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 **19-Sep-24**

Trustees Present: Rich Farmer; Tom Kern, Vice President ; Kay Reiter, President; Paul Smith; Sam Sutter **Time: 3:30-5:22 p.m.**

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

SCRAA Staff: Michael Russell, Manager **Not Present: 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.	K. Reiter		
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA; Tyler Bicknell, CHA			
* Secretary's Report	Motion to accept and approve August 15, 2024 meeting minutes.	K. Reiter		Motion to accept August's meeting minutes as presented: **Motion:** R. Farmer; **2nd**.: S. Sutter All approved.
* Treasurer's Report	R. Holland, Holland CPA, reviewed the August financials. When questioned by R. Farmer regarding lower monthly profit margin of Jet A fuel, he explained that offst was due to recent bulk purchase.	S. Sutter		Motion to accept August's financial report as presented: **Motion**: R. Farmer; **2nd.**: S. Sutter All approved.
Consultant's Report	See attached report. M. Russell provided updates for PAPI/REIL project closeout.	M. Russell		
Standing Committees Audit/Finance	S. Sutter reported the details from the Audit exit conference, with positive comment from K. Reiter, P. Smith regarding the overall process. R. Holland provided explanation of finding of material weakness regarding tracking of capital improvement from projects extending from one year into the next; discussion followed, with a plan to detail transactions billed from one year that carry over into another year for payment. BUDGET: S. Suter provided explanation of initial layout of revenues and expenses in constructing a draft during previous meeting with R. Holland and M. Russell, conducted on 11SEP. A follow-on meeting is scheduled for 26SEP to add any additional expenses and revenues and to prepare draft budget to present to the board of directors.	S. Sutter		
Long Range Planning	PROMEDICA CONTRACT RENEWAL: T. Kern reported the following as progress in contract terms: ProMedica will continue to be the named Lessee; timeline terms of 3 years will be maintained; and that ProMedica is opposed to hangar consolidation with Mercy Hospital LifeFlight air ambulance due to competitor disposition and potential issues with same-time dispatch. Discussion followed regarding aircraft ingress/egress and costs of utilities sharing, square footage, and hangar rent. Additional requests from ProMedica include signage, a dumpster enclosure, and new living quarters; discussion on these issues resulted in a consensus to leave as items for resolution within the ProMedica / MetroHealth organization, with Board intervention only as determined by the Board. Final recommendations: a 3-year lease with no out term (no 30-day release); and to propose a 5% increase to intiate, with 2.5% - 3% annual increase. Changes to fuel charges were not addressed. T. Kern requests that the current lease be converted to Microsoft	T. Kern		

	Word to facilitate changes; Manager will request services from staff of Office of Sandusky County Commissioners. Once completed, T. Kern shall notify Board of potential dates toward the end of the month of September. JOINT VENTURE, BGSU AND TERRA STATE: Nothing significant to report.			
Marketing	WEBPAGE SERVICES: R. Farmer requested NO CHANGE from current relationship with Liamer Media ADVERTISING: R. Farmer requested that the Airport continue advertising efforts with the Sandusky County Visitors Bureau	R. Farmer		
Regulatory Development	ODOT PAPI/REIL AND PCI INSPECTION, 22AUG24: Inspected by Division of Aviation, ODOT for closeout of PAPI/REIL project; and for inspection of runway / taxiway markings. Findings: S24 is inspection complete for the PAPI/REIL project. However, Pavement Condition Inspection (PCI) is now reported as FAIR, indicative of repainting within a 1-2 year period. FAA LAND USE INSPECTION, 29AUG24: Inspected by Airports District Office in conjunction with Land Use Division; (virtual); consisted of drive-around of the bordering roads, review of any additional documentation, and walk-through of hangars and accessible fields at runway ends. Findings: farmland encroachment of the Runway Obstacle Free Zones (ROFZ) of 800' N/S and 1000' E/W of runway centerlines; and visible manmade structures (manholes for electrical conduit access) due to erosion. Recommendations: reestablish ROFZ boundary requirements; and fill and tamp manhole areas. P. Smith assured the representatives that the Airport will comply with recommendations, in order to maintain compliance with grant assurances. WHIRLPOOL WIND TURBINE PROJECT, 16AUG24: Attended by P. Smith, K. Reiter and M. Russell; met with J. Hopple and K. Reinbold from Whirlpool/Clyde. Whirlpool provided updates on status of FAA filing by One Energy, along with project numbers for confirmation. Attendees discussed progress and timelines to begin onsite construction, and considerations for potential effect on current Airport operations.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of August 1, 2024 ^ 100LL: 5,549 ^ Jet A: 3,674 > Fuel on hand as of August 31, 2024-based on meter readings ^ 100LL: 4,871 ^ Jet A: 5,526 LAND MANAGEMENT/FARMLAND: M. Russell sent out notices to current farrmland lessees and received bids from both parties, to present before the board for vote; P. Smith presented both bids and Board President requested motion to vote, to accept both bids. K. Reiter added that the formal contract, with changes applied due to the FAA Land Use Inspection findings, shall be approved by the Board, and vetted by the County Commissioner and Prosecutor offices, prior to formal signature. M. Russell and P. Smith will conduct the siting criteria adjustments per findings.	M. Russell	$275.00/acre $275.00/acre	Motion to accept Anstead Farms bid for farmland lease presented: **Motion:** R. Farmer; **2nd:** P. Smith All approved Motion to accept G. Schwochow bid for farmland lease presented: **Motion:** R. Farmer; **2nd:** P. Smith All approved

