

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, April 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: March 07, 2016

Operational and Financial Report:

March 2016 Fuel Sales:

AVGas: \$1,561.56	Gallons: 348.56
Jet A: \$ 1.68	Gallons: .48

Approval of March 31, 2016 Financials

Cash in Bank:	\$ 21,611.47
Net Income YTD:	\$ 25,865.90
Total Expenses YTD:	\$ 47,649.55
Net Income/ Loss YTD:	\$(21,783.65)

Approval to Pay Invoices: \$19,796.30 (04/11/2016 10:33 am)

Old Business:

Volunteer Insurance

New Business:

Date of Next Meeting:

Monday, May 09, 2016 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order

2. **Roll Call**

**Members Present:** Harry Brady Randy Birchfield

3. **Motion to Excuse:** Randy Birchfield made a motion to excuse Melissa James. Harry Brady seconded. Motion Passed.

**Guest Present:** Aaron Swank Don Roth Patty LeClair  
Dan LeClair Scott Brogan Marcus & Mary Holtz  
Dennis A. Sokol Mike Weisenberger John Beck  
Royden Smith

4. **Approval of Minutes:**

Randy Birchfield made a motion to approve the February 11, 2016 regular meeting minutes. Harry Brady seconded. Motion Passed.

5. **Operational and Financial Report:**

Randy Birchfield asked how much does the Authority need for the balance of the grant.

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: \$ 15,192.53

Randy Birchfield made a motion to approve February 2016 Financials. Harry Brady seconded. Motion Passed.

6. **Old Business:**

Criminal Crime Insurance – Quotes received of \$353.00 for \$25,000 of coverage; \$524.00 for \$50,000 of coverage. Harry Brady made a motion to approve the \$25,000 of coverage for \$353.00. Randy Birchfield seconded. Motion Passed.

7. **New Business:**

Harry Brady:

Additions to the grant have been requested.

Maintenance hangar roof repaired. Will need additional work completed.

8. **Board Comments:**

Randy Birchfield:

Royden Smith new tenant.

Historic building has been moved and has 2 north spaces.

Randy Birchfield moved to increase JetA from 700 to 1,000 gallons. Tank certified 3 years ago. Harry Brady seconded. Motion Passed. Prices will be set the same as AVGas.

Epic Fuel is sending a Quality Control person tomorrow (March 08, 2016) to replace fuel filters and check tanks.

4,000 gallons of AVGas has been ordered for delivery tomorrow (March 08, 2016) load is being split with Tiffin.

New bulbs for the Commercial hangar. 6 lights have been rewired and put back up. Savings of 75% on electric. 50 lights would cost about \$1,000 with a savings of \$4,000 based on 4 hours of use. Each bulb cost \$26.00. Lift or boom lift would need to be rented.

Harry Brady stated need to get bids for a sub-meter.

ADS-B out transmitter and Waas receiver is required in 4 years.

Harry Brady moved to purchase 40 lights at \$26.00 or less; preferable from a local company. Randy Birchfield seconded. Motion Passed.

9. **Public Comments:**

Current electric reimbursement? Is listed on the financials - \$1,750.15. Foghorn Designs has completed a great deal of repairs to the building.

Concern about security with Foghorn Design employee's walking through the hangar.

Need to bid the sub-meter for accurate electric usage.

Can the Friends be included on the insurance policy as volunteers? Will check with insurance company.

Good decision to purchase JetA for sprayers.

Harry Brady stated they will be putting in the grills and fixing the tables.

Wanted to know how many times airport will be closed for SMP. Harry Brady stated 4 nights total with a guarantee of \$10,000 regardless if airport is used or not.

Randy Birchfield asked for volunteers to clean the office.

