

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, February 11, 2019 – 5:00pm

Call Meeting to Order:

Roll Call:

Larry Silcox _____
Harry Brady _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: January 14, 2019

Operational and Financial Report January 31, 2019:

January 2019 Fuel Sales:

AVGas: \$ 558.61	Gallons: 124.4
Jet A: \$ 260.64	Gallons: 74.47

Approval of January 31, 2019 Financials

As of January 31, 2019

Cash in Bank:	\$ 133,684.27
Net Income YTD:	\$ 8,426.03
Total Expenses YTD:	\$ 23,473.33
Net Income/ Loss YTD:	\$ -15,047.30

Airport Income/ Loss

Net Income YTD:	\$ 7,490.17
Total Expenses YTD:	\$ 9,984.81
Net Income/ Loss YTD:	\$ -2,494.64

Grant Income/ Loss

Net Income YTD:	\$ 935.86
Total Expenses YTD:	\$ 13,488.52
Net Income/ Loss YTD:	\$ -12,552.66

Approval to Pay Invoices: \$ 112,429.54

Old Business:

Tabled motion: 5% discount for hangar leases paid in full for one year
Consultant Report

New Business:

Secretary / Treasurer – approval of monthly salary of \$200 / County audit will be an additional charge
Effective Web Quote for data back-up

Date of Next Meeting:

Monday, March 11, 2019 @ 5:00pm

January 14, 2019 Minutes & Financials

Call to order:

Larry Silcox and Harry Brady present.

Public comment:

- Dan LeClair voiced issues with the snow plowing done by GT Lawncare, noting issues such as the taxiway only being plowed 8ft instead of 16ft. Marcus Holtz noted the golf cart was blocked in the hanger by the snow. Inquiry was made on whether a bid had gone out to the public. Harry Brady noted that he spoke with Marett personally, making him aware of the opportunity.
 - Harry Brady moved, Larry Silcox seconded: that if we do not have a record of the snow plowing job having been put out for bid to the public, the board authorizes Harry Brady to put the plowing job up for bid in the paper. Motion passed.
- Dan LeClair questioned when/if there was a resolution to raise hangar rents. Dennis Sokol asked when this resolution took place. Harry Brady noted that it was at a meeting and that it will be researched and verified.
 - Researched and verified by Linda Vaughn, past Secretary/Treasurer that:
 - On 9/14/15 hanger rent increased from \$150 to \$165; larger end hangars increased to \$180
 - On 10/12/15 commercial hanger rent increased 10% (\$12.50) to \$137.50**Bother were approved and effective 1/1/16
- Royden Smith – contract questions: why only a six-month contract?
 - Guaranteed price/space for six months, then the lease continues on a month-to-month basis, giving the pilot more flexibility.
- The possibility of having designated spaces was introduced. Harry Brady believes it best to leave this for pilots to continue to work this out themselves if possible, unless issues begin to arise. Then the board will revisit the situation and update the policy when/if needed. (1)
- Dennis Sokol suggested a potential release of liability form for the pilots using the community hangar. Larry Silcox will be following up with legal on this suggestion. (2)
- These issues (1) (2) will be reviewed, and an update will be given at the next meeting.
- Royden Smith brought up the issue of access to the Commercial hangar. Larry is aware that there is a door that doesn't lock and that will be taken care of. Harry Brady stated that they will make sure that the doors are set up so you can't access one way or the other.
- Royden Smith submitted his name for the Airport Board. This will be forwarded on to the County Commissioners.
- Dan LeClair – pile of junk in Hanger D/Community hanger can go. Harry Brady agreed that the board will haul it away and will notify Dan when that will occur.

- Harry Brady – Jo Armbruster requested paying his rent a year at a time; need to declare number of spaces.
- There was discussion of pilots paying for space in blocks of time.
- Harry Brady moved, Larry seconded that we give pilots a 5% discount for leases paid one year at a time.
 - Larry wants to investigate this, get more detail, proper wording and review with legal.
 - Larry moved, Harry Brady seconded to table the motion until the next meeting to allow further discussion and review with legal counsel. Motion carried.

Minutes & Financials:

Larry Silcox moved, and Harry Brady seconded to approve minutes. Motion passed.

Larry Silcox moved, and Harry Brady seconded to approve the minutes of the special called meeting on Dec. 19, 2018 to approve grant. Motion passed.

Financials read by Harry Brady for January 2019; noted that we are now splitting grant income out from other income for more clarity in reporting and practical decision-making regarding spending. These expenses do not include the recorder purchased for board meetings or the cost to have the printer cleaned up, so it was once again usable. These will appear in next month's invoices. It was also noted by Larry Silcox that there was no fee to get rid of the junk that has been cleared from the airport, nor was there any cost to the airport for the two "new" filing cabinets and the "new" Secretary/Treasurer desk as they were recently acquired "used" from Huron County.

Moved by Larry Silcox, seconded by Harry Brady to approve to pay invoices. Motion carried.

