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 **February 15, 2024**

Trustees Present: Tim Buit, Treasurer; Tom Kern, Vice President (Zoom); Kay Reiter, President; Paul Smith **Time: 3:30-5:10 p.m.**

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

SCRAA Staff: Michael Russell, Manager; Anne Gerner, Office Manager **Not Present:** Rich Farmer

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. VP T. Kern joined the meeting through Zoom.	K. Reiter, President		
Recognition of Guests	S. Garner, Holland CPA; T. Bicknell			
President's Report		K. Reiter, President		
* Secretary's Report	Motion to accept and approve December 21, 2023 meeting minutes Motion to accept and approve February 1, 2024 Special meeting minutes.	K. Reiter, President		**Motion** to accept December meeting minutes - P. Smith; **2nd**. T. Buit; **All approved.** **Motion** to accept Special meeting minutes: T. Buit; **2nd.** P. Smith. **All approved.**
* Treasurer's Report	Treas. T. Buit asked why depreciation did not change from December to January on financials. Discussion followed. Questions concerning depreciation and capital improvements on the financials. S. Garner will address questions with R. Holland, CPA, and report back before the next board meeting. M. Russell reported the yearly audit never included questions on depreciation. Pres. K. Reiter requested a depreciation schedule to be reviewed.	T. Buit, Treasurer		It was determined to get the answers to questions on the financials before approving December & January financials.
Report from Officers	2024 Budget - M. Russell & T. Buit noted the proposed budget currently has a $69,000-$70,000 negative to start the year. M. Russell stated the budget has increased wages for hiring line operators from $10.50 a hour to $12.50 a hour in order to be competititve in the market. T. Kern noted nothing in budget for repairs to fix equipment which is approximately $40,000. Discussion followed to determine if better to repair equipment or use contract services. At this time, it was felt cheaper to pay outside services for lawn care. M. Russell will prepare a schedule to see what needs repaired or if equipment can be repaired. Will look for cheaper solutions. T. Kern questioned where we would get money to make needed repairs. After much decision, it was decided to wait for answers from Holland and look at repair/outsource options before approving the budget.	T. Buit, Treasurer	($69K-70K) $45K	
	Outstanding Loan 2022 - K. Reiter reported that she & M. Russell received an email from Theresa at the Commissioners' office with regards to an outstanding $80,000 Loan in 2022. After much research, it was determined the loan was never activitated - it never hit the financials & that SCRA never received. Nothing had been in minutes for any loan approval. Since it never happened, the loan was null & void. K. Reiter shared that all loans with S. C. Commissioners will require SCRAA's actions to approve in minutes and to be forwarded	K. Reiter, President	$80K	

	to Theresa prior to signing any documents for loans.			
Existing Committees Audit/Finance	T. Bicknell addressed the MOU for the PAPI & REIL ODOT Grant. Loan from Sandusky County Commissioners for local match - no interest repayable in three years	M. Russell; T. Buit	$9,276	**Motion** to accept loan for matching funds for PAPI/ REIL from Sandusky County Commissioners with no interest and to be paid in three years: T. Buit; **2nd**: P. Smith; Roll call all yes; **motion carried.**
By-Laws	K. Reiter noted the By-Laws need to be updated. M. Russell will assist in this process.	K. Reiter, President		
Regulatory Development	T. Kern questioned updates on Whirlpool wanting to install solar windmills. Both M. Russell & S. Miller attended a meeting recently at Whirlpool on this. It is being considered outside of the path of air-craft somewhere in York or Townsend Township near Bellevue. Being considered , this would be 669 feet high with a windspan of 149. T. Bicknell also told that ODOT will take care of any legal issues. Whirlpool 's first step is to pick a sight and they have not done this. Nor have they applied to the FAA for this. Until, they do this, nothing can be done on anyone else's part. S. Miller told this has been ongoing for 3 years. ODOT is trying to get legislation approved concerning restrictions, which would help the Airport.			
Marketing	K. Reiter passed out a handout with an update on the progress of the planning for the Eclipse April 8, 2024. Income to date is $768. Postcards are going out to all airports covering areas of Kentucky, Michigan, Ohio, Pennsylvania, & West Virginia.	K. Reiter, S. Miller, R. Farmer	$768 income	
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of January 1, 2024 ^ 100LL: 2,065 ^ Jet A: 8,600 > Fuel on hand as of January 31, 2024-based on meter readings ^ 100LL: 1,870 ^ Jet A: 7,020	M. Russell		
Consultant's Report	See attached report	T. Bicknell		
Comments from Board Members	Discussion was held on the MOU for the County to furnish upgrades to the Airport for IT services on a monthly basis for $358 per month. A motion was made to table until we see what the budget is and if this is included.	M. Russell	$358 per month	**Motion** to revisit the MOU for IT services from the county when the budget is approved and what is included: T. Buit; **2nd**. P. Smith; All approved, **Motion passed.**
Comments from Public	None			
Executive Session	None required.			
Adjournment	Adjourned : 5:10 p.m.			

Submitted by: Anne Gerner