10. **Adjourned:**

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

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady  
President

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

**Huron County Airport Authority**  
**Balance Sheet**  
 As of March 31, 2016

11:44 AM  
 04/04/2016  
 Cash Basis  
 Mar 31, 16

**ASSETS**

Current Assets

Checking/Savings

Civista 23825

21,611.47

Total Checking/Savings

21,611.47

Total Current Assets

21,611.47

**TOTAL ASSETS**

**21,611.47**

**LIABILITIES & EQUITY**

Equity

Opening Balance Equity

40,822.82

Retained Earnings

2,572.30

Net Income

-21,783.65

Total Equity

21,611.47

**TOTAL LIABILITIES & EQUITY**

**21,611.47**

**Huron County Airport Authority**  
**Profit & Loss**  
 March  
 2016

1:08 PM  
 04/04/2016  
 Cash Basis

Mar 16 Jan - Mar 16

Ordinary Income/Expense

Income

Commercial Office Rent

800.00

800.00

Farm Rent

0.00

10,582.88

Fuel Sales

1,520.72

3,064.37

Hangar Rent

4,242.00

9,213.50

Utilities Reimbursement

455.00

2,205.15

Total Income

7,017.72

25,865.90

Expense

Consultant Fee

0.00

1,824.00

Credit Card Processing

37.76

75.31

FAA Grant Expense

0.00

16,411.00

Fuel Purchased

100 AVGas

0.00

8,696.08

Unleaded

50.00

200.00

Total Fuel Purchased

50.00

8,896.08

Maintenance

175.98

300.98

<b>Mowing</b>	1,300.00	1,300.00
<b>Office Expense</b>		
<b>Office Supplies</b>	19.93	144.80
<b>Postage</b>	0.00	15.93
<b>Total Office Expense</b>	19.93	160.73
<b>Ohio EPA Reporting</b>	800.00	1,600.00
<b>Propane</b>	400.32	802.07
<b>Property Taxes</b>	0.00	6,819.66
<b>Repairs and Maintenance</b>	457.25	457.25
<b>Sales Tax</b>		
<b>Sales Tax Discount</b>	-0.33	-1.29
<b>Sales Tax - Other</b>	43.34	172.35
<b>Total Sales Tax</b>	43.01	171.06
<b>Secretary / Treasurer</b>	75.00	225.00
<b>Service Agreements</b>	595.00	595.00
<b>Snow Removal</b>	0.00	2,600.00
<b>Supplies</b>	207.03	325.94
<b>Utilities</b>		
<b>Electric</b>	1,615.15	4,500.93
<b>Telephone Expense</b>	116.05	346.79
<b>Water</b>	79.25	237.75
<b>Total Utilities</b>	1,810.45	5,085.47
<b>Total Expense</b>	5,971.73	47,649.55
<b>Net Ordinary Income</b>	1,045.99	-21,783.65
<b>Net Income</b>	<b>1,045.99</b>	<b>-21,783.65</b>

# Huron County Airport Authority

Date: 04/08/2016      Invoice      for      04/11/2016  
 Approval

Business Name	Invoice Date	Amount	Purchase	Check #
AirNav.com	3/17/2016	77.00	Yearly Renewal	3170
Beck, John	2/29/2016	125.00	Maintenance Retainer - March	3171
Brohl & Appell	3/2/2016	1,104.13	55 Lights / Wire / Tape	3172
Epic Aviation	3/8/2016	11,105.89	4,001 Gallons AVGas	3173
Epic Aviation	3/17/2016	1,767.66	1,000 Gallons JetA	3173
Ferrellgas	12/30/2015	256.86	152.8 Gallons Propane	3174
Flickinger Insurance	4/11/2016	353.00	Criminal Policy	3175
Frontier	3/23/2016	116.05	02/28/2016 - 03/27/2016	EFT
Frontier	4/21/2016	119.27	03/28/2016 - 04/27/2016	EFT
Goff, Marshall	3/29/2016	800.00	EPA Testing - March	3176
Huron County Chamber	4/7/2016	20.07	Copies	3177
Northern Ohio Rural Water	3/28/2016	81.83	Water 02/10/2016 - 03/11/2016	3178
Norwalk Ace	3/23/2016	116.33	Spray Paint / Blacktop Repair	3179
Ohio Business Gateway	4/1/2016	112.48	Sales Tax - March	EFT
Ohio Edison	4/20/2016	1,756.73		EFT
Sexton, Zack	3/31/2016	1,300.00	Grounds - April	3180
Tuffman Equipment	3/2/2016	310.00	Scissors Lift	3185
Treasurer State of Ohio	4/11/2016	150.00	Registration Fee 2016 - 2017	3184
U.S. Postmaster	4/11/2016	49.00	Roll of Stamps	3183
Vaughn, Linda	3/31/2016	75.00	Secretary / Treasurer - March	3182
		<u>19,796.30</u>		

