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 **16-Apr-26**

Trustees Present: Tom Kern, President; Paul Smith; Rich Farmer, R. Knieriemen, Vice President; S. Sutter **Time: 3:32 p.m.-5:01 p.m.**

Other Attendees: Rick Holland, Holland CPA; Brian Kotter, CHA

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

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call		T. Kern		
Recognition of Guests	R.Holland, Holland CPA; J. Heldt, CHA	T. Kern		
Secretary's Report	Review of Mar 19, 2026 meeting minutes	T. Kern		Motion to accept Mar 2026 meeting minutes as presented: **Motion:** R . Farmer; **2nd**. R. Knieriemen All approved.
Treasurer's Report	Holland CPA reviewed the Mar 2026 financials; nothing significant to report.	R.Holland		Motion to accept and approve Mar 2026 financials as presented: **Motion:** R. Farmer; **2nd.:** P. Smith All approved.
Consultant's Report	TWY A REHABILITATION PROJECT: Efforts continue forward regarding application deadline of 1 MAY; the Independent Fee Estimate (IFE) is the last outstanding component for turn-in prior to submission. Manager currently working with Woolpert Engineering to complete within deadline of 24APR26.	J. Heldt		
Standing Committees **Audit/Finance**	Pre-audit preparations continue; nothing significant to report.	S. Sutter		
Long Range Planning	PTN Quarters/MOU: negotiations continue between MetroHealth, ProMedica Transportation Network and KF Ventures regarding disposition of trailer complex. No further discussion of ready plan to be presented to the Board until project funded, possibly by Fall 26.	T. Kern		
Marketing	Discussion continued with full Board on concept and benefits of simulator purchase for Airport; pros and cons from the operations and maintenance sides presented by R. Knieriemen.	R. Farmer		
Regulatory Development	See **Consultant's Report.**	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of Mar 1, 2026 ^ 100LL: 2,165 ^ Jet A: 3,149 > Fuel on hand as of Mar 31, 2026-based on meter readings ^ 100LL: 1,799 ^ Jet A: 2,886 Manager presented concerns over rising fuel costs due to the current climate. EQUIPMENT-FuelMaster currently OTS: serve-service function due to inability to transmit/receive to credit card charges. Contacted phone company for hard line inspection, awaiting result before contacting SYNTECH.	M. Russell		
Current Business	**Leases/Contracts:** BSMH: correspondence in agreement on proposed increases for fees, awaiting legal review and final concurrence. Sale of Condo Hangar: purchsaer has reviewed terms, in agreement; will meet with Manager by no later than the end of the month for signature and transfer of property.	T. Kern		Motion for T. Kern or M. Russell as signator for Mercy lease once complete: **Motion:** R. Farmer **2nd:** S. Sutter All approved.

	Property Tax Reimbursement-stil awaiting State of OH Auditor determination. **Bylaws Update**-Vice President presented updates for discussion and comment. Board will review final draft copy once complete for official vote and inclusion.			
Comments from Board Members	Flight Simulator: Follow up with OEM on flight simulator, with specific attention to warranties, maintenance packages, and actual dimensions of deliverable. Board will revisit in 1-2 months. TWY A Rehabilitation Project: request for Manager to present cost analysis to County Commissioners at next quarterly meeting, request specific allocations commitment to this project, beginning this year. Fuel Costs: Board direct Manager to increase price per gallon for 100LL fuel; and to continue with efforts regarding purchase of JET A+ fuel.	T. Kern		
Comments from Public	N/A	S. Miller		
Executive Session	N/A			
Adjournment	Adjourned: 5:01 p.m.	T. Kern		Motion to call Adjournment;
				Approved
Submitted by:	Melissa Popov			