# SANDUSKY COUNTY REGIONAL AIRPORT AUTHORITY - 1500 County Road 220, CLYDE, OH 43410

## BOARD MEETING MINUTES - Original

**Meeting:** Board of Trustees **Location:** Sandusky Co. Regional Airport **April 18, 2024**

**Trustees Present:** Tim Buit; Rich Farmer; Tom Kern, Vice President ; Kay Reiter, President; Paul Smith **Time: 3:30-4:30 p.m.**

**Other Attendees:** SC Commissioner Scott Miller; Rick Holland and Stephanie Garner, Holland CPA

**SCRAA Staff:** Michael Russell, Manager; Anne Gerner, Sec/Treas. **Not Present:**

| AGENDA ITEMS: | BRIEF DESCRIPTION/ACTION STEPS: | PERSON RESPONSIBLE: | COST: | MOTION/VOTE: |
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| Call meeting to Order & Roll Call | President K. Reiter called meeting to order - Roll call completed - see attendees listed above. | K. Reiter, President | | |
| Recognition of Guests | Com. S. Miller; Rick Holland & Stephanie Garner, Holland CPA | | | |
| By-laws revisions | Final approval of By-laws was received back from Prosecutor and met with the Ohio Revised Code guidelines. | K. Reiter, President | | **Motion** to accept By-laws: R. Farmer; **2nd**.: P. Smith; Roll call all yes; **motion carried.** |
| Board Policy | A copy of the Board Meeting via Interactive Video/Teleconference Conference Policy was distributed to members. This puts us in compliance with the Ohio Revised Code guidelines. | K. Reiter, President | | **Motion** to accept Video/Teleconference Policy: R. Farmer; **2nd**: P. Smith; Roll call all yes; **motion carried.** |
| * Secretary's Report | Motion to accept and approve March 21, 2024 meeting minutes | K. Reiter, President | | **Motion** to accept March's meeting minutes - R. Farmer; **2nd**.: T. Buit; **All approved.** |
| * Treasurer's Report | R. Holland, Holland CPA reviewed the financials, explaining for new members the accounting practices used to complete the financials including pre-pays, fixed assets & Real Estate taxes done at end of year; Rick answered questions regarding capital improvement, hangar rentals; COGS fuel expenses, etc. | T. Buit, M. Russell | | **Motion** to accept March's financials as presented: financials as presented: R. Farmer; **2nd**: P. Smith; **All approved.** |
| Standing Committees | | | | |
| Audit/Finance | M. Russell sent email with regards a financial meeting needed before the next meeting on May 27, 2024 | M. Russell; T. Buit | | |
| Long Range Planning | T. Kern noted the last long range planning meeting was successful & minutes from the meeting was distributed. T. Kern reminded everyone of next planning committee would be Thursday, April 25, 2024. S. Miller stated it was a good idea for this committee. | T. Kern | | |
| Marketing | M. Russell passed out the Solar Eclipse recap. He shared the attendance wasn't as large as hoped but the people that did attend were happy they came and contributed. A thank you to ones coming is being sent by M. Russell. M. Russell shared the baseball or rack card for the Airport being used. R. Farmer questioned what a baseball card was - M. Russell explained they are to promote the airport for economic development. | R. Farmer | | |
| Regulatory Development | M. Russell distributed the updated Airport Rules and Regulations that needed approval. It is mandated we have! | P. Smith | | **Motion** to accept Airport Rules & Regulations: R. Farmer; **2nd**: T. Kern; Roll call all yes; **motion carried.** |

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| Airport Manager's Report / Land Management | See attached report<br>> Fuel on hand as of March 1, 2024<br>^ 100LL: 5,863<br>^ Jet A: 3,675<br><br>> Fuel on hand as of March 31, 2024-based on meter readings<br>^ 100LL: 4,420<br>^ Jet A: 5,038<br><br>Land Management - hangar rentals in March included two Navajo planes working on airel photography were here approximately 3 weeks renting a hangar and purchasing 100LL fuel.<br>Farmland bid - M. Russell explained the conditions of the current farmer's contract and timeline for bidding the farmland out.<br><br>T. Kern asked what is being done with broken equipment - no decision made to date. It was noted we own the fuel truck and the reason it is needed. Currently is leaking compression coolant and oil. R. Farmer said it needed to be fixed. | M. Russell | | **Motion** to fix the fuel track - R. Farmer; **2nd** P. Smith; Roll call all yes; **motion carried.** |
| Consultant's Report | See attached report | | | |
| Comments from Board Members | A discussion on fuel costs was addressed. R. Farmer asked about the contract now in place, paying off the $13,600 contract and going to the open market. P. Smith agreed costs are too high currently and should pay off the contract. The current contract with Purvis is a 5-year contract with 3 years remaining. M. Russell will research options. Question on where the money would come from.<br>A discussion on grant money and options. Trustees would decide what to work on - consultant would help with dates and mandatory requirements.<br><br>K. Reiter discussed the issue of a thank you letter to Michael & Constancia Russell for the 50" flat screen TV for the Airport's use. | | $13,600 | |
| Comments from Public | None | | | |
| Executive Session | none requried | | | |
| Adjournment | Adjourned : 4:30 p.m. | | | |

Submitted by: Anne Gerner