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, May 09, 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: April 11, 2016

Operational and Financial Report:

April 2016 Fuel Sales:

AVGas: \$2,816.40	Gallons: 628.66
Jet A: -0-	Gallons: -0-

Approval of April 30, 2016 Financials

As of April 30, 2016

Cash in Bank:	\$ 34,749.77
Net Income YTD:	\$ 58,461.82
Total Expenses YTD:	\$ 67,272.17
Net Income/ Loss YTD:	\$ (8,810.35)

Approval to Pay Invoices: \$ 6,059.12

Old Business:

New Business:

Resolution #2016-01 Authorizing \$ 130,373.00 Apron Rehabilitation Grant  
Resolution #2016-02 Authorizing \$ 16,000.00 5% Matching FAA AIP Grant Application

Date of Next Meeting:

Monday, June 13, 2016 @ 5:00pm

Public Comments:

Adjournment:

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

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady                      Melissa James                      Randy Birchfield

3. **Motion to Excuse:**

Guest Present: Paul Strack – Michael Baker International  
Patty LeClair                      Dan LeClair                      Scott Brogan  
Dennis A. Sokol                      John Beck                      Royden Smith  
J.W. Kelley                      Curt Linder                      Scott Seitz  
Marcus & Mary Holtz

4. **Approval of Minutes:**

Melissa James made a motion to approve the March 07, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

Randy Birchfield asked how much does the Authority need for the balance of the grant.

March 2016 Fuel Sales:

AVGas: \$1,561.56	Gallons: 348.56
Jet A: \$ 1.68	Gallons: .48

Approval of March 31, 2016 Financials

Cash in Bank:	\$ 21,611.47
Net Income YTD:	\$ 25,865.90
Total Expenses YTD:	\$ 47,649.55
Net Income/ Loss YTD:	\$(21,783.65)

Approval to Pay Invoices: \$19,796.30

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

6. **Old Business:**

Volunteer Insurance: Volunteers are covered up to \$1,000 for medical payments. Volunteers covered only while performing duties related to the conduct of the airport.

Need list of approved volunteers. Need Volunteer Worker Policy.

7. **New Business:**

Paul Strack – Michael Baker International

ODOT grant due May 1<sup>st</sup> with a 5% match. Decisions are made June – July; Grant Announced July – August.

Apron in front of Commercial hanger has deteriorated too far for sealing. FAA could pay for design fees with 10% match. ODOT grant could pay for construction.

Estimated \$130,000 to move taxiway. New taxiway, would remove old taxiway. Discussion was that it would be a hardship for the sprayer. Could a jog be put into the old taxiway during design phase.

Airport will need about \$10,000 for match for runway completion.

Wildlife study will only take about 3 days and results in about month.

Dennis Sokol asked if wildlife person is certified by the FAA. That is not required.

Dan LeClair asked about the grant to remove obstructions. Removal of obstructions was approved in 2012. Removal can be added but the airport must own the property or have an aviation easement with owner (right of way).

Could changing the approach to 10. Would still take 18 months.

McCreary property part of hazard of flight. Start approach request.

Once study (Master Plan) is completed then talk to land owners.

If area is deemed wetlands, stumps could not be removed, as you cannot disturb the soil.

Private property owners can cut their own trees, if they want.

Night approach part of study. 2A is the best and fastest if owners remove trees.

