

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, June 11, 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: May 14, 2018

Operational and Financial Report May 2018:

May 2018 Fuel Sales:

AVGas: \$ 7,951.83	Gallons: 1,786.93
Jet A: \$ 2,680.06	Gallons: 765.73

Approval of May 30, 2018 Financials

As of May 30, 2018

Cash in Bank:	\$ 60,720.51
Net Income YTD:	\$ 96,166.35
Total Expenses YTD:	\$ 72,256.48
Net Income/ Loss YTD:	\$ 23,909.87

Approval to Pay Invoices: \$ 8,832.00 (06/08/2018)

Old Business:

Consultant Report

QTPod Discontinue Support of M3000 06/30/2019 - Upgrade to M4000 – Discount \$3,495
Expires 09/01/2018. See attached price quote

New Business:

Date of Next Meeting:

Monday, July 09, 2018 @ 5:00pm

May 14, 2018

Call to order:

Motion to Excuse Harry Brady by Melissa James. Seconded by Larry Silcox. Motion Passed.

Public comment:

Moving the diesel tank – legs have sunk into the ground, might break off and cause possible leak

Need diesel fuel tank is nearly empty

Replacing the tank would be costly

Golf cart batteries need charged

Flay mower is missing bolts. Good for a backup mower

Brush hog has parts missing and will fix. County Engineer has a piece we could use.

Fuel System on Sunday was operator error. Need 2nd set of instructions in shed. Have to have 20 lbs. of pressure to pump correctly.

New hose is heavier, and handle is larger.

Larry Silcox moved to approve Minutes from April 09, 2018 meeting. Seconded by Melissa James. Motion Passed.

Larry Silcox moved to approve April 30, 2018 financials. Melissa James seconded. Motion Passed.

Larry Silcox moved to approve Consultant Invoices 1012409 and 1012406 for \$19,957.85. Melissa James seconded. Motion Passed.

Larry Silcox moved to request ODOT 5% match. Melissa James seconded. Motion Passed.

Larry Silcox said sweeper has been fixed.

New Business:

Back flow test needs completed. Turnbull Plumbing completed last year. Linda Vaughn will call.

Need more quotes for self-service fuel terminal.

27" of apron will cost between \$5,000 and \$6,000 but will be completed with new apron.

Replace wind soxes.

Invoice Hoffman Printing for KW hours. 19,985 load

Larry Silcox approved accepting new leases. Seconded by Melissa James. Motion Passed.

Need lease for Commercial Hangar rental.

1 or 2 T-Hangar available for rental.

Commercial Hangar tenants will need to be out by Wednesday.

Airport is NOT closing for Cavalcade of Stars

Seeing no further business, the meeting was adjourned.

Submitted by:
Linda Vaughn
Secretary / Treasurer

Melissa James
Board President

Huron County Airport Authority Balance Sheet

As of May 31, 2018

9:43 AM

06/08/2018
Cash Basis

May 31, 18

ASSETS

Current Assets

Checking/Savings

Civista 23825 60,720.51

Total Checking/Savings 60,720.51

Accounts Receivable

Accounts Receivable -303.00

Total Accounts Receivable -303.00

Total Current Assets 60,417.51

TOTAL ASSETS 60,417.51

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -4,315.18

Net Income 23,909.87

Total Equity 60,417.51

TOTAL LIABILITIES & EQUITY 60,417.51

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

9:45 AM
 06/08/2018
 Cash Basis
 Jan - May
 18

Ordinary Income/Expense

Income

Commercial Office Rent	2,194.91
FAA Grant	45,187.00
Farm Rent	8,538.64
Fuel Sales	18,638.21
Hangar Rent	20,861.84
Overnight Fees	70.00
Utilities Reimbursement	<u>675.75</u>

Total Income 96,166.35

Expense

Attorney Fees	281.65
Credit Card Processing	459.22
FAA Grant Expense	30,249.67
Fuel Purchased	
100 AVGas	15,224.52
Diesel Fuel	<u>35.00</u>
Total Fuel Purchased	15,259.52
Insurance Expense	353.00
Legal Notices / Advertising	7.44
Maintenance	831.63
Membership	300.00
Mowing	950.00
Office Expense	
Computer Expense	143.75
Office Supplies	130.15
Postage	<u>50.00</u>
Total Office Expense	323.90
Ohio EPA Reporting	2,110.00
Permits	1,100.00
Propane	1,791.65
Property Taxes	3,451.04
Repairs and Maintenance	3,543.40
Sales Tax	
Sales Tax Discount	-4.09
Sales Tax - Other	<u>828.61</u>
Total Sales Tax	824.52
Secretary / Treasurer	600.00
Service Agreements	1,095.00

