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

BOARD MEETING MINUTES - Final

Meeting: Board of Trustees **Location:** Sandusky County Regional Airport **30-Jan-25**

Trustees Present: Tom Kern, President ; Kay Reiter, Vice President; Paul Smith; Sam Sutter **Time: 3:30 p.m.-4.54 p.m.**

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

SCRAA Staff: Michael Russell, Manager; Melissa Popov. Secretary/Treasurer **Not Present: R. Farmer; T. Bicknell, CHA**

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call	Swearing in of Kay Reiter and Tom Kern for renewed Board terms. Election of President Tom Kern and Vice President Kay Reiter Appointment of Melissa Popov as Secretary/Treasurer	K. Reiter		Motion to accept election of officers **Motion:** P. Smith ; **2nd:** S. Sutter All approved. Motion to accept appointment of Secretary/Treasurer **Motion:** T. Kern ; **2nd:** P. Smith All approved.
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA			
* Secretary's Report	Motion to accept and approve November 21, 2024 meeting minutes	K. Reiter		Motion to accept November 2024 meeting minutes as presented: **Motion:** P. Smith ; **2nd**.: S. Sutter All approved.
* Treasurer's Report	Holland CPA reviewed the end of year 2024 financials; end of year adjustments for OPERS will be seen in May 2025, and Airport will see a significant change in deferred OPERS (approximately $14,000.00)	R. Holland		Motion to accept end of year 2024 financial data as presented: **Motion**: P. Smith; **2nd.**: T. Kern All approved.
Consultant's Report	See attached report. Manager highlighted snow removal equipment (SRE) grant efforts.	M.Russell		
Standing Committees				
Audit/Finance	Budget in effect as stated; nothing significat to report.	S. Sutter		
Long Range Planning	ProMedica Transportation Network (PTN) contract moving forward; all conflicts addressed. Requested that Board approve lease as presented; and that the Board approves either the Board President or the Airport Manager to sign the final copy.	T. Kern		Motion to approve lease as presented **Motion:** S. Sutter; **2nd:** P. Smith All approved. Motion to determine M.Russell or T.Kern to sign new PTN lease **Motion:** P. Smith **2nd:** S .Sutter All approved.
Marketing	Presented monthly data analytics from Liamer Media; Airport maintains a 10% increase in website presence.	M. Russell		
Regulatory Development	**Farmland:** FAA Permission Letter in final review for approval; new farmland complete. Discussion followed on other available resources to further Airport growth.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of December 1, 2024 ^100LL: 3,611 ^Jet A: 7,537 > Fuel on hand as of December 31, 2024-based on meter readings ^100LL: 7,142 ^Jet A: 4,637	M. Russell		

Comments from Board Members	MARKETING: Regarding social media awareness, Airport to continue to update at a minimum one post monthly on website and share ("like") the page. Additionally, requested that professional photos of board memebers be sent for inclusion on website to Manager. LONG RANGE PLANNING: Directs that Manager send updated Exhibit A to Tom Kern. REGULATORY DEVLOPEMENT: Investigate Toledo Port Authority for potential revenue for airport expansion. Continue to explore new opportunities for Airport internal growth. Consultant's Report: maintain contact with Tom Kern regarding SRE grant. Public Records Requests (PRR): Appoint M.Russell as point of contact for all PRR related business.	K. Reiter K.Reiter K. Reiter K. Reiter K. Reiter		
Comments from Public	PRR: Commented on public knowledge, entity disclosure and compliance in accordance with the Sunshine Laws. Concurs with a "point person" to coordinate unity of effort. Requests Board update brief on Airport ways ahead to County Commissioners.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned : 4:54 p.m.			
Submitted by:	Melissa Popov			