8. **Board Comments:**

Randy Birchfield thanked Mary for cleaning the office. Marcus for painting the fuel island. Also, John, Royden and Dan for all their help.

Wind tee has been damaged. Went to remove and found electrical system is base, would like to light the tee when repaired. Need estimates on lights; will be discussed at next board meeting. Randy and John will pull the tee and store it until repaired.

Melissa James stated that the farm rent check from the Commissioners should be between 25,000 and 35,000. To complete grant matches it will take the majority of the funds.

Maintenance hangar needs painting, will be quotes for paint. Roof of Commercial building needs work completed.

Asked if Dan LeClair advertised the Fly In Poker Run. Dan said yes and someone will be at the Airport from 10 am – 3 pm that day.

Harry Brady stated that the Airport needs to lease land as much as possible. Also, thanks everyone who has helped with all the work. The Board appreciates all the assistance received.

Wants to set the grills and picnic tables. Once runway is completed Board will host a Thank You cookout.

Melissa James stated we need to invite the public and have a ribbon cutting ceremony.

Harry Brady stated he has received positive comments about the work being done at the Aiport.

Paul Strack stated that the FAA 2<sup>nd</sup> Quarter report due April 30, 2016 will be submitted. Signatures are no longer required prior to submission.

Asked for Board approval of invoice to be submitted to FAA for \$2605.00 with local match of \$260.00. Melissa James moved to approve invoice. Randy Birchfield seconded. Motion Passed.

9. **Public Comments:**

Dan LeClair asked about 18B study for entire Airport including obstructions and wetlands. Will be completed with the Master Plan.

J.W. Kelley asked if Soil and Water can clean out the ditches, charges may be involved. Removal of brush piles needs completed.

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 April 30, 2016

8:52 AM  
05/04/2016  
Cash  
Basis  
Apr 30, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

Civista 23825 34,749.77

**Total Checking/Savings** 34,749.77

**Accounts Receivable**

Accounts Receivable -165.00

**Total Accounts Receivable** -165.00

**Total Current Assets** 34,584.77

**TOTAL ASSETS** 34,584.77

**LIABILITIES & EQUITY**

**Equity**

Opening Balance Equity 40,822.82

Retained Earnings 2,572.30

Net Income -8,810.35

**Total Equity** 34,584.77

**TOTAL LIABILITIES & EQUITY** 34,584.77

**Huron County Airport Authority**  
**Profit & Loss Month YTD**  
 March through April 2016

8:51 AM  
 05/04/2016  
 Cash  
 Basis

	<u>Mar - Apr 16</u>	<u>Jan - Apr 16</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Commercial Office Rent	1,600.00	1,600.00
FAA Grant	2,345.00	2,345.00
Farm Rent	23,147.50	33,730.38
Fuel Sales	4,379.64	5,923.29
Hangar Rent	7,221.50	12,193.00
Utilities Reimbursement	920.00	2,670.15
<b>Total Income</b>	<b>39,613.64</b>	<b>58,461.82</b>
<b>Expense</b>		
Consultant Fee	0.00	1,824.00
Credit Card Processing	105.65	143.20
FAA Grant Expense	0.00	16,411.00
<b>Fuel Purchased</b>		
100 AVGas	11,105.89	19,801.97
Jet-A	1,767.66	1,767.66
Unleaded	50.00	200.00
<b>Total Fuel Purchased</b>	<b>12,923.55</b>	<b>21,769.63</b>
Insurance Expense	353.00	353.00
Maintenance	1,794.17	1,919.17
Mowing	2,600.00	2,600.00
<b>Office Expense</b>		
Office Supplies	40.00	164.87
Postage	47.00	62.93
<b>Total Office Expense</b>	<b>87.00</b>	<b>227.80</b>
Ohio EPA Reporting	1,600.00	2,400.00
Permits	150.00	150.00
Propane	657.18	1,058.93
Property Taxes	0.00	6,819.66
Repairs and Maintenance	457.25	457.25
<b>Sales Tax</b>		
Sales Tax Discount	-2.94	-3.90
Sales Tax - Other	156.67	285.68
<b>Total Sales Tax</b>	<b>153.73</b>	<b>281.78</b>
Secretary / Treasurer	150.00	300.00
Service Agreements	595.00	595.00
Snow Removal	0.00	2,600.00