Snow Removal	2,736.25
Utilities	
Electric	4,275.71
Telephone Expense	607.88
Water	<u>1,050.00</u>
Total Utilities	5,933.59
Website Expense	<u>55.00</u>
Total Expense	<u>72,256.48</u>
Net Ordinary Income	<u>23,909.87</u>
Net Income	<u><u>23,909.87</u></u>

Huron County Airport Authority				
Invoice Approval				
	Date:	6/8/2018	For Meeting on:	6/11/2018
Company	Date	Amount	Purchase	Check #
Albrecht, Bill	6/1/2018	400.00	EPA Reporting - 2018 May	
Beck Aviation	6/1/2018	125.00	Maintenance - 2018 May	
Betschman Security	6/1/2018	174.00	Keys and Locks	
Frontier Communications	5/28/2018	120.83	Service 05/28/2018 - 06/27/2018	EFT
Holtz, Mary	6/1/2018	1,275.00	Mowing - 2018 May	
Huron County Treasurer	6/1/2018	3,619.23	Second Half 2017	
Northern Ohio Rural Water	5/24/2018	195.53	Service 04/12/2018 - 05/14/2018	
Ohio Business Gateway	6/8/2018	765.03	Sales Tax - 2018 May	EFT
Ohio Edison	5/30/2018	794.97	Service 04/28/2018 - 05/25/2018	EFT
Silcox, Larry	6/3/2018	808.00	Fixed Golf Cart	
Sunrise	5/17/2018	309.41	106 Gallons Diesel	
Turnbull	6/5/2018	95.00	Back Flow Testing Required by NORW	
Vaughn, Linda	6/1/2018	150.00	Secretary / Treasurer - 2018 May	
		8,832.00		
Michael Baker Invoices		19,957.85	Approved May 14, 2018	



4909 Nautilus Court North, Suite 109
 Boulder, CO 80301
 ph: 303-444-3590 Fax: 303-444-8736

Quote No.

QT Pod Fueling Terminals

Representative

Name Matt Duncan Phone: 303-962-3413
 Position Sales Fax: 303-444-8736
 Department Sales Division E-mail: mduncan@qtpod.com

Dates

First Contact _____
 Quote Issued 5/14/2018
 Accept/Reject _____

Product/Service Name	Quantity	Price	TOTAL
QT Pod Model M4000 Self-Serve Fueling Terminal 1 hose control, wired ethernet capability	1	\$14,995.00	\$14,995.00
Trade-in credit for M3000 return	1	(\$3,495.00)	(\$3,495.00)
Options			
DPI Module - for each additional hose point	1	\$450.00	\$450.00
Cellular Kit	1	\$1,000.00	\$1,000.00
SHIPPING	1	\$295.00	\$295.00
		Sub Total	\$13,245.00

Client

Customer Linda Vaughn Company Huron County Airport
 Address P.O. Box 406
 City Norwalk State OH
 ZIP 44857 Email treasurer@huroncountyairport.co
 Phone _____ Fax _____

Discount _____
 Taxes _____

TOTAL \$13,245.00

Notes

*Quote valid for 60 days from issuance.
 Price does not include installation
 Cellular Kit requires Data Plan through QT \$480/year

Status

Established Client New Client Prospective Client

Office Use Only

Prices are subject to change without notice.



4909 Nautilus Court North, Suite 109
Boulder, CO 80301
888.412.5332 QTpod.com

Sunset of Support FAQ

Q: Why Is QTpod Sunsetting Service for my M3000? My unit still works fine.

A: There are multiple reasons why QT is ending support for older M3000 units on a rolling basis:

1. QTpod designs products to be rugged and last, which is why your unit is working fine. However, the M3000 was designed in 2002, so it utilizes older technology that is difficult to source and not compatible with many modern components. In fact, many of the components that populate the motherboards on the M3000 are no longer manufactured, so the only option in some cases is to source surplus parts in the secondary market.
2. The M3000 was designed in 2002 to operate on the telecommunications infrastructure which was common at the time, the copper analog network. The M3000 transmits data at a very slow rate, compared to today's speeds, and it does so without error correction. This worked fine on a well-maintained copper network. However, the issue today is twofold:
 - a. The telecom companies do not maintain the copper lines like they used to. This causes reliability issues for customers trying to send data over this network.
 - b. Much of the copper in this county is increasingly being replaced with digital and fiber lines. These lines were designed for speeds much faster than the slow modem speeds used by the M3000 and its competitors. This results in lost packets of data, which means failed authorizations and batches and no sales.
3. The liability shift for chip card acceptance goes into effect for automated fuel terminals like the M3000 in October of 2020. Due to the limited programming memory available on the M3000 and the antiquated nature of dial up modems, we will be unable to update those terminals for chip card acceptance which means you'll have greater liability for unauthorized transactions.

