Basis

	TOTAL YTD	
	Feb 16	Jan - Feb 16
Ordinary Income/Expense		
Income		
Farm Rent	10,582.88	10,582.88
Fuel Sales	597.78	1,543.65
Hangar Rent	2,654.50	4,971.50
Utilities Reimbursement	1,750.15	1,750.15
Total Income	15,585.31	18,848.18
Expense		
Consultant Fee	0.00	1,824.00
Credit Card Processing	15.95	37.55
FAA Grant Expense	16,411.00	16,411.00
Fuel Purchased		
100 AVGas	8,696.08	8,696.08
Unleaded	100.00	150.00
Total Fuel Purchased	8,796.08	8,846.08
Maintenance	125.00	125.00
Office Expense		
Office Supplies	16.14	124.87
Postage	0.00	15.93
Total Office Expense	16.14	140.80
Ohio EPA Reporting	800.00	800.00
Propane	401.75	401.75
Property Taxes	6,819.66	6,819.66
Sales Tax		
Sales Tax Discount	-0.51	-0.96
Sales Tax - Other	68.57	129.01
Total Sales Tax	68.06	128.05
Secretary / Treasurer	75.00	150.00
Snow Removal	1,300.00	2,600.00
Supplies	118.91	118.91
Utilities		
Electric	1,498.90	2,885.78
Telephone Expense	116.05	230.74
Water	79.25	158.50
Total Utilities	1,694.20	3,275.02
Total Expense	36,641.75	41,677.82
Net Ordinary Income	-21,056.44	-22,829.64
Net Income / Loss	-21,056.44	-22,829.64

Huron County Airport Authority

Date: 03/08/2016 Invoice Approval for 03/07/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	2/29/2016	125.00	Maintenance Retainer - February	3156
Brady, Harry	3/7/2016	50.98	Nails / Rafter Ties	3158
Epic Aviation	7/28/2015	8,696.08	1,971 Gallons	3155
Frontier	3/23/2016	116.05	02/28/2016 - 03/27/2016	EFT
Goff, Marshall	2/29/2016	800.00	EPA Testing - February	3157
Huron County Chamber	3/3/2016	19.93	Copies	3159
Huron County Treasurer		584.24	2015 Full Year	3151
Northern Ohio Rural Water		79.25	Water 01/11/2016 - 02/10/2016	3160
Norwalk Ace	2/8/2016	4.28	Gumout Start Fluid	3161
Ohio Business Gateway		43.01	Sales Tax February	EFT
Ohio Edison	2/29/2016	1,493.39	01/28/2016 - 02/25/2016	EFT
QTPod	2/29/2016	595.00	Yearly Service Plan	3162
Sexton, Zack	3/31/2016	1,300.00	Grounds March	3165
Sexton, Zack	2/25/2016	150.00	Gas	3152 / 3153 / 3164
Tusing Builder	2/25/2016	457.25	Repairs to Roof	3166
Vaughn, Linda	2/29/2016	75.00	Secretary / Treasurer - February	3167
		<u>14,589.46</u>		
Ferrell Gas	3/4/2016	400.32	225.7 Gallons Propane	3168
Aviation Fuel Handling	3/1/2016	202.75	Fuel Filters	3169
		<u>15,192.53</u>		