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 **15-Jan-26**

Trustees Present: Tom Kern, President; Rich Farmer, Vice President; Paul Smith; Sam Sutter; Rebecca Knieriemen **Time: 3:34 p.m.-5:06 p.m.**

Other Attendees: Stephanie Garner, Holland CPA; Jamin Heldt, CHA

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call	Election of President and Vice President- P. Smith nominated T. Kern as President and R. Knieriemen as Vice President, Board of Directors, SCRAA	R. Knieriemen		Motion to approve T. Kern as President and R. Knieriemen as Vice President: **Motion:** P. Smith; **2nd**: S. Sutter All Approved.
Recognition of Guests	Stephanie Garner, Holland CPA	T. Kern		
* Secretary's Report	Review of Nov 20, 2025 meeting minutes	T. Kern		Motion to accept Nov 2025 meeting minutes as presented: **Motion:** P . Smith; **2nd**: R. Knieriemen All approved.
* Treasurer's Report	Holland CPA reviewed the Nov-Dec financials; nothing significant to report.	S. Garner		Motion to accept and approve Nov- Dec 2025 financials as presented: **Motion:** S. Sutter; **2nd.:** R. Knieriemen All approved.
Consultant's Report	See **Regulatory Development**	J. Heldt		
Standing Committees Audit/Finance	Resolutions: Manager brought Resolution 2024-82 (see attachment) to the attention of the Board for two reasons: 1) because the repayment terms were past due and Board decision needed to determine terms of repayment. 2) to establish terms of resolution for the county support of the local match funds for the upcoming TWY A Rehabilitation Project.	S. Sutter/M. Russell	$9,276.00	Motion to repay amount per Resolution 2024-82 **Motion:** S. Sutter; **2nd:** P. Smith All Approved.
Long Range Planning	Nothing significant to report.	T. Kern		
Marketing	See **Current Business**			
Regulatory Development	NEPA CatEx: As part of the upcoming TWY A Rehabilitation Project package, a NEPA Categorial Exclusion (CatEx) must be submitted to the FAA. The Manager requires Board concurrence for him to be the signator for this request, in order to move this project forward.	P. Smith		Motion to authorize Manager as signator for NEPA CatEx document for TWY A Project: **Motion:** R. Knieriemen; **2nd:** P. Smith All Approved.
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of Dec 1, 2025 ^ 100LL: 1,504 ^ Jet A: 1,556 > Fuel on hand as of Dec 31, 2025-based on meter readings ^ 100LL: 1,231 ^ Jet A: 6,211 **NOTE:**	M. Russell		

Current Business	**Expiring Leases for Bon Secours Mercy Hospital and Sandusky County Pilots Association:** Manager was contacted regarding the upcoming BSMH contract update; Megan Kelly, Cushman Wakefield POC, notified that the terms are in the works, and have been handed off to SCRAA. The Board is now the POC for discussion of updates and changes to terms and will lead the efforts to meet timelines. **SCPA contract:** the Association has been notified; current terms of the contract allow for rollover regarding association fees and terms of payment for utilities, etc. P.Smith explained that the earliest opportunity for meeting to discuss future endeavors would be Spring 2026. **Property Tax Reimbursement-** Manager informed Board of current standing from the County Prosecutors Office; the request is moving forward to the State Auditor Office despite the counter and challenge documents presented by the County Auditor. **Metro Health:** Briefing update on **MOU Plan of Action**, from J. Hughes (not in attendance) - additional updates for the board on the trailer project will be coming in the next few weeks. **Directives for Fuel:** From J. Hughes: MetroHealth currently engaging lawyers to work on language that removes ProMedica from fuel responsibilities; will update board if that gets accomplished. **Option:** If it does not through legal channels, would welcome conversation for a Board recommended number/amount that represents 60% total fuel consumption, for direct billing to MetroHealth past that amount. **Opportunity Ventures** **Marketing Opportunity:** Vintage Aircraft Commemorative Flight to S24: **i.** Tim Tarris, Col. USAF (RET); Local from Clyde, Daedalian Member, EAA Memeber **ii.** "Jenny" replica of Curtiss JN-Jenny a/c **iii.** 6-10 Jul 2026 (forecast/estimate); stayover x2-4 days, request hangar showing, request S24 sponsor gathering/event to showcase for local community support. Manager presented to Board: discussion followed on potential ways ahead and ideas for possible collaboraton efforts. Manager will reach out for further clarification regarding whether for fundraising vs. charity for local community support.	T. Kern		
Comments from Board Members	BYLAWS- R. Knieriemen will review for future presentation. Marketing: P. Smith recommended to combine Vintage Commemorative Flight with a possible 25 year celebration. Audit/Finance: S. Sutter requested summary Jan-Dec 2024-2025 for profit/ loss comparison to current budget.	T. Kern		
Comments from Public	**Request for Support of Airport Project via Resolution**: explained options and Board requirements prior to deadlines/terms of expiration, current posture of the Commissioners. Directed that Manager and Administrator craft a document that clarifies for presentation. **Vintage Aircraft Commemorative Flight**: fully supports the concept, direction of Board and the potential for collaboration with other aviation entities and the local community.	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned: 5:06 p.m.	T. Kern		Motion to call Adjournment; Approved
Submitted by:	Melissa Popov			