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

BOARD MEETING MINUTES - Final

Meeting: Board of Trustees **Location:** Sandusky Co. Regional Airport **15-Aug-24**

Trustees Present: Rich Farmer; Tom Kern, Vice President ; Kay Reiter, President; Paul Smith **Time: 3:30-4:48 p.m.**

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

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

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		
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA; Tyler Bicknell, CHA			
* Secretary's Report	Motion to accept and approve July 18, 2024 meeting minutes.	K. Reiter		Motion to accept July's meeting minutes as presented: **Motion:** R. Farmer; **2nd**.: P. Smith All approved.
* Treasurer's Report	R. Holland, Holland CPA, reviewed the July financials; explained reverse revenue of 100LL due to recent purchase.	S. Sutter		Motion to accept July's financial report as presented: **Motion**: R. Farmer; **2nd.**: P. Smith All approved.
Consultant's Report	See attached report. M. Russell requested an infrastructure chart as an additional reference tool for land use and as part of the ALP.			
Standing Committees Audit/Finance	M. Russell and R. Holland discussed the ongoing Audit; status appears to be complete for Holland, with follow-on questions for the Airport. All agreed that this year's progress was much smoother due to onsite inspections. Forecast for completion is beginning / middle of September. BUDGET - M. Russell has requested that the Finance Committee begin work on the 2025 budget; he will send out template and coordinate meeting date and time.	S. Sutter		
Long Range Planning	PROMEDICA CONTRACT RENEWAL: T. Kern reports that internal communication issues within both Promedica and MetroHealth organizations continue to be the stopgap in new contract negotiation; currently no clarity in terms and intentions, other than the hangar and housing agreements remain separate. K. Reiter questioned T. Kern regarding any potential for conflict in the negotiation between KF Ventures and Promedica trailer discussion; T. Kern stated that he remains at arms-length to avoid potential violation of Ohio Ethics Code and would step aside from either the KF Ventures board or the SCRAA board if any type of conflict presents itself. R. Farmer asked about the feasibility of trailer purchase by the Airport outright; T. Kern responded that it would be be determined by the desires of Promedica / MetroHealth as part of current deal. T. Kern requested to Promedica that a decision be made within the next 45 days to set terms (OCT 1); he continues to reach out to both organizations, with direct contact remaining the challenge.	T. Kern		

	R. Farmer concurred regarding the challenges in the effort to contact both parties, but that both parties appear to maintain interest. K. Reiter requested if another Long Range Planning meeting will be scheduled soon; T. Kern responded that currently there was no need. JOINT VENTURE, BGSU AND TERRA STATE: Joint venture may be stalled due to internal activities within Terra State, potential for conflicts between four-year college and two-year college standards, contractor support, State oversight.			
Marketing	Nothing significant to report	R. Farmer		
Regulatory Development	Nothing significant to report	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of July 1, 2024 ^ 100LL: 2,090 ^ Jet A: 6,849 > Fuel on hand as of July 31, 2024-based on meter readings ^ 100LL: 5,549 ^ Jet A: 3,674 Land Management - M. Russell and P. Smith discussed status of farmland contract and bid preparation; M. Russell will send out notice to current contract holders of 30-day timeline and validate documentation through County Commissioner and Prosecutor offices. FUEL VENDOR OPTIONS - M. Russell presented updates to previously discussed change in fuel vendor, including services offered. Discussion followed including vendor choice and substantial gain from early payoff of Purvis loan and maintaining open purchase options for fuel. Board requested that Manager look into a POS system for the Airport; and that the Board needs to determine cost factors for open purchase to ensure future profitability. M. Russell also recommended that, rather than base fuel pricing for contracts on Airport purchase cost, to base fuel pricing on advertised cost, minus state taxes and applicable discount per gallon; favorably received as a potential concept.	M. Russell		
Comments from Board Members	PROFITABILITY CONCEPT: INDEPENDENT MANAGEMENT Board members K. Reiter, R. Farmer and P. Smith presented to the County Commissioners on 8 AUG as a concept for consideration and further development for Airport profitability. Presented were terms of management, requirements of Airport Authority and requirements of the Office of Sandusky County Commissioners for cost oversight. The	R. Farmer		

	Board requested guidance from the Commissioners regarding overall expectations and end state, as well as the future of the Airport. POTENTIAL HANGAR BUILD - P. Smith and M. Russell met with a pilot currently based at PCW who is considering temporary storage of aircraft at SCRA and a long term plan to consider building a private hangar. FUEL VENDOR OPTIONS - Concerns expressed on any additional terms of contract with Purvis, fuel purchase costs and Board pricing requirements. R. Farmer questioned whether change in fuel supplier will affect the contracts in place, with the answer being no; discussion followed regarding negotiation of fuel pricing. R. Farmer stated that even under current terms of contracts, loss would turn into profit. T. Kern recommended to present any change in fuel requirements as a contract of services rather than a markup in pricing; may eliminate complexity of renegotiation while widening Airport margins. WHIRLPOOL MEETING: WIND TURBINE PROJECT - At the request of the Board president, M. Russell attended the recent town hall for York Township, a site consideration for the wind turbine and solar farm project for Whirlpool. Discussion followed on potential site in York Township and the influences and effects on the community and on the Airport, and the Airport involvement in future discussion. A follow-on meeting will be at SCRA on 16 AUG with Whirlpool management to report on updates and activity with OneEnergy, the contractor for the project.	P. Smith P. Smith K. Reiter		
Comments from Public	PROFITABILITY CONCEPT: INDEPENDENT MANAGEMENT S. Miller stated that the Sandusky County Commissioners are willing to support initiative for further development and presentation. The Commissioners wish to delve deeper into the duplication of fixed based operator (FBO) services to determine whether to continue current operations as-is or assume the risks associated with concept. Request that the Airport Authority deep drill into all aspects to mitigate risk concerns and to further develop concept of independent FBO management. He concluded that it is still a valid consideration. FUEL VENDOR OPTIONS S. Miller stated that the Sandusky County Commissioners support the plan to pay off the Purvis loan and therefore allowing the Airport to solicit other fuel vendors that will assist the Airport in raising fuel margins while reducing cost. WHIRLPOOL MEETING: WIND TURBINE PROJECT S. Miller discussed history, timelines and importance of location for this project; also discussed the lack of zoning due to votedown . He	S. Miller		

	emphasized the importance of proactivity regarding this project, its potential effects on airport operations, and maintaining balance in relationships with both Whirlpool and the local community.			
Executive Session	N/A			
Adjournment	Adjourned : 4:48 p.m.			
Submitted by:	Michael Russell			