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 **20-Mar-25**

Trustees Present: Tom Kern, President ; Rich Farmer ; Paul Smith **Time: 3:30p.m.-4:55 p.m.**

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

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call	Donation on behalf of K. Reiter to Terra State University Nursing Research Fund	T. Kern	$50.00	Motion to accept donation on behalf of K. Reiter as presented: **Motion:** R. Farmer ; **2nd:** P. Smith All Approved.
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA			
* Secretary's Report	Review of January 30, 2025 meeting minutes	T. Kern		Motion to accept January 2025 meeting minutes as presented: **Motion:** R .Farmer ; **2nd**.: P. Smith All approved.
* Treasurer's Report	Review of the January and February financials; nothing significant to report. Will see significant change in deferred OPERS within the next few months.	R. Holland		Motion to accept and approve both JAN and FEB 2025 financials as presented: **Motion:** R. Farmer ; **2nd.:** P. Smith All approved.
Consultant's Report	See attached report; nothing significant to report	M.Russell		
Standing Committees				
Audit/Finance	Budget in effect as stated; nothing significant to report.	T. Kern		
Long Range Planning	Discussion to lower cost expenses and increase revenue as focus for the upcoming meeting with Sandusky County Commissioners, 10 April, 2025. Topics will include: 1. Revisit opportunites of hangar construction and other land developement possibilites. 2. Fixed Based Operations - Internal vs. External Effort/s. 3. Relationship with Terra and BGSU, new chairman may take greater interest in the Airport.	T. Kern		
Marketing	Discussed concept of utilizing website to advertise for land development opportunities.	R. Farmer		
Regulatory Development	**Farmland:** FAA Permission Letter approved to utilize Airport lands for nonaeronautical use.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of February 1, 2025 ^100LL: 6,830 ^Jet A: 4,551 > Fuel on hand as of February 28, 2025-based on meter readings ^100LL: 6,714 ^Jet A: 5,855 Announced resignation of T. Meade, Line Services; suggested looking into seasonal hiring, recommendation of 6.5 months of total year. Discussion followed, with recommendations by R. Farmer of contracting lawn care for seasonal hiring as one potential option.	M. Russell		

Comments from Board Members	MARKETING: Requested that Manager write a proposal for land development for hangar bulids. Also requested points of contact information from P. Smith for interested developers; stated that he would take lead in effort to develop enduring relationship/s. LONG RANGE PLANNING: R. Farmer requested that Manager justify the need to hire seasonal employee versus utilizing contractor support.	R. Farmer T.Kern		
Comments from Public	Concurred with the structure of a business/economic development model for long term planning for increased revenue and the requirements of expense. Suggested utilizing justified investments with strategies and goals, and emergency services, as advertising tools to individual developers for potential land bulids.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned : 4:55 p.m.			
Submitted by:	Melissa Popov			