Harry Brady moved, Larry Silcox seconded to pay John Beck a monthly stipend equal to his hangar rent of \$151.25 for the community hangar & allow him the use of the tool room, effective February 1, 2019. Motion passed. This stipend is to recognize/appreciate all the work he does around the airport FBO and betterment of the airport.

Issue raised regarding the rate of \$151.00 in the commercial building compared to the rate in the T-Hangers of \$181.00. Spoke to convenience/ease electric door vs. manual door; feeling it is a high differential and discourages hangars from being filled.

Replacement of Secretary/Treasurer:

Moved by Harry Brady, seconded by Larry Silcox to officially accept, with regrets and appreciation, the resignation of Linda Vaughn (presented at the December board meeting) as Secretary Treasurer for the Airport. Motion passed.

Moved by Harry Brady, seconded by Larry Silcox to formally approve the hiring of Renée Thompson to replace Linda as the new Secretary/Treasurer. Motion passed.

Consultant's Report:

Kevin Sigg with Michael Baker Int'l: full report included at the end of the minutes.

Action Items:

- Harry Brady moved, Larry Silcox seconded to approve the ACIP for submission to the FAA and ODOT. Motion passed.
- Harry Brady moved, Larry Silcox seconded to approve the Pre-Application for the coming year.
- Motion passed.
- Larry Silcox moved, Harry Brady seconded to approve the submission of the Quarterly Reports to the FAA

ADO. Motion carried.

Election of officers:

Harry Brady nominated Larry Silcox as President for 2019, Larry Silcox seconded. Motion passed.
Larry Silcox moved that Harry Brady be Vice President, Harry Brady seconded. Motion passed.

No New or Old Business.

Old radio bid on and sold to Dennis Sokol for \$30.00. Invoice will be generated.

Dennis Sokol – night instrument approach discussion – who initiates?

Kevin Sigg – can submit request to FFA on behalf of Airport. Approx. 18-month process.

Harry Brady moved, and Larry Silcox seconded to submit a request to the FAA to start the process to initiate night instrument approach. Motion passed.

John Beck submitted invoice from Moto Electric.

Harry Brady moved, and Larry Silcox approved to pay this invoice today 1/14/19 to meet the net 30 pay date of 2/7/19. Motion passed.

Harry Brady moved, and Larry Silcox seconded to adjourn the meeting. Motion passed.

Huron County Airport (5A1)

CONSULTANT REPORT
Monday, January 14, 2019

- **ACIP**
 - o ACIP is attached for review and approval to submit to the FAA. The Construction of the remainder of the apron is required due to design taking place for the entire apron.
- **FAA Grants**
 - o Supplemental Appropriation grant submitted to the FAA for the AWOS and the remainder of the Apron. Waiting for review.
 - o Grant closeout draw down was authorized on December 17, 2018. Final drawdown request was made on December 21, 2018. Airport was paid on December 28, 2018.
 - o Final Closeout approval letter received January 9, 2019.
 - o Pre-App Attached for review and approval to submit to the FAA ADO.
- **ODOT Grants**
 - o ODOT has received the signed ODOT grant and is executing now. Expect to receive it by the next meeting then we can submit the pay request.
- **FAA Electronic Grants Payment System, Delphi Invoicing.**
 - o Nothing to upload this month.
- **FAA quarterly report**
 - o 1st Quarter Report due January 31, 2019.
 - o 1st Quarter Reports are attached for review and approval to submit to the FAA ADO.
- **FAA Annual Financial Reports**
 - o Forms submitted to the FAA. No further action required.
- **Miscellaneous**
 - o Nothing to report
- **Michael Baker's Engineering Agreement**
 - o No Update
- **Michael Baker's Invoices – No Invoices**

Invoice No.	Description	Total Amount	FAA Share	ODOT Share	Local Share
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

- **Baker Task Orders for Approval**
 - o Nothing this month.

Huron County Airport (5A1)

CONSULTANT REPORT

Monday, January 14, 2019

- **Task Order #1 – Master Plan Update**
 - o Received concurrence from FAA on forecasting on November 1, 2018.
 - Conditions of approval include 5A1 providing an update to operations to ODOT to update the 5010 record.
 - 5A1 to update the basedaircraft.com data for the airport to accurately report the based aircraft at the airport. Last update was 2-10-2016.
 - o Submitted draft master plan and ALP to the ADO on October 29, 2018. Waiting on Comments.
 - o Per the planning call on November 13, 2018 recommended sitting down with the ADO when comments are received on the Master Plan.
 - o **NO UPDATE**

- **Task Order #3 – Apron Reconstruction Construction Administration**
 - o **Project Closed.**

- **Task Order #4 – Taxiway B Rehabilitation Design and Construction Administration**
 - o **Contractor to perform final painting in the spring when weather breaks.**

ACTION ITEMS:

- ✓ Request a motion to approve the ACIP for submission to the FAA and ODOT.
- ✓ Request a motion to approve the Pre-Application for the coming year.
- ✓ Request a motion to approve the submission of the Quarterly Reports to the FAA ADO.

