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-Jul-25**

Trustees Present: Tom Kern, President; Rich Farmer, Vice President; Paul Smith; Sam Sutter; R. Knieriemen **Time: 3:33p.m.-5:05 p.m.**

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

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call		T. Kern		
Recognition of Guests	Comm. S. Miller; Rick Holland, Holland CPA	T. Kern		
* Secretary's Report	Review of June 19, 2025 meeting minutes	T. Kern		Motion to accept June 2025 meeting minutes as presented: **Motion:** R. Farmer; **2nd:** S. Sutter All approved.
* Treasurer's Report	Holland CPA reviewed the June financials; nothing significant to report. Holland will handle sales tax liability going forward. Negative balance will be gone in August.	R. Holland		Motion to accept and approve June 2025 financials as presented: **Motion:** R. Farmer; **2nd:** S. Sutter All approved.
Consultant's Report	See attached report	M. Russell		
Standing Committees Audit/Finance	Audit in progress; initial work on budget forthcoming.	S. Sutter		
Long Range Planning	Renewal for the BSMH lease agreement upcoming; Manager recommends 5-10% increase for collective utility reimbursement and fuel. R. Farmer brought up issue of property taxes and the Airport as a government entity. Discussion followed as to what defines a "component unit" and how to relieve the Airport from paying taxes.	T. Kern		
Marketing	Data analytics continue to increase for the month.	R. Farmer		
Regulatory Development	Snow Removal Equipment project: the FAA has requested more information regarding the Buy American waiver under consideration; Stoops Freightliner continues to drill down for final materials list for submission. Approval appears likely.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of June 1, 2025 ^ 100LL: 5,350 ^ Jet A: 3,719 > Fuel on hand as of June 30, 2025-based on meter readings ^ 100LL: 4,488 ^ Jet A: 2,611	M. Russell		
Equipment	John Deere tractor sold; awaiting customer pick-up and release of funds to the Airport. Issue: hangar door mechanisms well past lifespan; internal repairs becoming problematic, investigating fabrication efforts. Issue: automatic gates well past lifespan; Fremont Fence no longer repairs, researching other avenues.			

Current Business	**Status of Election of Vice President:** T. Kern recommended R. Farmer as new Vice President, submitted to board vote. **Airport Vision and Discussion of Topics for Political Visits**: continued discussion from JUN 25 meeting initiated by Manager. President stated that the Airport has no direct needs at this time and therefore no present need for funding of projects outside of scope of current federal, state and/or county support.	T. Kern		Motion to elect R. Farmer as new Vice President: **Motion:** T. Kern; **2nd:** S. Sutter All approved.
Comments from Board Members	AUDIT/FINANCE: R. Farmer commented on advertising expenses but provided overall positive comment on the ~ $20K reduction in expenses. He added that in support of cost reduction that the board consider further reducing of maintenance costs by selling the older plow in Airport inventory (upon acquisition of new SRE), along with other equipment not actively utilized. LONG RANGE PLANNING: T. Kern, with support from the County Commissioners, recommended that the property tax issue be further investigated; tasked both R. Farmer and the Manager conduct a deeper dive, reaching out to both Auditor and Prosecutor offices for assistance. R. Farmer reiterated previous research into hangar builds and the potential for multi-county collaboration to seek grant availability, as well as mention of public safety funding for the requirements of the current air ambulance tenants. T. Kern stated that a plan in place to market efforts would be a necessity to put before any official political entity, to include the County Commissioners; however this may be an excellent consideration for further Board investigation. P. Smith discussed other avenues of support for potential building support and the requirements of support from the FAA - whether for hangar builds, rehabilaitation/ renovation/new build of terminal building, or a maintenance building for vehicles/ equipment - based upon established priorities of effort. Group discussion folllowed, with concensus to further investigate FAA follow-on funding requirements. REGULATORY DEVELOPEMENT: Regarding the annual review and update of the Airport Capital Improvement Plan (ACIP), P. Smith and Manager will chair a meeting to discuss current structure and ways ahead will be held with CHA next week; deliverable expected for presentationto the board next month, prior to the Manager's quarterly deskside with the County Commissioners.	S. Sutter T. Kern P. Smith		
Comments from Public	Provided overall positive comment and guidance on: financials and reduction of costs, assisting the Commissioners in a potentially truer path of Airport efforts; property tax policy and procedure will be on the ballot next year, with potential for review of entitlements of government entities and services to the community; and regarding the status of current equipment issues, to reach out to Pat Dickman, County Facilities Management, for repair recommendations, and to Theresa Garcia for additional outreach.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned 5:05 p.m.	T. Kern		
Submitted by:	Melissa Popov			