SANDUSKY COUNTY REGIONAL AIRPORT AUTHORITY - 1500 County Road 220, CLYDE, OH 43410

SPECIAL BOARD MEETING - Original

Meeting: **Location:** Sandusky Co. Regional Airport **February 1, 2024**

Trustees Present: Tim Buit, Treasurer; Rich Farmer, Tom Kern,Vice President; Kay Reiter, President; Paul Smith **Time: 3:30-4:45 p.m. - Airport tour followed**

Other Attendees: SC Commissioner Scott Miller; Trent Bishop

SCRAA Staff: Michael Russell, Manager; Anne Gerner, Office Manager

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Welcome, Introductions & Roll Call	Com. S. Miller opened meeting with a brief overview for the special meeting. New board members introduced and roll call was completed. Com. Miller talked on commissioners' responsibilties to the Airport. Everyone present introduced themselves and gave a short talk on themselves and their involvement with Airport.	S. Miller		
Recognition of Guests	Trent Bishop, grandson of Tom Kern			
Oath of Office & Reappointments	A. Gerner administered the Oath of Office to new board members for a 3-year term effective immediately: R. Farmer, T. Kern, and Paul Smith. Each new board member signed their Oath of Office and will be filed in the SCRAA files. It was noted K. Reiter was reappointed 2 years to complete the balance of her current term.	A. Gerner		
Election of Officers	After group discussion on how to proceed with the board leadership, R. Farmer suggested that K. Reiter serve as the Board President and T. Kern serve as the V-President due to their knowledge of the organization. Anne Gerner will continue as Secretary of the board. T. Buit will continue as Treasurer of the board.	S. Miller		**Motion** to nominate K. Reiter as President & T. Kern as Vice-President - R. Farmer; **2nd** - P. Smith; Roll call all yes; **motion carried**
Standard Board Meeting Date/Time	After a discussion of all board members, it was agreed upon to continue meeting the 3rd Thursday of the month at 3:30 p.m.	K. Reiter		
Conflict of Interest Disclosure forms	The Conflict of Interest Disclosure Form was distributed to all new board members with the instructions to fill out and return no later than the next board meeting, February 15, 2024, to the SCRAA office.	K. Reiter		
Existing Committees				
Audit/Finance	A copy of the 2024 Budget and the December 2023 financials were distributed and will be discussed at the next regular scheduled board meeting. T. Buit will remain chair.	M. Russell; T. Buit		
Land Management	A discussion led to the determination that M. Russell, as manager, should take over the land management needs of SCRA as he is already handling this with his manager role. This should be removed as a standing committee of SCRAA and reported on during the manager's monthly report.			**Motion** by T. Kern on the new committee structure - M. Russell, as manager, will oversee the Land Management and remove it as a committee; a change from Long Range Planning Committee to Regulatory Planning Committee; and By-Laws as a new committee. **2nd** - Paul Smith; Roll call all yes; **motion carried**
By-Laws	After discussion, it was determined that By-Laws should be a new standing committee of SCRAA - the review & updating of the current by-laws is needed. K. Reiter agreed to take the lead.			

Long Range Planning Marketing	After a discussion, it was determined this should be re-named as the Regulatory Planning committee and the entire board should serve on the committee. T. Kern & P. Smith will serve as co-chairs. After a discussion, K. Reiter & Com. S. Miller will remain on the Marketing committee; R. Farmer will join. Com. S. Miller will continue as the chair with K. Reiter.			
Airport Manager's Report & Fuel Inventory Report	A. Gerner distributed and briefly discussed the Fuel Inventory Report that show the gallons of fuel sold in month & costs & prices of Fuel purchased. M. Russell briefly discussed the Manager's and the Consultant's Reports that will be discussed at each monthly meeting.	M. Russell; A. Gerner		
Comments from Board Members	K. Reiter asked if a strategic planning meeting was needed. It was it was decided it would be held in July or August 2024. This will give time for new board members to become more acclimated to the organization. T. Kern distributed a questionnaire directed to M. Russell, manager, with regards to current and future airport procedures.			
Comments from Public	None			
Executive Session	None required.			
Adjournment	Adjourned : 4:45 p.m.			**Motion** to adjourn: R. Farmer; **2nd**. P. Smith

Submitted by: Anne Gerner