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 **18-Sep-25**

Trustees Present: Tom Kern, President; Rebecca Knieriemen; Paul Smith **Time: 3:32p.m.-4:55 p.m.**

Other Attendees: Comm. Scott Miller; Rick Holland and Stephanie Garner, Holland CPA; Jamin Heldt, CHA (Virtual)

SCRAA Staff: Michael Russell, Manager **Not Present: R. Farmer; S. Sutter; M. Popov**

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; Stephanie Garner, Holland CPA; Jamin Heldt, CHA (Virtual)	T. Kern		
* Secretary's Report	Review of August 21, 2025 meeting minutes	T. Kern		Motion to accept and approve August 2025 meeting minutes as presented: **Motion:** P. Smith; **2nd**.: T. Kern All approved.
* Treasurer's Report	Holland CPA reviewed the August financials; nothing significant to report.	R. Holland/S. Garner		Motion to accept and approve August 2025 financials as presented: **Motion:** T. Kern; **2nd.:** R. Knieriemen All approved.
Consultant's Report	See attached report; discussion follows in Current Business	J. Heldt		
Standing Committees Audit/Finance	Nothing significant to report; audit complete, documentation follws in SEP, with proposed exit conference date 25SEP, 2025 at 1:00 p.m., SCRA Conference Room M. Russell/S. Sutter/Holland CPA working requirements for 2026 budget presentation	M. Russell		
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 August 2025. Discussed viability of continued publishing in Sandusky County Visitor Bureau Community Guide; current budget covers cost for 2026.	M. Russell	$395.00 for 1/8 page ad	Approved per 2025 budget
Regulatory Development	Grant for snow plow/ truck has been apportioned by the FAA; Manager has presented verbal request for support to the County Commissioners. AWOS inspection, 15JUL: deficiency corrected, survey requirements complete. Awaiting documentation to forward to FAA inspectors. Status of NH Tractor as replacement: FAA has requested that appraisal be done on item, with findings forwarded to the Project Manager for review and determination if SCRAA must sell or can retain due to depreciation and current value. ACIP Review with FAA: 13 November, 2025 at 10:30 a.m., either TEAMS/ZOOM.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of August 1, 2025 ^ 100LL: 3,497 ^ Jet A: 2,036 > Fuel on hand as of August 31, 2025-based on meter readings ^ 100LL: 3,546 ^ Jet A: 1,667 M.Russell presented two short-notice issues of immediate concern: 1. Jet A Tank: floating suction assembly inoperative due to broken cable, requires immediate repair; microbial growth on bottom of tank, requires cleaning. Both efforts simultaneously are estimated between $6000.00-$7000.00; will ensure fuel compliance for air ambulances. 2. Automation: x3 computers identified as lifecycle complete at end of 2025; due to inability to accommodate WIN11 suite, will be removed from network. Requests funds from future budget for immediate replacement to ensure no interference with current operations, estimated cost not to exceed (NTE) $2300.00 for x1 desktop, x1 laptop and x1 docking station.	M. Russell	NTE $7000.00 cost for both procedures	Motion to approve repairs and cleaning for Jet A tank: **Motion:** P. Smith**; 2nd:** T. Kern All approved See COMMENTS FROM PUBLIC

Current Business	**Aiport Capital Improvement Plan**: Consultant presented updates to ACIP via VTC. Due to previous concerns regarding cost and immediacy of the Taxiway A rehabilitation, CHA thoroughly explained the process of FAA grants, and that SCRAA maintains the right to realign the priority of effort with current project list. Points of consideration were the 2026 higher percentages for both FAA and ODOT contributions; however, the current stopgap for the pavement projects is the update to the Pavement Conditions Index, last performed in 2017 by ODOT. Discussion followed regarding challenges of Airport functions, priorities of effort and work, with emphases on balances so as not to provide undue stress on the County and current ongoing efforts. **Sandusky County Pilots Association and Sale of Hangar:** All members of the Sandusky County Pilots Association (SCPA) were notified of the impending sale of a condo-style T-Hangar at the Airport. As SCRAA is a member of the organization, presented to the Board requesting its position and potential interest in purchasing an additional unit from owner. Discussion followed (with abstainment by P. Smith), with concerns expressed regarding the language of the SCPA by-laws / articles of organization, membership requirements and the interest of purchase by SCRAA. SCRAA proposed resolution stating no objection to transaction of the sale by the current owner to any other interested members of SCPA or to any interested parties, as its Board holds no current interest in purchasing.	J. Heldt/T. Kern T. Kern		Motion to approve Board resolution regarding sale of SCPA hangar, with NO OBJECTION to sale: **Abstain:** P. Smith **Motion: T. Kern; 2nd:** R. Knieriemen Approved
Comments from Board Members	AUDIT/FINANCE: 2026 budget is current priority, with efforts and supporting documentation to be reviewed by chair before presentation to entire Board. A mentioned point of concern was the need to determine if SCPA was in arrrears for land lease payments due to status on financials; Manager and Holland CPA will investigate. LONG RANGE PLANNING: Airport operations working 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 (based upon response from ODOT regarding Airport PCI schedule and a shift to left), with an immediate focus on actual Board priorities, current supporting functions of the Airport regardig GA and corporate operations, and an economic development viewpoint and compliance as guidance for all. Considerations for realignment: Airport lighting, taxilane repair, RWY repainting. REGULATORY DEVELOPEMENT: Requests that Manager consults with Green Creek Township for assistance with AWOS access road. Requests that Manager updates on local match support for SRE.	T. Kern T. Kern P. Smith		
Comments from Public	AUTOMATION: The County Commissioners have pledged to absorb costs of replacing outdated computers for all County entities; directs that Manager contact SCIT for cost estimate through county administrator T. Garcia. ACIP: Concurs with Board position of reprioritizing some efforts, pending results of ODOT PCI with possible option of consultant conducting PCI for quicker response and justification for shifting priorities of effort with eye on economic development. SCPA: Concurs with Board stance regading sale of condo-style T-Hangar.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned 4:55 p.m.	T. Kern		
Submitted by:	Michael Russell			