

Huron County Airport Authority  
Tentative Agenda  
For Regular Meeting, Monday, October, 14, 2019 – 5:00pm

Call Meeting to Order:

Roll Call:

Larry Silcox	_____
Harry Brady	_____
John Colvin	_____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: September 09, 2019

Operational and Financial Report September 30, 2019

September 2019 Fuel Sales:

AVGas:	\$	7,147.59	Gallons:	1,537.12
Jet A:	\$	75.08	Gallons:	197.39

As of September 30, 2019

Cash in Bank:	36,274.59
Net Income YTD:	170,748.85
Total Expenses YTD:	<u>270,428.51</u>
Net Income/ Loss YTD:	<u><u>(99,679.66)</u></u>

Airport Income/ Loss

Net Income YTD:	126,610.06
Total Expenses YTD:	<u>111,640.57</u>
Net Income/ Loss YTD:	<u><u>14,969.49</u></u>

Grant Income/ Loss

Net Income YTD:	44,138.69
Total Expenses YTD:	<u>158,787.94</u>
Net Income/ Loss YTD:	<u><u>(114,649.25)</u></u>

Approval of September 30, 2019 Financials

Approval to Pay Invoices: \$26,604.81

Old Business:  
Consultant Report

New Business:

Date of next meeting: November 11, 2019 @ 5:00 pm

## **September 09, 2019 Meeting Minutes**

### **Call to Order**

John Colvin moved to excuse Harry Brady and Linda Vaughn. Larry Silcox seconded. Motion Passed.

### **Public:**

Testing of State Weather Mode – No ceiling / Wind / Temperature / Altimeter. Benefits to pilots coming in. Remote sensor on lights. Look at timer. Pushed back to 7:00 pm

Dan LeClair asked if pine tree could be cut down by hangar D door. Donate lights Dawn to Dusk (LED and Halogen) Donate 25-gallon sprayer to use at airport.

Board has no objection to tree. John Colvin moved to approve tree and lights. Larry Silcox seconded. Motion Passed.

### **Minutes:**

Larry Silcox moved to approve minutes. John Colvin seconded. Motion Passed.

### **Invoices:**

John Colvin moved to approve Invoices. Larry Silcox seconded. Motion Passed.

Discussion – legal fees covered by Commissioners. Water leak has been fixed.

### **Financials:**

John Colvin moved to approve Financials. Larry Silcox seconded. Motion Passed.

### **Old Business:**

Larry Silcox reported that Dun's number needed to be verified. Had to change user name and password.

Need Commissioners signature for grants.

Hoffman to pay \$997.07 instead of being turned over to collection. (Paid 09/19/2019)

PRR copies – Nielsen owes \$3.05 attorney advised not to provide any additional PRR until paid in full. (Reese Wineman invoice of \$22.45 will need to be paid)

FAA fixed based aircraft information needs to be updated before December.

Notification to cut trees as part of grant.

Airport was voted Best Business in Norwalk. Plaque cost \$400.00.

2 acres of the City has been turned over to the Commissioners and City law director. Trade for 1 acre on Route 20 for pumping station which cost more than the 2 acres that are land locked.

Linder wants to cut his own trees. Need signed agreement. Larry Silcox has talked to Linder several times.

Grant process in spring for trees FAA 90% - State 5% - Airport 5%

### **Consultant Report:**

Erie Contract for 2019-1 Reconstruct Apron B - Phase 2. John Colvin moved to approve. Larry Silcox seconded. Motion Passed.

Granting permission for Michael Baker to contact FAA ADO on the status of 7460. John Colvin moved to approve. Larry Silcox seconded. Motion Passed.

Final grant closeout letter for submission to ODOT for final drawdown.

ODOT 5% match is accepting applications after October 01. Approve for Larry Silcox to sign the application prior to next meeting. John Colvin moved to approve. Larry Silcox seconded. Motion Passed.

Larry Silcox moved to approve Michael Baker report. John Colvin seconded. Motion Passed.

**New Business:**

Larry Silcox reported that mower repairs have been completed. Norwalk Concrete estimate of \$500 which includes install for the waste water treatment plant. Order parts that are needed for repairs.

