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 **23-Oct-25**

Trustees Present: Tom Kern, President; Paul Smith; Sam Sutter **Time: 3:30p.m.-4:46 p.m.**

Other Attendees: SC Commissioner Scott Miller; Rick Holland, Holland CPA; Jamin Heldt, CHA (Virtual)

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

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 Sept 18, 2025 meeting minutes	T. Kern		Motion to accept Sept 2025 meeting minutes as presented: **Motion:** P. Smith ; **2nd**.: S. Sutter All approved.
* Treasurer's Report	Holland CPA reviewed the Sept financials; nothing significant to report.	R. Holland		Motion to accept and approve Sept 2025 financials as presented: **Motion:** P. Smith ; **2nd.:** S. Sutter All approved.
Consultant's Report	See **Current Business**	J. Heldt		
Standing Committees				
Audit/Finance	Annual audit closed with minimal findings; requiring policies on file regarding Capital Assets and IT security. Draft budget for 2026-see **Current Business**.	S. Sutter/M. Russell		
Long Range Planning	Nothing significant to report	T. Kern		
Marketing	Nothing significant to report. SEP data analytics.			
Regulatory Development	Approval granted by FAA to keep New Holland, repairs needed and will revisit topic at next meeting. System for Award Management (SAMS) updated for 2025-2026; ensures that S24 continues to meet federal criteria for receiving awards/grants.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of Sept 1, 2025 ^ 100LL: 3,546 ^ Jet A: 1,677 > Fuel on hand as of Sept 30, 2025-based on meter readings ^ 100LL: 2,439 ^ Jet A: 2,133 **NOTE:** Briefed that there will be an adjustment to 100LL quantity for OCT due to **a** mechanical failure which caused calibration errors in both charging the customer and accurate accounting of quantity in tank. As no foul play is suspected, Manager will ensure a stick measurement will be conducted and compared to the gauge readings to average current quantity, with those numbers submitted to Holland CPA to correct reporting.	M. Russell		

Current Business	**Airport Capital Improvement Plan- Updates:** J. Heldt/CHA provided an update on the CHA pavement evaluations conducted on 13 October (with Manager and P. Smith in attendance), noting that the ODOT Pavement Condition Index (PCI) is scheduled for assessment in 2026 and that a draft of the Capital Improvement Plan must be ready by the week of November 3rd for the upcoming ACIP meeting on November 13th. He emphasized the necessity of a rehabilitation project for Taxiway Alpha to prevent future deterioration, confirming that the FAA would support this initiative without requiring changes to the current taxiway width. The design work is planned to start next year to align with funding schedules, and available FAA entitlements and state matching funds will cover design costs. **Sandusky County Pilots Association- Updates:** T. Kern provided the legal disposition of the current articles of organization and that the document lacked sufficient clarity and guidelines for due process to understand whether SCRAA is a member or not. Due to the challenges of organizing an in-person meeting to validate membership and process, recommended that SCRAA sell its hangar and divest from future issues. M. Russell mentioned that he had been contacted by a current tenant with an interest in purchasing same hangar; discussion followed as to price, timeline and if a requirement for public notice for sale was necessary. **2026 Draft Budget:** S.Sutter and M. Russell presented the draft of the 2026 budget for SCRAA review and comment. Also presented were three additional funding requests for consideration: shared cost in repairing the culvert drain south of Limerick Road; replacement of the Jet A filter vessel on fuel farm; and sponsoring cooperative education students. Discussion followed on adjustments to fuel revenue and expense for Jet A, utilities pricing increase, legal fees increase due to potential future concerns of the present relationship with the SCPA, preparing the New Holland tractor for winter use, and the three proposals presented.	J. Heldt T. Kern S. Sutter		
Comments from Board Members	**ACIP** - SCRAA reached a consensus with CHA regardng the way ahead of TWY A rehabilitation versus reconstruction; once ACIP is reviewed by FAA, will put decision to vote. **SCPA** - T. Kern will continue attempts to engage with SCPA members regarding SCRAA concerns over policies and procedures. Manager was given the authority to reach out to tenant with an average price, a bottom-line price, a timeline of DEC 31, 2025 and to ensure that the tenant was aware of the sale requirements of the SCPA. **2026 Draft Budget** - Audit/Finance directed to make following adjustments: to decrease Jet A revunues forecast and cost of goods sold; to increase the forecast for propane and legal fees; include costs for new NH tractor tires (provide estimate), shared cost of repair for the culvert and the forecast cost for the filter; vessel; and to suspend the cooperative student until spring of 2026 for revisit. Updates with be presented to SCRAA at the next meeting to vote.	T. Kern T. Kern T. Kern		Motion to accept culvert drain proposal to active draft budget as presented: **Motion:** P. Smith ; **2nd.:** S. Sutter All approved. Motion to accept Jet A fuel filter vessel proposal to active draft budget as presented: **Motion:** S. Sutter ; **2nd.:** T. Kern All approved.
Comments from Public	Comm. Miller approved of the ways ahead regarding all current business. He commended the Board for keeping the Commissioners informed, and for working interests that will benefit both the Airport and the County. **SCPA** - verified through the County Prosecutor offices that there would be no legal ramifications in the intent to sell hangar via direct contact of individual versus public notice of intent to sell.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned : 4:46 p.m.	T. Kern		Motion to call Adjournment;
				Approved
Submitted by:	Melissa Popov			