Huron County Airport Authority Balance Sheet

As of January 31, 2019

10:54 AM

02/08/2019
Cash Basis

Jan 31, 19

ASSETS

Current Assets

Checking/Savings

Civista 23825 133,484.27

Prepaid Debit Card 200.00

Total Checking/Savings 133,684.27

Accounts Receivable

Accounts Receivable -481.25

Total Accounts Receivable -481.25

Other Current Assets

Undeposited Funds 36.07

Total Other Current Assets 36.07

Total Current Assets 133,239.09

Fixed Assets

Equipment 3,486.48

Total Fixed Assets 3,486.48

TOTAL ASSETS 136,725.57

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings 110,950.05

Net Income -15,047.30

Total Equity 136,725.57

TOTAL LIABILITIES & EQUITY 136,725.57

Huron County Airport Authority
Total Profit & Loss YTD
January 2019

10:56 AM

02/08/2019
Cash Basis

Jan 19

Ordinary Income/Expense

Income

Fuel Sales	869.91
Hangar Rent	6,096.65
ODOT Grant	935.86
Overnight Fees	40.00
Utilities Reimbursement	<u>483.61</u>

Total Income 8,426.03

Expense

Cleaning / Sump	250.00
Credit Card Processing	18.26
FAA Grant Expense	13,488.52
Maintenance	132.96
Office Expense	
Computer Expense	400.00
Office Supplies	65.86
Postage	<u>100.00</u>

Total Office Expense 565.86

Ohio EPA Reporting 400.00

Propane 660.75

Property Taxes 6,196.70

Repairs and Maintenance 195.00

Sales Tax

 Sales Tax Discount -2.52

 Sales Tax - Other 335.35

Total Sales Tax 332.83

Utilities

 Electric 950.89

 Telephone Expense 126.08

 Water 155.48

Total Utilities 1,232.45

Total Expense 23,473.33

Net Ordinary Income -15,047.30

Net Income -15,047.30

10:57 AM

Huron County Airport Authority
Airport Profit & Loss YTD
 January 2019

02/08/2019
 Cash Basis
 Jan 19

Ordinary Income/Expense	
Income	
Fuel Sales	869.91
Hangar Rent	6,096.65
Overnight Fees	40.00
Utilities Reimbursement	<u>483.61</u>
Total Income	7,490.17
Expense	
Cleaning / Sump	250.00
Credit Card Processing	18.26
Maintenance	132.96
Office Expense	
Computer Expense	400.00
Office Supplies	65.86
Postage	<u>100.00</u>
Total Office Expense	565.86
Ohio EPA Reporting	400.00
Propane	660.75
Property Taxes	6,196.70
Repairs and Maintenance	195.00
Sales Tax	
Sales Tax Discount	-2.52
Sales Tax - Other	<u>335.35</u>
Total Sales Tax	332.83
Utilities	
Electric	950.89
Telephone Expense	126.08
Water	<u>155.48</u>
Total Utilities	<u>1,232.45</u>
Total Expense	<u>9,984.81</u>
Net Ordinary Income	<u>-2,494.64</u>
Net Income	<u><u>-2,494.64</u></u>

Huron County Airport Authority
Grants Profit & Loss YTD
 January 1 - 31, 2019

02/08/2019

Cash Basis
 Jan 1 - 24,
 19

Ordinary Income/Expense	
Income	
ODOT Grant	935.86
Total Income	935.86
Expense	
FAA Grant Expense	13,488.52
Total Expense	13,488.52
Net Ordinary Income	-12,552.66
Net Income	<u>-12,552.66</u>

Huron County Airport Authority
Invoice Approval

Date: 2/8/2019

For Meeting on: 2/11/2019

Company	Date	Amount	Purchase	Check #
Albrecht, Bill	2/1/2019	400.00	EPA Reporting - 2019 January	
Beck Aviation	2/1/2019	151.25	Maintenance - 2019 January	
Effective Web	2/1/2019	120.00	15 month antivirus/printer cleanup	
Erie Blacktop	1/21/2019	107,908.11	Taxiway B	
Frontier Communications	2/21/2019	127.22	Service 01/28/2019 - 02/27/2019	EFT
Holtz, Mary	1/31/2019	250.00	Cleaning / Sumping - 2019 January	
Marett Snow Removal	1/23/2019	897.50	01/21/19 snow removal	
Northern Ohio Rural Water	1/27/2019	187.78	Service 12/13 - 01/13/2019	
Ohio Business Gateway	2/8/2019	59.81	Sales Tax - 2019 January	EFT
Ohio Edison	2/3/2019	560.13	Service 12/28 - 01/27/2019	EFT
Linda Vaughn	2/1/2019	200.00	Transition to new Secretary	
Renée Thompson	2/1/2019	200.00	Secretary/Treasurer	
Renée Thompson	2/1/2019	97.88	Office Supply Reimbursement	
QTPod	2/15/2019	581.08	M4000 / Monthly Payment	EFT
Huron County Chamber	12/1/2018	180.00	Membership	
Norwalk City	1/16/2019	55.00	January 2019 EPA Testing	
Silcox, Larry	12/26/2018	453.78	Security Camera/photo processing	
		<u>112,429.54</u>		