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 **20-Nov-25**

Trustees Present: Tom Kern, President; Rich Farmer, Vice President; Paul Smith; Sam Sutter; Rebecca Knieriemen **Time: 3:30p.m.-4:33 p.m.**

Other Attendees: Rick Holland, Holland CPA

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call		R. Farmer		
Recognition of Guests	Rick Holland, Holland CPA	T. Kern		
* Secretary's Report	Review of Oct 23, 2025 meeting minutes	T. Kern		Motion to accept Oct 2025 meeting minutes as presented: **Motion:** S. Sutter ; **2nd.**: P. Smith All approved.
* Treasurer's Report	Holland CPA reviewed the Oct financials; nothing significant to report.	R. Holland		Motion to accept and approve Oct 2025 financials as presented: **Motion:** R.Farmer ; **2nd.:** S. Sutter All approved.
Consultant's Report	Airports Capital Improvement Plan for S24 - see **Current Business**	M. Russell		
Standing Committees Audit/Finance	Draft budget for 2026-see **Current Business**.	S. Sutter/M. Russell		
Long Range Planning	BSMH Lease: current BSMH/LifeFlight lease expires April 2026. Manager provided increases for utilities due to usage and changes to tenants requirements over a 3-year span. Discussion followed, with considerations for percentage increases for hangar and living quarters, in addition to utilities and fuel; decision to begin working JAN26. Property Tax Reimbursement: R. Farmer continues efforts to reverse charging property taxes to Airport; currently working with the Sandusky County Prosecutor Office for finalizing legal interpretation prior to compiling and sending to state auditor for reimbursement approval of maximum two years. SCPA Lease: current SCPA lease for use of 1/2 Hangar expires February 2026; this includes the authorized rollover period. Discussion followed; SCRAA concensus to begin working draft in JAN26. Propane Tank Sale: Board member P. Smith expressed interest in purchasing x1 120-gallon tank, owned by SCRAA from the acquisition of the condo T-Hangar. His offer: purchase of tank at original cost, plus purchase of propane already in tank.	T. Kern	Tank price, plus 80% full tank, total $300.00	Motion for P. Smith to purchase propane tank: **Motion:** T. Kern ; **2nd:** R. Farmer **Abstained:** P. Smith All Approved.
Marketing	Progam for magazine close to publishing.	R. Farmer		
Regulatory Development	ACIP review approved by FAA as presented for TWY A project; FAA concerned with hammerheads at end of taxiways due to nonconformity with current standards.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of Oct 1, 2025 ^ 100LL: 1,689 ^ Jet A: 2,133 > Fuel on hand as of Oct 31, 2025-based on meter readings ^ 100LL: 1,090 ^ Jet A: 5,069	M. Russell		

	REQUESTS: 1. New rear tires for New Holland tractor; utilized for snow removal 2. Budget for annual Christmas Party expenses		Tires cost not to exceed $3,000; Party expenses not to exceed $300.00	Motion for budget to replace tires on New Holland and to pay for expenses for Christmas Party: **Motion:** R. Farmer ; **2nd:** S. Sutter All Approved.
Current Business	**Airport Capital Improvement Plan- Updates:** Presented the results of the FAA review of the ACIP, with emphasis on a rehabilitation project for Taxiway Alpha (versus renovation) to prevent future deterioration; FAA supported 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. **2026 Draft Budget:** S.Sutter and M. Russell presented the draft of the 2026 budget. Caveats include: split cost of repair to culvert drain south of Limerick Rd., adjacent to Davenport property, current estimated cost $11,500.00; replace Jet A filter vessel, estimated cost $25,000.00. All other adjustments to revenue generation and expenses completed. **Sandusky County Pilots Association - Update:** Manager extended SCRAA offer to interested tenant for the purchase of the available Authority-owned condo T-Hangar with an average price, a bottom-line price, and a decision timeline no later than DEC 31, 2025 and ensured that the tenant was aware of the sale requirements of the SCPA.	P. Smith S. Sutter T. Kern		Motion to move forward with ACIP plan as writtem: **Motion:** R. Farmer ; **2nd:** T. Kern All Approved. Motion to accept 2026 budget as written: **Motion:** R. Farmer ; **2nd:** S. Sutter All Approved.
Comments from Board Members	N/A			
Comments from Public	N/A			
Executive Session	N/A			
Adjournment	Adjourned : 4:33 p.m.	T. Kern		Motion to call Adjournment; Approved
Submitted by:	Melissa Popov			