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-Jul-26**

Trustees Present: Tom Kern, President; Rebecca Knieriemen, Vice President; Paul Smith; Rich Farmer **Time: 3:28 p.m.-4:09 p.m.**

Other Attendees: Rick Holland, Holland CPA

SCRAA Staff: Michael Russell, Manager; Melissa Popov, Secretary/Treasurer **Not Present:** S. Sutter; J. Heldt, CHA

AGENDA ITEMS:	BRIEF DESCRIPTION/ACTION STEPS:	PERSON RESPONSIBLE:	COST:	MOTION/VOTE:
Call Meeting to Order & Roll Call		T. Kern		
Recognition of Guests		T. Kern		
* Secretary's Report	Review of May 21, 2026 meeting minutes	T. Kern		Motion to accept May 2026 meeting minutes as presented: **Motion:** R. Farmer; **2nd:** P. Smith All approved.
* Treasurer's Report	Holland CPA reviewed the Apr 2026 financials; nothing significant to report.	R.Holland		Motion to accept and approve May and June 2026 financials as presented: **Motion:** R. Farmer; **2nd:** R. Knieriemen All approved.
Consultant's Report	See attached report	J. Heldt		
Standing Committees Audit/Finance	Airport audit underway; nothing significant to report. Manager requests annual raise, within approved budget.	S. Sutter/M. Russell	3% raise	Motion to approve proposed rate of raise as stated: **Motion:** R. Farmer; **2nd:** R. Knieriemen All approved.
Long Range Planning	Nothing significant to report.	T. Kern		
Marketing	Nothing significant to report.	R. Farmer		
Regulatory Development	Pavement Condition Index (PCI) inspection conducted by ODOT; results will not be released until all airport inspections complete for the year. Discussed concern/s regarding runway markings and visibility; requested that Manager reach out to CHA to find out potential for combined task/s under current FAA project.	P. Smith		
Airport Manager's Report / Land Management	See attached report > Fuel on hand as of May 1, 2026 ^ 100LL: 2,165 ^ Jet A: 1,387 > Fuel on hand as of May 31, 2026-based on meter readings ^ 100LL: 2,061 ^ Jet A: 5,593 > Fuel on hand as of Jun 1, 2026 ^ 100LL: 2,061 ^ Jet A: 5,593 > Fuel on hand as of Jun 30, 2026-based on meter readings ^ 100LL: 1,078 ^ Jet A: 4,225 **Equipment:** requests additional allocation for purchase of front tires for New Holland tractor.	M. Russell	$300.00	All approved.

Current Business	**Expiring Leases:** BSMH lease terms under final review; tenant concurs with required increases. Currently with attorneys with a projected 1-2 week timeline for final copy. **Property Tax:** awaiting State of Ohio Auditor decision. **SCRAA Bylaws:** legal review complete; put before Board vote to accept with current changes.	T. Kern		Motion to accept Airport bylaws as presented: **Motion:** R. Knieriemen; **2nd:** P. Smith Roll call; all approved.
Comments from Board Members		T. Kern		
Comments from Public		S. Miller		
Executive Session	N/A			
Adjournment	Adjourned: 4:52 p.m.	T. Kern		Motion to call Adjournment;
				Approved
Submitted by:	Melissa Popov			