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 **21-Aug-25**

Trustees Present: Tom Kern, President; Rich Farmer, Vice President; Paul Smith; Sam Sutter **Time: 3:32p.m.-5:34 p.m.**

Other Attendees: Rick Holland, Holland CPA; Jamin Heldt, CHA

SCRAA Staff: Michael Russell, Manager; Melissa Popov, Secretary/Treasurer **Not Present: Comm. Scott Miller; R. Knieriemen**

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call		T. Kern		
Recognition of Guests	Rick Holland, Holland CPA; Jamin Heldt, CHA	T. Kern		
* Secretary's Report	Review of July 17, 2025 meeting minutes	T. Kern		Motion to accept July 2025 meeting minutes as presented: **Motion:** R.Farmer ; **2nd**.: S. Sutter All approved.
* Treasurer's Report	Holland CPA reviewed the July financials; nothing significant to report.	R. Holland		Motion to accept and approve July 2025 financials as presented: **Motion:** R.Farmer ; **2nd.:** S.Sutter All approved.
Consultant's Report	See attached report; discussion follows in Current Business	J. Heldt		
Standing Committees Audit/Finance	Nothing significant to report; audit continues, steady-state with no apparent issues. M. Russell/S. Sutter/Holland CPA plan upcoming budget meeting to forecast 2026 budget.	S. Sutter		
Long Range Planning	Nothing significant to report. Proceeding forward with Bon Secour Mercy Hospital (BSMH) contract renewal for 2026-2029.	T. Kern		
Marketing	Data analytics steady-state for July 2025; discussed highlights of Business View magazine article and free article publication to promote Airport.	R. Farmer		
Regulatory Development	Grant for snow plow/ truck has been apportioned by the FAA; awaiting finalized waiver documentation. Forecast delivery: a year from official awarding. AWOS inspection held 15JUL: deficiency was no true north marker in vicinity of broadcast antenna south of Airport; Manager will contact County surveyor to discuss options to correct. Airport Incident, 12AUG: hard landing by experimental aircraft; minimal damage to aircraft, no injury to pilot. Ohio State Patrol responded, contacted National Transportation Safety Bureau; preliminary investigation resulted in no damage to Airport structures, no environmental concerns, forwarded as an incident. Further investigation by Flight Standards, FAA follows.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of July 1, 2025 ^ 100LL: 4,488 ^ Jet A: 2,611 > Fuel on hand as of July 30, 2025-based on meter readings ^ 100LL: 3,497 ^ Jet A: 2,036	M. Russell		
	M.Russell discussed the upcoming retirement of an Airport employee. He requests to hire a replacement within 2 weeks of the retirement date; has already conducted interviews and established priority of hiring for candidates, and recommended the best selection due to experience and knowledge.		Maintain same hours at reduced rate of pay; start $12.50	Motion to hire MGR selection of replacement for retiring employee as presented: **Motion:** R.Farmer **2nd:** S. Sutter All approved
	M.Russell requested annual raise in accorandance with approved budget.		Increase 3% above current rate	Motion to approve raise for M.Russell, effective September 1, 2025, IAW approved budget: **Motion:** R. Farmer **2nd:** S.Sutter All approved.

Current Business	**Aiport Capital Improvement Plan**: Consultant presented updates to ACIP; discussion followed, with Board concerns regarding cost and necessity of the Taxiway A rehabilitation at this time. Recommended that CHA relook and realign priority of effort with current project list, to remove the SRE Equipment Building from consideration, and to present updates at a later date prior to the FAA review at the end of the calendar year. **Property Tax Exemption:** Progress updates were presented regarding the plan of action to make the Airport a tax-exempt entity and therefore not subject to property taxation. Discussion with the County Prosecutor continues forward as to the interpretation of the "component unit" status of the Airport, organizational structure and whether exemption can be granted. **Drain Pipe Replacement**: The Airport owns property south of Limerick Road, not contiguous with the Airport, which is part of the farmland rented out for revenue generation. Manager presented request for replacement of drainage pipe for property due to utilization by current farmland lessees as a crossover between portions of the property; this would be a shared expense if considered. Discussion followed regarding responsibility and liability for safety concerns.	J. Heldt R. Farmer M. Russell		
Comments from Board Members	AUDIT/FINANCE: Requested that Manager continues to provide updates on status of audit, timeline for new hire and retirement. Drain Pipe Replacement: Requested that Manager get forecast cost and include in next year budget for consideration; also, that Manager speak with Lessee regarding assistance with installation to assist all concerned parties with cost-cutting measures. LONG RANGE PLANNING: Requested BSMH current expenses for utilities/supplies/ property tax, and fuel costs to assist with contract updates. Recommended a 1-2 year shift of priority for the Taxiway A Rehabilitation project. REGULATORY DEVELOPEMENT: Requested that Manager consults with Green Creek Township for assistance with AWOS access road. Requested that Manager updates from consult with County surveyor for marker emplacement.	S. Sutter T. Kern P. Smith		
Comments from Public		S. Miller		
Executive Session	N/A			
Adjournment	Adjourned 5:34 p.m.	T. Kern		
Submitted by:	Melissa Popov			