Q: Why purchase the M4000 now?

A: QTpod understands that evolving technology results in additional investments required by small and medium sized businesses. To help facilitate the transition to newer technology, we are offering limited time discounts to our customers when they return their old M3000. This reduces the investment by several thousands of dollars.

While your unit may work fine, it is possible you will begin see some service degradation due to telecommunication issues or payment card authorization requirements. Additionally, with the scarcity of spare parts, you may not be able to keep you unit working in the event of a part failure.

Many of our customers report that their customers appreciate the new features on the M4000 that make it easy to use. For example, the large, sun light readable display, capacitive, backlit key pad make the M4000 easy to use in any light conditions. You'll like too as with automatic software updates and anywhere/anytime access you'll have fewer visits to the terminal and more uptime to sell more product.

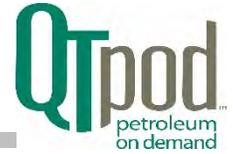
Q: Why reinvest with QT when I may have to replace the M4000 someday?

A: All equipment eventually has to be replaced. However, we designed the M4000 with the intention of being able to evolve with technology. We used a Windows operating system and peripherals with USB interfaces. We anticipate that with Windows you will be able to upgrade to a newer version. If a printer or card reader becomes obsolete, we can find dozens off the shelf with Windows drivers to easily integrate into the current design.

Plus, the M4000 has many new customer and user-friendly features that you and your customers will appreciate and make the M4000 a more useful terminal for providing self-serve fueling.

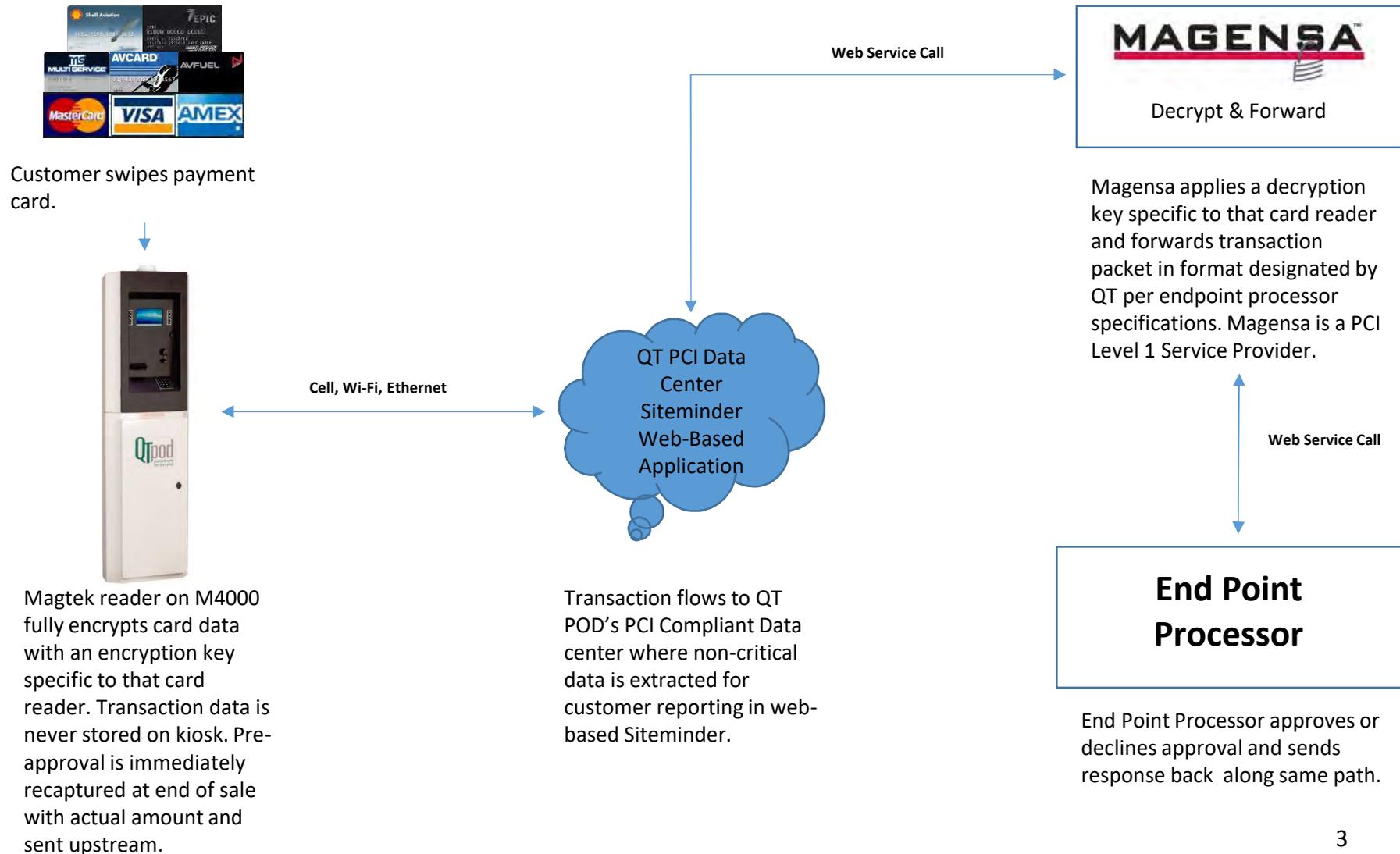
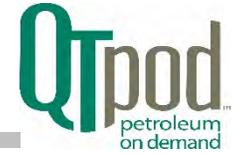
QT POD M4000 Point of Sale

