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 **Date: 7/18/2024**

Trustees Present: Rich Farmer; Tom Kern, Vice President ; Kay E. Reiter, President; Paul Smith; Samuel Sutter, Treasurer **Time: 3:30-5:06 p.m.**

Other Attendees: SC Commissioner Scott Miller; Rick Holland, Holland CPA; Tyler Bicknell, CHA

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
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, Holland CPA; Tyler Bicknell, CHA	K. Reiter, President		
*Oath of Office	A. Gerner administered the Oath of Office to Samuel Sutter as a new trustee of Sandusky County Regional Airport Authority - he was appointed by the SC Commisioners and he signed his Oath Document.	Anne Gerner, Secretary/Treasurer		**Motion** to accept Samuel Sutter's appointment to the Board: R. Farmer; **2nd:** P. Smith; Roll call all yes; **motion carried.**
*Election of Treasurer	Pres. Reiter outlined that Samuel Sutter has agreed to be the Treasurer of the SCRAA - the Board took immediate board action.	K. Reiter, President		**Motion** elect Samuel Sutter as SCRAA Treasurer effective immediately: R. Farmer; **2nd:** T. Kern; Roll call all yes; **motion carried.**
* Secretary's Report	May 16, 2024 meeting minutes were reviewed by the Board w/ no additions or corrections.	K. Reiter, President		
* Treasurer's Report	R. Holland, Holland CPA, reviewed the June's financials, discussing credit card payments, ProMedica current outstanding Invoices.	M. Russell, SCRAA Manager		**Motion** to accept both May 16, 2024 meeting minutes & June 2024 financials as presented: R. Farmer; **2nd**.: T. Kern; All approved.
Standing Committees:				
Audit/Finance	M. Russell discussed the ongoing Audit stating it was mid-way through. M. Russell stated the auditor would be at the Airport on Friday, July 19 to review paperwork in answering the questions she previously sent to the Airport. She will also contact Holland CPA and meet with Rick for other audit questions. M. Russell also distributed fuel pricing for purchasing fuel other than Purvis; He was to supply more detail & find out who supplies what to other Airports. P. Smith also addressed the services provided by Purvis. T. Kern stated Airport may want to be flexible and stay open to bidding fuel purhases and owning their own card reader.	M. Russell, Acting Chr.		
Long Range Planning	No new update at this time.	T. Kern, Chr.		
	R. Farmer addressed the Board on a possible plan of becoming profitable and the a draft plan was distributed to the Board. (see attached) T. Kern stated this is not long range planning but a plan for running a business. See the draft plan's details that are attached. A lengthly discussion followed with many questions by other members of the Board. K. Reiter noted this was a lot to absorb and should be discussed further at the next Board Meeting. R. Farmer requested any questions to be directed to him. Commissioner Miller was asked his opinion for the plan. He felt it could work but would need approval from all the commissioners. K. Reiter aggreed to put the draft plan in an organized format and set up a meeting the SC Commissioners. All Board Members have been asked to attend this commissioners' meeting.	R. Farmer		
Marketing	R. Farmer passed out a handout addressing the SCRAA website. (see attached) This will be addressed at later date.	R. Farmer, Chr.		
Regulatory Development	No new update at this time.	P. Smith, Chr.		
Airport Manager's Report / Land	See attached report > Fuel on hand as of June 1, 2024	M. Russell		

Management	^ 100LL: 2,673 ^ Jet A: 5,992 > Fuel on hand as of June 30, 2024-based on meter readings ^ 100LL: 2,090 ^ Jet A: 6,849 Land Management - no changes Pres. Reiter stated that she has appointed P. Smith to work w/ M. Russell & T. Garica, County Admin. on the farm land contracts.			
Consultant's Report	See attached report			
Comments from Board Members	None			
Comments from Public	Commissioner Miller stated he would talk to other commissioners in regards to the draft plan.			
Executive Session	Executive Session started at 4:50 pm personnel issues Adjourned : 5:05 p.m. from Executive session			**Motion** to go into executive session to address personnel issues: T. Kern; **2nd:** R. Farmer; all yes; **Motion** carried. **Motion** to leave executive session at 5:05 pm: T. Kern; **2nd:** P. Smith; Roll call all yes; **Motion** carried.
Adjournment	Meeting adjourned at 5:06 pm.			

Submitted by: Anne Gerner