<b>Supplies</b>	244.30	363.21
<b>Utilities</b>		
<b>Electric</b>	3,250.12	6,135.90
<b>Telephone Expense</b>	235.32	466.06
<b>Water</b>	<u>161.08</u>	<u>319.58</u>
<b>Total Utilities</b>	3,646.52	6,921.54
<b>Website Expense</b>	<u>77.00</u>	<u>77.00</u>
<b>Total Expense</b>	<u>25,594.35</u>	<u>67,272.17</u>
<b>Net Ordinary Income</b>	<u>14,019.29</u>	<u>-8,810.35</u>
<b>Net Income</b>	<u><u>14,019.29</u></u>	<u><u>-8,810.35</u></u>

# Huron County Airport Authority

Date: 05/05/2016      Invoice Approval      for      05/09/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	5/5/2016	125.00	Maintenance Retainer - April	3186
Frontier	4/28/2016	115.77	04/28/2016 - 05/27/2016	EFT
Goff, Marshall	5/5/2016	800.00	EPA Testing - April	3187
Huron County Chamber	5/5/2016	55.79	Copies / Overnight Grant	3188
Northern Ohio Rural Water	4/27/2016	79.25	Water 03/11/2016 - 04/12/2016	3189
Norwalk Ace	4/29/2016	80.13	Paint / Brushes / Trash Bags / Weed Killer	3190
City of Norwalk	4/15/2016	55.00	Laboratory Analysis	3191
Ohio Business Gateway	5/2/2016	202.66	Sales Tax - April	EFT
Ohio Edison	4/29/2016	1,361.06		EFT
Sexton, Zack	5/5/2016	1,300.00	Grounds - May	3194
Sexton, Zack	5/5/2016	75.00	Gas	3193
State of Ohio UST Fund	5/5/2016	1,200.00	Annual Fee	3195
Tusing Builders	4/25/2016	511.51	Roof Repair 02/11 - 02/24 - 03/28/2016	3196
U.S. Postmaster	5/9/2016	22.95	Overnight Resolution / Grant	3199
Vaughn, Linda		75.00	Secretary / Treasurer - April	3197
		<u>6,059.12</u>		

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, June 13, 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: May 09, 2016

Operational and Financial Report:

April 2016 Fuel Sales:

AVGas: \$2,261.47	Gallons: 504.78
Jet A: \$2,231.80	Gallons: 651.80

Approval of May 31, 2016 Financials

As of May 31, 2016

Cash in Bank:	\$ 35,403.78
Net Income YTD:	\$ 68,228.34
Total Expenses YTD:	\$ 76,556.58
Net Income/ Loss YTD:	\$ (8,328.24)

Approval to Pay Invoices: \$ 8,699.53 06/10/2016

Old Business:

New Business:

Date of Next Meeting:

Monday, July 11, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority  
Regular Meeting Minutes, May 09, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady                      Melissa James                      Randy Birchfield

3. **Motion to Excuse:**

Guest Present: Kevin Sieg – Michael Baker International  
Joe Hintz – Huron County Commissioners  
Trevor Rood, Dan Rood, Michael Parcher – Foghorn Designs

Patty LeClair	Dan LeClair	Dennis A. Sokol
John Beck	Royden Smith	Scott Seitz
Marcus Holtz	Don Roth	Zack Sexton

4. **Approval of Minutes:**

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

5. **Operational and Financial Report:**

April 2016 Fuel Sales:

AVGas: \$2,8716.40	Gallons: 628.66
Jet A: \$ -0-	Gallons: -0-

As of April 30, 2016

Cash in Bank:	\$ 34,749.77
Net Income YTD:	\$ 58,461.82
Total Expenses YTD:	\$ 67,272.17
Net Income/ Loss YTD:	\$ (8,810.35)

Approval to Pay Invoices: \$ 6,059.12

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

6. **Old Business:**

Melissa James made a motion to approve Resolution #2016-01 Authorizing \$ 130,373.00 Apron Rehabilitation Grant. Randy Birchfield seconded. Motion Passed.