QT POD M4000 - The Next Generation in Fuel Management



- Improved communications- Ethernet, Wi-Fi & Cellular
- 8 pump control vs. 4 allows for penetration into more markets
- Reduced Card Fees with Qualified Processing on some networks
- Stainless steel construction provides longevity & a more attractive unit in the field
- Bright display visible in direct sunlight and reduces sun damage
- Auto-dimming display and back-lit capacitive touch keypads for ease of use in low light conditions
- Encrypting card reader for better security – EMV to come
- Web-based fuel management allows access from anywhere
- Automatic software updates and cloud backup included
- Windows 10 based OS.

QT POD M4000 - Information Process Flow



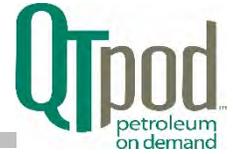
QTpod M4000 – Key Advantages

Communications

The new M4000 utilizes either wired Ethernet, Wi-Fi or cellular communications for card processing and communication with Siteminder, our fuel management software. Why is this better?

- The old analog phone network is deteriorating and the telecom companies have shown they have little interest in maintaining these lines in favor of their digital and fiber networks.
- This results in inconsistent quality of the old phone lines which can cause customers to have to swipe their card multiple times to get approvals as well as card settlement failures. This can delay payment for the merchant.
- Dial up authorizations can take up to 60 seconds. Authorizations on the M4000 are virtually instant.
- The Wi-fi and cellular options help reduce costs for installation as there is no need to trench and run communications wire.
- Ethernet and Wi-Fi, eliminate a monthly phone bill; the cellular option monthly plans are typically much less expensive than analog phone lines.
- When there are problems with analog phone lines, it can take weeks or months for them to locate the issue. This costs merchants time and money during that downtime. Providers typically repair cell towers and internet issues within hours.
- The M4000 can be equipped with multiple communications methods and will automatically fail over to the back up if one communication method goes down. For instance, if your internet service goes down, the system can automatically fail over to cell for uninterrupted service.

QTpod M4000 – Key Advantages



Hardware

- Stainless steel construction is weather durable and will not rust.
- 7” color display is 1000 nit brightness and has an anti-glare/anti-reflective coating that allows for perfect visibility in direct sunlight. The light sensor will dim this at night for easy viewing in low light conditions.
- All keypads are backlit ease of use at night.
- The new Pump interface board allows for up to 8 hose positions, so you can control more fueling points without additional terminals.
- Fully encrypting card reader protects customers’ card data and minimizes your PCI footprint as no unencrypted data is ever stored on the M4000 or in customers’ facility.
- The German made thermal printer is exceptionally reliable and is designed to work in the harshest conditions. Fewer moving parts results in fewer failures.
- Most components utilize standard USB connections, so maintenance is simple. No special tools required.
- Most hardware components are at or near mil-spec temperature ranges.

Software

- The new Siteminder program is entirely web based.
- Access fuel management from any computer or device, including Windows, Mac and tablets.
- No need to retrieve transactions from the terminal; when a transaction occurs at the M4000 it automatically pushes the data up to Siteminder in the cloud.
- The card processing logic is no longer in the M4000, it is in the web based Siteminder program. This means when new cards are added or there are processing changes, the customer no longer has to perform updates at the terminal. QT Simply makes those changes at the data center level and everyone is automatically updated.
- The customer no longer has to perform firmware updates at the terminal as well. When updates are available, QT simply pushes these updates to the terminal over the internet.
- All of our subscription packages now cover software updates, so customers no longer have to worry about paying additional fees for upgraded software.
- Siteminder being web based now makes for easier, seamless integration with 3rd party software platforms. We have future plans to integrate with QuickBooks, Total Aviation Software, Total FBO, Essinta and MyFlightSolutions, among others.
- The M4000 will allow customers to obtain better processing rates which increases their profitability.

