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 **March 21, 2024**

Trustees Present: Tim Buit; Rich Farmer; Tom Kern, Vice President ; Kay Reiter, President; Paul Smith **Time: 3:30-6:00 p.m.**

Other Attendees: SC Commissioner Scott Miller;

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				
By-laws revisions	By-laws revisions were received with changes in red. Discussion on changes. By-laws must meet Ohio Revised Code guidelines and be in compliance. Once approved will go to prosecutor. Discussion on if Airport is without a manager, a temporary manager must be named - if a Trustee is the temporary manager, the position is without pay.	K. Reiter, President		**Motion** to accept By-law revisions: R. Farmer; **2nd**.: T. Beit; Roll call all yes: **motion carried.**
* Secretary's Report	Motion to accept and approve February 15, 2024 meeting minutes	K. Reiter, President		**Motion** to accept February's meeting minutes - T. Kern; **2nd**.: R. Farmer; **All approved.**
* Treasurer's Report	T. Buit and M. Russell discussed the financials based on information received from R. Holland, Holland CPA. 100LL was at a loss for February due in part to the current purchased load cost. R. Farmer asked the question if Airport should shop around for a better price. M. Russell stated the contract is locked in for four years. M. Russell also stated we do buy half loads at a cheaper rate and we only pay for what we sign- no set amount. T. Kern asked the question about an early out on the contract - M. Russell stated that has never been asked. It was agreed Michael should ask.	T. Buit, M. Russell		**Motion** to accept December, January, & February financials as presented: R. Farmer; **2nd**: T. Kern; Roll call all yes: **motion carried**.
2024 Budget Review	Depreciation wasn't addressed in financials. Auditors require depreciation to be included. Tom Light with the County Auditor's office will assist in getting this up-to-date. This must meet GAAP guidelines for the county. Currently on the books is $206,000. R, Farmer commented this was a non issue and no appraisal was needed at the time. Discussion involved many suggestions on getting a break even budget not counting depreciation. Questions were asked concerning the leased farmland and bidding it out; more hangar rentals. Both T. Kern and R. Farmer stated before passing a budget, a Mission Statement was necessary. At this time, there is no Mission Statement. R. Farmer suggested the Trustees ask the Commissioners for approximately $200,000 to get to a break even point. S. Miller addressed the request by stating the Commissioners would need a Mission Statement and a business plan before any money would be given. S. Miller also stated the Commissioners needs someone from the Board	M. Russell	$206,000 $200,000	**Motion** to accept a Temporary Budget for 2024 that does not acceed 2023 income. R. Farmer; **2nd:** T. Kern. Roll call all yes; **motion carried**.

	to go to the Commissioners with a plan on how to get off the current treadmill with a 3-5 year plan. Further discussion on the various reasons an approved budget is needed.			
Existing Committees Audit/Finance	The audit for 2023 will begin May-June.	M. Russell; T. Buit		
Regulatory Development	Flight inspection for PAPI/REIL systems cancelled, moved to up to 1.5 weeks. Memorandum of understanding regarding powered paraglider operation. Terms were set between Airport and FAA regarding launch/recovery and nonstandard traffic. W. Rayburn signed the terms as stated.			
Marketing	A handout on the upcoming Solar Eclipse on April 8 was distributed. See attached.	K. Reiter		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of February 1, 2024 ^ 100LL: 1,870 ^ Jet A: 7,020 > Fuel on hand as of February 29, 2024-based on meter readings ^ 100LL: 5,863 ^ Jet A: 3,675	M. Russell		
Consultant's Report	See attached report			
Comments from Board Members	none			
Comments from Public	None			
Executive Session	Required - discussion of personnel			**Motion** to go into Executive Session: T. Kern; **2nd**.: R. Farmer. Roll Call all yes; **Motion** carried. 5:15 p.m.
				Motion to exit Executive Session: T. Kern; **2nd**.: R. Farmer. Roll Call all yes; **Motion** carried. 5:30 p.m.
Motion after Executive Session	M. Russell salary - T. Buit & K. Reiter will develop a written agreement.		5%	**Motion** to increase M. Russell's salary by 5% effective next payroll. Offer Michael a six-month salary guarantee if his position is eliminated in the future: R. Farmer; **2nd.**: T. Kern; Roll Call all yes; **Motion** carried.
Adjournment	Adjourned : 6:00 p.m.			

Submitted by: Anne Gerner