Melissa James made a motion to approve Resolution #2016-02 Authorizing \$ 16,000.00 5% Matching FAA AIP Grant Application. Randy Birchfield seconded. Motion Passed.

7. **Board Comments:**

Harry Brady thanked Royden Smith for the use of his snorkel lift to change the lights. Lift has a meter to know how much it is being used, so that payment for use can be calculated.

Randy Birchfield worked on repair of wind tee, would like to restore the lights for about \$100.00 Randy Birchfield moved to approve \$100.00 for wind tee lights. Melissa James seconded. Motion Passed.

Owe John Beck for an outlet.

Airport may be closed for 3 to 5 days the week of May 23<sup>rd</sup> to complete repairs.

Harry Brady reported that the west side of the property had a culvert on Laylin Road removed. County Commissioners assisted with purchase of 2 20' 18" round culvert pipes and install. Pat Riley did stone.

Melissa James moved to pay invoices for pipe (approximately \$430.00) and stone. Randy Birchfield seconded. Motion Passed.

Randy Birchfield asked what crop is being planted. Harry Brady will call.

Harry Brady reported: Foghorn Designs is leasing the maintenance hangar, move tractors to a T-hangar.

Randy Birchfield asked if Highway Department could brush the apron. Harry Brady stated all that would do is tear it up even worse. Just use push brooms and do by hand.

8. **Public Comments:**

Dan LeClair reported that between 20 – 25 planes for poker run.

Trevor Rood reported that Foghorn Designs will hold a customer appreciation day, September 17th. Planning a fly-in and car show.

John Beck asked about the new lights at SMP. Board is working with Michael Baker as it falls under ODOT and not the FAA. FAA is aware and it is already noted.

Kevin Sieg – Michael Baker International reported that if the grant is approved sometime in September, the wildlife study could then be completed.

Zack Sexton reported that the tractor was overfilled with oil. He completed an oil change. Randy Birchfield noted that there is a blue notebook with maintenance completed. Zack also reported that the small mower did not have regular gas in it from the gas can. John Beck reported that jet fuel had been put into the gas can.

John Beck stated tanks are being sumped.

Royden Smith stated that Carter Lumber has not been paid for roof repairs. Invoice was sent to the Commissioners and not forwarded to the Airport. Harry Brady moved that Carter Lumber be paid when a copy of the invoice is received. Melissa James seconded. Motion Passed.

Harry Brady moved to set up accounts at Rural King, Carter Lumber and TSC. Randy Birchfield seconded. Motion Passed. Discussion of why Airport needs so many accounts, already have Norwalk Ace Hardware and New Haven Supply.

Harry Brady moved to Not open an account at TSC. Melissa James seconded. Motion Passed.

Randy Birchfield discussed the need for an electric meter to divide Commercial hangar from office space leased by Foghorn Designs. Need quotes from several companies (ie Great Lakes and Lake Erie) install may be around a \$1,000.00