Support

- As the M4000 and Siteminder are now web based, QT now has greater flexibility when it comes to supporting the terminals.
 - QT Support staff can remote into any terminal and see exactly what the customer is seeing on the screen. This reduces miscommunication between the customer and QT support staff, resulting in more timely resolution of issues.
 - QT can reboot the system, check diagnostics and receive errors without the customer having to be at the terminal. No more standing in the rain to troubleshoot.
 - QT can remote in and see the inputs and outputs of the pump interface board functioning through a diagnostics utility rather than relying on the customer to tell us which lights are coming on.
 - Multiple alerts are being built into the system so that QT will receive alerts if certain issues crop up. In many cases we should be able to resolve them before the customer even knows there is an issue.

QTpod M4000 – Communications

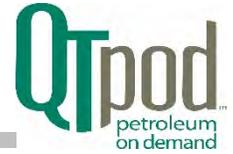
The M4000 comes standard to accommodate a wired ethernet connection. A wired ethernet connection is a very good option if certain conditions can be met as this provides a stable and consistent connection to the customers' network. This also avoids the increased cost of optional communication kits. However, there are several factors that may determine whether or not this is the best option.

1. A wired Cat 5 or Cat 6 cable has distance limitations of around 300 feet. Beyond that range, the signal begins to degrade and become less reliable. Some IT staff may be able to install boosters to push the signal further, but QT can not guarantee the reliability of this.
2. There may be financial or logistical restraints to pulling an ethernet line to the fuel island. In some instances, it may be the case that an existing phone line for an M3000 or competitor unit already in place terminates in the same location as the network panel. In such instances, the customer may be able to attach Cat 5 to the phone line and as they pull the phone line out, they pull the Cat 5 into its place. However, if the Cat 5 needs to terminate elsewhere it may be cost prohibitive or technically difficult to get the ethernet cable to the M4000.

QT POD offers an optional Wi-Fi kit for \$500 MSRP that will allow the M4000 to access the web via the customer wireless network. This may be a good option for those customers who can't get an ethernet cable out to the system and do not want the additional cost of a cell plan. There are some factors to take into consideration if this route is chosen.

1. You will want to confirm that the customer can get a strong, consistent Wi-Fi signal at the fuel island. This can be affected by several factors such as:
 - Distance of the fuel island from the wireless router
 - Any obstacles between the router and the fuel island
 - Quality and reliability of the customer's wireless router
 - Quality and reliability of their internet service provider (ISP)
2. The customer's IT personnel may be able to utilize a commercially available outdoor wireless range extended to boost the Wi-Fi signal to the fuel farm area.

QT POD M4000 - Zipline Communications



For installations in which distance limitations prohibit the use of Cat 5 or Wi-Fi communications, and the customer does not wish to incur the cost of a cellular plan, QT POD offers the Teletics Zipline. The Zipline system comprises of two, outdoor rated radio antennae that can wirelessly transmit an ethernet signal over 1-3 miles line of sight and retails for \$1200. The Zipline device essentially acts like a wired ethernet connection, but eliminates the need to physically run wire to the fuel island.

In a typical installation, one antenna is mounted at the M4000 and requires a 110VAC outlet. The other antenna is mounted where it can be wired into the customer's network. For proper operation, the Zipline needs a clear, unobstructed line of sight between the two antennae.





Cellular communications is the preferred method for use on the M4000. This is due to the ease of installation and the speed and high reliability of cellular networks. M4000s shipped with our optional cellular kit will come preconfigured with the wireless account provided by QT POD. The advantage of this is that there is literally no work for the installer to set-up a communications link for the M4000. Once the system is powered up, it automatically communicates with the nearest cell tower. This also provides a high degree of reliability as it does not interface with the customer's network. Therefore, if anyone makes changes to internet service providers or to their firewall, it will have absolutely no effect on the M4000.

QT POD's cellular kit is \$1000 MSRP. This also requires a Verizon unlimited data plan provided by QT POD for \$480/yr. This cellular plan is added to the customer's yearly service subscription.

Prior to choosing this option, it is advised that someone with a Verizon cellular plan check the signal strength at the fuel farm location.