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 **21-Nov-24**

Trustees Present: Tom Kern, Vice President ; Kay Reiter, President; Paul Smith; Sam Sutter **Time: 4:00-5:47 p.m.**

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

SCRAA Staff: Michael Russell, Manager **Not Present: R. Farmer; T. Bicknell, CHA**

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. Noted for correction of time to the agenda, from 3:30 p.m. to 4:00 p.m.	K. Reiter		
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA			
* Secretary's Report	Motion to accept and approve October 17, 2024 meeting minutes; motion to accept and approve October 22, 2024 special meeting minutes.	K. Reiter		Motion to accept October's meeting minutes as presented: **Motion:** P. Smith ; **2nd**.: T. Kern All approved.
* Treasurer's Report	Holland CPA reviewed the October financials; nothing significant to report. President requested that Holland work the effort of considating financial data for a recent public records request, with guidance for presentation; acknowledged receipt of the tasks.	R. Holland		Motion to accept October's financial report as presented: **Motion**: P. Smith; **2nd.**: T. Kern All approved.
Consultant's Report	See attached report; M. Russell presented highlights addressed: PAPI/REIL; FY25 ACIP	T. Bicknell		
Standing Committees Audit/Finance	S. Sutter presented 2025 budget draft with overall explanations and adjustments, with special attention to a cost increase for fuel system component replacement. Discussion followed on current financial posture and potential for ways ahead. An Executive Session was requested to discuss PERSONNEL.	S. Sutter		
Executive Session	Purpose: To discuss PERSONNEL Entered at: 4:22 p.m. Exited at 4:45 p.m.			Motion to enter Executive Session: **Moved:** S. Sutter; **2nd:** P. Smith All approved Motion to exit Executive Session: **Moved:** T. Kern; **2nd:** P. Smith All approved
	Budget was presented for vote, with $20,000.00 adjustment.			Motion to accept 2025 budget as presented: **Motion**: S. Sutter; **2nd.**: P. Smith All approved.
Long Range Planning	Nothing significant to report. Consider new ideas as explored and generated.	T. Kern		
Marketing	Airport posted via Facebook and website for availability of hangar space. Liamer Media continues monitoring of SEO and data analysis.	M. Russell		
Regulatory Development	FAA LAND USE INSPECTION, 29AUG24/TASKS: 1. Measuring and marking of Runway Obstacle Free Zone borders: complete 2. Fill of exposed manmade obstructions for safety of aircraft: complete 3. Proposal/Request for Permission to utilize land for nonaeronautical purposes: in progress; draft complete, awaiting response from FAA, mappage for exhibits. 4. Proof of ownership for Parcel FS-6: complete GRASS SEEDING PROJECT: Presented summary of efforts to seed extended Runway Safety Zones (19 acres) and cost summary. Project was completed under established budget. Discussion followed regarding workload, adjustments, follow-up and deliverables to the FAA.	P. Smith		

	SCRA FY25 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP): Participated in video teleconference with CHA, FAA representatives to review current and future Airport projects for potential federal funding; addressed caveats to funding for snow removal equipment (SRE) and terminal improvement projects, all other efforts in order for 5-year projection.			
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of October 1, 2024 ^ 100LL: 4,871 ^ Jet A: 5,526 > Fuel on hand as of October 30, 2024-based on meter readings ^ 100LL: 4,305 ^ Jet A: 5,569 A. AIRPORT ACTIVITY: PURVIS BROTHERS LOAN: Paid FUEL AND AVPOS: Procurement of an Aviation Point of Sale (AVPOS) system is the next step in the process of unbranding; must be a system that accommodates all credit cards, standard and specialty. Discussion followed regarding ways ahead and possibility of team to work efforts once feedback received. CHRISTMAS PARTY: Scheduled for DEC 16; details to follow. Requested assistance/ support from Board spouses. B. EQUIPMENT STATUS: EQUIPMENT OTS: NH tractor, F250 Plow; both offsite for repair/estimates C. CONTRACT STATUS REPORT: Status of Farmland Leases: working concurrently with FAA request to conduct non-aeronautical activity of farming, ensuring that the appropriate language is included for requirements and compliance with the findings. Also, working with CHA and lessees to gather information for requirement of EXHIBIT A diagrams that are to be part of leases. M. Russell continues writing the contract drafts. Status of Air Ambulance Contract: T. Kern explained that no further progress due to scheduling conflicts. Working a potential date of next week. In light of Airport Authority having an attorney to handle aviation-related affairs, T. Kern concurred with plan of action to send information flow to Spengler Nathanson for further legal review and comment, in the effort of expediting the process. Draft product remains under review, with a forecast completion of December 2024.	M. Russell		
Comments from Board Members	PUBLIC RECORDS REQUEST: SCRAA remains in compliance with the state public record requirements per O.R.C. K. Reiter requested that the Airport extend the requestor an invitation to the Airport at a future date; all CONCUR. FUTURE M. KAPTUR VISIT: Due to status of potential voting recount, K. Reiter recommended to defer at this time and to contact her offices for a visit; and that the Airport Authority wait until the first quarter of the new year for outreach. T. Kern articulated that the Airport Authority must be ready to convey well-developed needs and strategies for vision and future growth. FY25 ACIP: Discussion on the additional requirements for the SRE and the terminal building funding for the Airport Authority to comply with as part of acceptance; will seek avenues to assist with requirements. MARKETING: K. Reiter encouraged all to continue to/begin to share positive Airport FB feedback and to share page.	K. Reiter P. Smith		

	GRASS SEEDING PROJECT: All acknowledged P. Smith's efforts and dedication for timely completion. FUEL PURCHASING AND AVPOS: K. Reiter recommended to form a task force to research and develop efforts; T. Kern added the need to research additional sources for AVPOS. P. Smith presented the consideration for direct Board involvement to establish parameters that will assist price setting formula/s for future revenue generation, and proposed a trial period to test margins.			
Comments from Public	PUBLIC RECORDS REQUEST: S. Miller commented that the recent rash of public records requests are throughout County offices and to hear out any suggestions/recommendations for operation of the Airport. FUTURE M. KAPTUR VISIT: Concurs with Board position; added that outreach to Senator Reineke would also be in the best interests of the Airport and the Board's future vision. FUTURE AIRPORT ENDEAVORS: Expressed confidence in the Board's efforts to explore all options for the future of the Airport and to determine potential rate of success; this includes investment in Airport expansion for long term sustainability and consistent revenue stream, to change/modify the public perception of the Airport.	S. Miller		
Adjournment	Adjourned : 5:47 p.m.			
Submitted by:	Michael Russell			