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 May 31, 2016

11:13 AM

06/11/2016

Cash  
Basis

May 31, 16

## ASSETS

### Current Assets

#### Checking/Savings

Civista 23825 35,403.78

Total Checking/Savings 35,403.78

#### Accounts Receivable

Accounts Receivable -137.50

Total Accounts Receivable -137.50

Total Current Assets 35,266.28

**TOTAL ASSETS 35,266.28**

## LIABILITIES & EQUITY

### Equity

Opening Balance Equity 40,822.82

Retained Earnings 2,771.70

Net Income -8,328.24

Total Equity 35,266.28

**TOTAL LIABILITIES & EQUITY 35,266.28**

# Huron County Airport Authority Profit & Loss Month YTD

January through May 2016

11:14 AM

06/11/2016

Cash Basis

Jan - May  
16

## Ordinary Income/Expense

### Income

Commercial Office Rent 2,400.00

FAA Grant 2,345.00

Farm Rent 33,730.38

Fuel Sales 10,416.56

Hangar Rent 15,801.25

Overnight Fees 10.00

Utilities Reimbursement 3,525.15

Total Income 68,228.34

### Expense

Consultant Fee 1,824.00

Credit Card Processing 257.92

FAA Grant Expense 19,016.00

<b>Fuel Purchased</b>	
<b>100 AVGas</b>	19,801.97
<b>Jet-A</b>	1,767.66
<b>Unleaded</b>	<u>311.22</u>
<b>Total Fuel Purchased</b>	21,880.85
<b>Insurance Expense</b>	353.00
<b>Maintenance</b>	2,124.30
<b>Mowing</b>	3,900.00
<b>Office Expense</b>	
<b>Office Supplies</b>	197.71
<b>Postage</b>	<u>108.83</u>
<b>Total Office Expense</b>	306.54
<b>Ohio EPA Reporting</b>	3,255.00
<b>Permits</b>	1,350.00
<b>Propane</b>	1,058.93
<b>Property Taxes</b>	6,819.66
<b>Repairs and Maintenance</b>	1,438.11
<b>Sales Tax</b>	
<b>Sales Tax Discount</b>	-5.43
<b>Sales Tax - Other</b>	<u>489.87</u>
<b>Total Sales Tax</b>	484.44
<b>Secretary / Treasurer</b>	375.00
<b>Service Agreements</b>	595.00
<b>Snow Removal</b>	2,600.00
<b>Supplies</b>	363.21
<b>Utilities</b>	
<b>Electric</b>	7,496.96
<b>Telephone Expense</b>	581.83
<b>Water</b>	<u>398.83</u>
<b>Total Utilities</b>	8,477.62
<b>Website Expense</b>	<u>77.00</u>
<b>Total Expense</b>	<u>76,556.58</u>
<b>Net Ordinary Income</b>	<u>-8,328.24</u>
<b>Net Income</b>	<u><u>-8,328.24</u></u>

# Huron County Airport Authority

Date: 06/10/2016      Invoice Approval      for      06/13/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	6/10/2016	125.00	Maintenance Retainer - May	
Beck, John	5/8/2016	20.55	Surface Mount Receptacle	
Betschman Security	6/1/2016	120.00	Replace Cylinder Main Hangar Building	
Deluca Plumbing	6/1/2016	70.00	Yearly Backflow Testing	
Epic Aviation	5/31/2016	3,134.25	1,494 Gallons Jet A	
Ferrellgas	5/5/2016	268.64	144.7 Gallons Propane	
Frontier	5/28/2016	115.77	05/2/2016 - 06/27/2016	EFT
Goff, Marshall	5/28/2016	834.18	EPA Testing - May / Meters (2) for Lift Station	
Hartland Mechanical	5/31/2016	391.56	HVAC traps broke - Repaired	
Huron County Chamber	6/2/2016	16.44	Copies	
Northern Ohio Rural Water	5/27/2016	79.25	04/12/2016 - 05/12/2016	
Norwalk Ace	6/8/2016	107.14	Wasp Spray / Lock / Weed Killer	
Ohio Business Gateway	6/2/2016	323.32	Sales Tax - May	EFT
Ohio Edison	5/31/2016	1,383.57	2016-05	EFT
Sexton, Zack	6/10/2016	1,300.00	Grounds - June	
Sexton, Zack	5/31/2016	151.25	Gas / Oil Change	3201/3204
Shearer Equipment	5/19/2016	183.61	Bearing for John Deere	
Vaughn, Linda	6/10/2016	75.00	Secretary / Treasurer - April	
		<u>8,699.53</u>		