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 **17-Oct-24**

Trustees Present: Rich Farmer; Tom Kern, Vice President ; Paul Smith **Time: 3:30-4:28 p.m.**

Other Attendees: SC Commissioner Scott Miller; Stepahnie Garner, Holland CPA

SCRAA Staff: Michael Russell, Manager **Not Present: K. Reiter; S. Sutter; R. Holland**

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call	Vice President T. Kern called meeting to order - Roll call completed - see attendees listed above.	T. Kern		
Recognition of Guests	Comm. S. Miller; Stephanie Garner, Holland CPA; Tyler Bicknell, CHA			
* Secretary's Report	Motion to accept and approve September 19, 2024 meeting minutes.	T. Kern		Motion to accept September's meeting minutes as presented: **Motion:** R. Farmer; **2nd**.: P. Smith All approved.
* Treasurer's Report	Holland CPA reviewed the September financials, discussing the reasons behind the A/R overages, NAPA overage and the negative amount for monthly maintenance ($3800.00 reimbursement for funds already dispersed to C.L Deemer; and audit adjustment of $4466.20 for airport tug).	S. Garner, Holland		Motion to accept September's financial report as presented: **Motion**: R. Farmer; **2nd.**: P. Smith All approved.
Consultant's Report	Updates for PAPI/REIL project closeout; announced upcoming ACIP review with FAA to be held in NOV.	T. Bicknell		
Standing Committees Audit/Finance	Introduced budget draft with overall explanations and caveats to adjusted amounts, with the request to the Board to review and discuss prior to and at next meeting. Discussion followed on process of review, prioritizations and adjustments if desired, and presentation for vote.	M. Russell		
Long Range Planning	SENECA COUNTY REGIONAL AIRPORT/16G: Discussed visit by T. Kern and S. Miller to meet with the Newman family regarding future efforts. TiffinAire management of 16G will continue as-is for the next six months; the new owners will keep both current airport name and FBO management name; flight school efforts appear to be discontinued; and currently maintaining hangar rentals. Appears to be no short-term opportunity for SCRA to bring flight school opportunity or FBO management to Airport due to lack of interest and imposition of restrictive 5-year non-compete agreement upon the Newmans. PROMEDICA CONTRACT RENEWAL: Reported the progress in contract terms: ProMedica was presented draft lease terms, with corrections received for further refining; so far very reasonable regarding terms, increase for both hangar rental and land lease. ProMedica remains opposed to hangar sharing with Mercy Hospital LifeFlight air ambulance. Discussion followed regarding incentives requested by ProMedica, to include signage, infrastructure and a permanent foundation to be built in current footprint, and housing efforts. The board determined to remain hands-off regarding these efforts. Regarding timelines for draft completion and presentation to the Board and legal counsel, R. Farmer recommended to allow T. Kern time to present complete document; T. Kern responded that it may be ready within the next two weeks, but assured all that it should be complete by the next meeting.	T. Kern		
Marketing	ADVERTISING: Requested that the Airport post via current available services for availability of hangar space.	R. Farmer		

Regulatory Development	FAA LAND USE INSPECTION, 29AUG24: Explained findings of: farmland encroachment; noncompliance with maintaining the Runway Obstacle Free Zones (ROFZ) of 800' N/S and 1000' E/W of runway centerlines; visible manmade structures (manholes for electrical conduit access) that due to erosion may cause potential for aircraft damage; no permission to utilize FAA-funded landed for non-aeronautical purposes; and and lack of proof of ownership of a listed parcel from the Airport Layout Plan. Recommendations for resolution: areas measured and marked off for farmland in order to reestablish ROFZ boundary requirements; plan of action to fill and tamp manhole areas; draft proposal for request for permission to utilize for non-aeronautical purposes; procured of proof of ownership of parcel FS-6. Further discussion and comment revolved around grass seeding the cleared areas, timelines and cost; all present concurred that the effort should be accomplished either within the next two weeks or in the following spring. Recommendation: contact Anstead Farms to determine if capability and time would allow them to perform drilling seed, to be determined by how soon and funding ability.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of September 1, 2024 ^ 100LL: 4,871 ^ Jet A: 5,526 > Fuel on hand as of September 30, 2024-based on meter readings ^ 100LL: 4,315 ^ Jet A: 3,228 PURVIS BROTHERS LOAN: Amount confirmed; Board has directed to procure necessary documents to pay off.	M. Russell	~$13,600.00 or lesser amount	Motion to pay off Purvis Brothers loan as presented: **Motion:** R. Farmer; **2nd:** P. Smith All approved
Summary: County Commissioner Meeting	LAND MANAGEMENT/FARMLAND: Land Use Inspection findings: see Regulatory Development 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 lessees to gather information for requirement of EXHIBIT A diagrams that are to be part of leases.			

	WHIRLPOOL WIND TURBINE PROJECT: Discussed progress and considerations for potential effect on current and future Airport operations so as not to restrict Airport growth; included potential future expansion of airspace / land acquisitions. CORSO INSPECTION / ODOT INSPECTION: Overall SATISFACTORY inspection. Findings were minor and recommendations for correction were provided.			
Comments from Board Members	Nothing significant to report.			
Comments from Public	FUEL VENDOR OPTIONS: S. Miller directed that an invoice be generated and submitted to the Office of the Sandusky County Commissioners for the exact current amount. PROMEDICA CONTRACT RENEWAL: S. Miller supports the foreward thinking of SCRAA regarding terms of contract and posture regarding non-contract items. WHIRLPOOL MEETING: WIND TURBINE PROJECT S. Miller discussed regulations regarding unzoned land as applicable to current site location; stated clearly that the County Commissioners will continue to support all future efforts to protect the Airport growth potential, especially other similar initiatives that may attempt to build in proximity to airspace.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned : 4:28 p.m.			
Submitted by:	Michael Russell			