	POINT OF SALE SYSTEM: M. Russell briefed on research into availability of point-of-sale systems to replace system currently provided by Purvis. Interviewed one company, which did not have capability of utilization other than for branded credit cards. Currently researching hardware / software requirements and performance measures from the FBO360 platform recently acquired by Findlay Airport (also unbranded), and has reached out to the Technical Support department for further discussion and development. CORSO INSPECTION, 28AUG24: M. Russell briefed on annual CORSO Inspection; P. Smith, County and insurance conducted walkthrough of community hangars and terminal building, with overall SATISFACTORY inspection. Findings were minor and recommendations for correction were provided. MISCELLANEOUS: M. Russell presented two current issues for repair: the mobile refueler, out of service due to failed pressure regulation components; and the main walk-in gate, currently chained and padlocked due to failed locking mechanism. Board concensus directed to execute repairs on fueler; and to seek other avenues of repair for the walk-in gate for revisit.			
Comments from Board Members	ANNUAL AUDIT: EXIT CONFERENCE, 19SEP24 Board members K. Reiter, P. Smith and S. Sutter expressed favorable comments for the smooth process of the audit. PROMEDICA CONTRACT RENEWAL: K. Reiter directed that T. Kern continue current effort to work terms and secure requirements of contract from ProMedica / MetroHealth; and directed the Airport to provide current copy to T. Kern in a Microsoft Word format. CORSO INSPECTION: Commented that any outstanding findings were either corrected or will be without isssue. WHIRLPOOL WIND TURBINE PROJECT: Expressed concerns regarding future Airport initiatives once turbines are established and operational. M. Russell provided explanation of future Airport airspace considerations (expanding to precision approach for Runway 24) and the requirements for such an expansion, including land acquisition, avigation easement, and system equipment for Board and Commissioner consideration.	R. Farmer K. Reiter P. Smith P. Smith		
Comments from Public	PROFITABILITY CONCEPT: INDEPENDENT MANAGEMENT S. Miller restated the Sandusky County Commissioners' stance that the Airport Authority continue work into concept for further development and presentation; and that the Office of County Commissioners seek a 3/5/10 year working models regarding the future of the Airport. FUEL VENDOR OPTIONS S. Miller stated that the Sandusky County Commissioners will pay off the Purvis loan and therefore allowing the Airport to solicit other fuel vendors; requested exact amount to be sent to them. PROMEDICA CONTRACT RENEWAL: S. Miller supports the foreward thinking of SCRAA regarding terms of contract and posture regarding non-contract items.	S. Miller		

	WHIRLPOOL MEETING: WIND TURBINE PROJECT S. Miller expressed concern regarding Airport support of wind turbine initiative without creating an undue delay that may potentially affect relations between Whirlpool and the County.			
Executive Session	N/A			
Adjournment	Adjourned : 5:22 p.m.			
Submitted by:	Michael Russell			