John Colvin asked why based airplanes need to be reported to FAA. Annual Report. John Colvin and Larry Silcox will get together for inspection of hangars before cold weather for non-aeronautical items.

Adjourned.

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Larry Silcox, President

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Linda Vaughn, Secretary/Treasurer

**Huron County Airport Authority**  
**Balance Sheet**  
 As of September 30, 2019

9:05 AM  
 10/05/2019  
 Cash Basis  
Sep 30, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

Civista 23825 36,074.59

Prepaid Debit Card 200.00

**Total Checking/Savings** 36,274.59

**Accounts Receivable**

Accounts Receivable -1,116.50

**Total Accounts Receivable** -1,116.50

**Total Current Assets** 35,158.09

**Fixed Assets**

Equipment 16,935.12

**Total Fixed Assets** 16,935.12

**TOTAL ASSETS** 52,093.21

**LIABILITIES & EQUITY**

**Equity**

Opening Balance Equity 40,822.82

Retained Earnings 110,950.05

Net Income -99,679.66

**Total Equity** 52,093.21

**TOTAL LIABILITIES & EQUITY** 52,093.21

**Huron County Airport Authority**  
**Total Profit & Loss YTD**  
 January through September 2019

9:29 AM  
 10/05/2019  
 Cash Basis  
Jan - Sep  
19

**Ordinary Income/Expense**

**Income**

Airport Closure 10,000.00

Commercial Office Rent 7,200.00

FAA Grant 33,653.00

Fuel Sales 64,626.89

Hangar Rent 40,019.06

Legal Reimbursement 1,856.65

ODOT Grant 10,485.69

Overnight Fees 190.00

Public Records Request Income 45.25

Utilities Reimbursement 2,672.31

**Total Income** 170,748.85

<b>Expenses</b>	
Attorney Fees	2,600.00
Bank Service Charges	50.00
Cleaning / Sump	2,000.00
Credit Card Processing	1,555.29
FAA Grant Expense	158,787.94
<b>Fuel Purchased</b>	
100 AVGas	10,337.63
Diesel Fuel	353.40
Jet-A	<u>36,889.93</u>
<b>Total Fuel Purchased</b>	47,580.96
Insurance Expense	2,366.00
Maintenance	2,500.24
Membership	180.00
Mowing	6,400.00
<b>Office Expense</b>	
Computer Expense	1,091.98
Office Supplies	785.82
Postage	<u>111.30</u>
<b>Total Office Expense</b>	1,989.10
Ohio EPA Reporting	3,876.00
Permits	1,250.00
Propane	1,929.74
Property Taxes	6,196.70
Public Records Request Expense	654.80
Repairs and Maintenance	7,632.37
<b>Sales Tax</b>	
Sales Tax Discount	-33.36
Sales Tax - Other	<u>4,229.56</u>
<b>Total Sales Tax</b>	4,196.20
Secretary / Treasurer	2,209.00
Service Agreements	1,995.00
Snow Removal	1,272.50
Supplies	903.03
Travel Expenses	456.53
<b>Utilities</b>	
Electric	7,275.43
Telephone Expense	1,287.09
Water	<u>3,009.19</u>
<b>Total Utilities</b>	11,571.71
Website Expense	<u>275.40</u>
<b>Total Expense</b>	<u>270,428.51</u>
<b>Net Ordinary Income</b>	<u>-99,679.66</u>
<b>Net Income</b>	<u><u>-99,679.66</u></u>

**Huron County Airport Authority**  
**Airport Profit & Loss YTD**  
 January through September 2019

9:12 AM

10/05/2019

Cash Basis  
 Jan - Sep  
 19

Ordinary Income/Expense

Income

Airport Closure	10,000.00
Commercial Office Rent	7,200.00
Fuel Sales	64,626.89
Hangar Rent	40,019.06
Legal Reimbursement	1,856.65
Overnight Fees	190.00
Public Records Request Income	45.25
Utilities Reimbursement	<u>2,672.31</u>

Total Income 126,610.16

Expense

Attorney Fees	2,600.00
Bank Service Charges	50.00
Cleaning / Sump	2,000.00
Credit Card Processing	1,555.29
Fuel Purchased	
100 AVGas	10,337.63
Diesel Fuel	353.40
Jet-A	<u>36,889.93</u>

