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 **17-Apr-25**

Trustees Present: Tom Kern, President; Rich Farmer; Paul Smith; Sam Sutter **Time: 3:30p.m.-5:00 p.m.**

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

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call	Review of by-laws Status of Board Membership- new board member appointment forecast by the end of May, 2025 Status of Election of Vice President-delayed until a new board member is appointed Review of Meeting with Sandusky County Commissioners April 10, 2025-see attached report	T. Kern		Motion to accept by-laws with no changes as presented: **Motion**: R. Farmer ; **2nd**: S. Sutter All Approved.
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA			
* Secretary's Report	Review of March 20, 2025 meeting minutes	T.Kern		Motion to accept March 2025 meeting minutes as presented: **Motion:** R. Farmer ; **2nd**.: S. Sutter All approved.
* Treasurer's Report	Holland CPA reviewed the March financials; nothing significant to report.	R. Holland		Motion to accept and approve March 2025 financials as presented: **Motion:** P. Smith ; **2nd.:** S. Sutter All approved.
Consultant's Report	See attached report	M.Russell		
Standing Committees Audit/Finance	Budget in effect as stated; nothing significant to report. R.Holland briefed that pre-audit requirements by Julian & Grube should be complete by May 2025 M.Russell presented two requests: one for seasonal hire for the mowing season, one for hangar repairs, neither as part of the current budget. Discussion followed regarding the internal vs. external costs of equipment maintenance, usage and required repair.	S. Sutter		Motion to hire contract mowing service, with a managed cutting cycle to reduce costs; and to effect hangar repairs as cost-saving measure: **Motion:** R. Farmer ; **2nd**.: T. Kern All approved.
Long Range Planning	Presented findings, summary and way ahead from meeting update to the County Commissioners as aforementioned. Recommended increase of research and development of approved topics over the next month, with a possible postponement of the May meeting in order to host an LRP meeting in June or July 2025 to continue to explore options for increasing revenue.	T. Kern		
Marketing	Discussed utilizing website and social media for land development and hangar space marketing. Provided review for the Airport data analytics, nothing significant to report. Inquired about the land development page for webiste; Manager informed that it was online and actively posted.	R. Farmer		
Regulatory Development	M. Russell stated pre-approval application for snow removal equipment bid has been submitted and accepted by the FAA, with an extended timeline to complete bid package for submission.	P. Smith		

Airport Manager's Report / Land Management	See attached report > Fuel on hand as of March 1, 2025 ^ 100LL: 6,830 ^ Jet A: 4,551 > Fuel on hand as of March 31, 2025-based on meter readings ^ 100LL: 6,561 ^ Jet A: 5,043 Regarding J.D. tractor - R. Farmer suggested to sell or possibly donate equipment due to age, unreliability and a non-necessity. Discussion followed regarding lack of preventive maintenance, record of performance and liability of continued use.	M. Russell		Motion to sell John Deere tractor: **Motion:** R. Farmer**; 2nd:** P. Smith All approved
Comments from Board Members	MARKETING: R. Farmer will create web design graphics for hangar space for social media to Airport Operations for web-based submission and posting. LONG RANGE PLANNING: Discussion for development possibilities to be kept on LRP agenda to explore and discuss new projects. REGULATORY DEVELOPEMENT: will continue to update on the status of Snow Removal Equipment submission.	R. Farmer T.Kern P. Smith		
Comments from Public	Commissioners are interested in exploring new cost efficent development opportunities for general aviation and hangar investments; and appreciative of Board's continued efforts. Manager directed to submit Snow Removal Equipment requirements to T. Garcia for tracking.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned : 5:00 p.m.			
Submitted by:	Melissa Popov			