Total Fuel Purchased 47,580.96

Insurance Expense	2,366.00
Maintenance	2,500.24
Membership	180.00
Mowing	6,400.00
Office Expense	
Computer Expense	1,091.98
Office Supplies	785.82
Postage	<u>111.30</u>

Total Office Expense 1,989.10

Ohio EPA Reporting	3,876.00
Permits	1,250.00
Propane	1,929.74
Property Taxes	6,196.70
Public Records Request Expense	654.80
Repairs and Maintenance	7,632.37

Sales Tax

Sales Tax Discount	-33.36
Sales Tax - Other	<u>4,229.56</u>

Total Sales Tax 4,196.20

Secretary / Treasurer	2,209.00
Service Agreements	1,995.00

Snow Removal	1,272.50
Supplies	903.03
Travel Expenses	456.53
Utilities	
Electric	7,275.43
Telephone Expense	1,287.09
Water	<u>3,009.19</u>
Total Utilities	11,571.71
Website Expense	<u>275.40</u>
Total Expense	<u>111,640.57</u>
Net Ordinary Income	<u>14,969.59</u>
Net Income	<u><u>14,969.59</u></u>

**Huron County Airport Authority**  
**Grants Profit & Loss YTD**  
January through September 2019

9:11 AM  
10/05/2019  
Cash Basis  
Jan - Sep  
19

Ordinary Income/Expense	
Income	
FAA Grant	33,653.00
ODOT Grant	<u>10,485.69</u>
Total Income	44,138.69
Expense	
FAA Grant Expense	<u>158,787.94</u>
Total Expense	<u>158,787.94</u>
Net Ordinary Income	<u>-114,649.25</u>
Net Income	<u><u>-114,649.25</u></u>

**Huron County Airport Authority**

**Invoice Approval**

Date: 10/13/2019

For Meeting on: 10/14/2019

<b>Company</b>	<b>Date</b>	<b>Amount</b>	<b>Purchase</b>	
Ag-Pro	9/17/2019	60.79	V-Belt	3714
Albrecht, Bill	1/1/1900	400.00	EPA Reporting - 2019 September	3715
Alloway	8/31/2019	22.50	Ecoli 08/05/2019	3716
Alloway	8/31/2019	61.20	CBOD / NH3 / TSS 08/01/2019	3716
Beck Aviation	10/1/2019	151.25	Maintenance - 2019 September	3717
Epic Fuels	8/30/2019	11,717.38	2,971 AVGas	3718
Frontier Communications	9/23/2019	151.02	Service 09/28/2019 - 10/27/2019	EFT
Holtz, Mary	9/30/2019	250.00	Cleaning / Sumping - 2019 September	3719
Holtz, Mary		1,350.00	Mowing - 2019 September	3719
Holtz, Mary		149.64	258 miles	3719
Holtz, Mary		69.28	Bladerunner Belt	3719
Hughey & Phillips	9/5/2019	115.50	Lens / Clear & Quartz	3720
Laser Images	10/4/2019	4.88	PRR Sump Report Copies	3721
Northern Ohio Rural Water	9/26/2019	137.39	Service 08/14/2019 - 09/13/2019	3722
Norwalk Ace	1/10/2019	7.96	Keys	3723
Ohio Business Gateway	10/1/2019	568.29	2019 September Sales Tax	EFT
Ohio Edison	10/2/2019	765.49	2019 September Service	EFT
QTPod	10/15/2019	581.08	M4000 / Monthly Payment	EFT
QTPod	10/6/2019	480.00	Annual Cell Plan	3724
Silcox, Larry	10/2/2019	19.16	Downspout / Key	3725
Slade Shipping	9/17/2019	9,250.00	Freight Charges	3576
U.S. Postmaster	10/2/2019	92.00	P.O. Box 1 Year	3726
Vaughn, Linda	10/1/2019	200.00	2019 September	3727
Vaughn, Linda	10/11/2019	132.00	PRR	3727
Vaughn, Linda	10/1/2019	939.80	4) 5 Gallon Roof Coating	3727
		<u>26,604.81</u>		