

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, May 14, 2018 – 5:00pm

Call Meeting to Order:

Roll Call: Melissa James _____

 Harry Brady _____

 Larry Silcox _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: April 09, 2018

Operational and Financial Report April 2018:

April 2018 Fuel Sales:

AVGas: \$ 2,132.50	Gallons: 479.21
Jet A: \$ 1,920.14	Gallons: 564.74

Approval of April 30, 2018 Financials

As of April 30, 2018

Cash in Bank:	\$ 49,530.02
Net Income YTD:	\$ 56,583.57
Total Expenses YTD:	\$ 49,216.88
Net Income/ Loss YTD:	\$ 7,366.69

Approval to Pay Invoices: \$ 19,095.50 (05/13/2018)

Old Business:

Consultant Report

New Business:

Cross Connection Control Assembly Test Flow Due
Last completed 05/15/2017 by Turnbull Plumbing

QTPod Discontinue Support of M3000 06/30/2019 - Upgrade to M4000 – Discount \$3,495
Expires 09/01/2018. Left Message at QTPod for actual cost of M4000.

Date of Next Meeting:
Monday, June 11, 2018 @ 5:00pm

April 09, 2018

Call to order, all HCAA board members present

Public comment:
None

Larry Silcox moved to approve Minutes from March 12, 2018 meeting with corrections:
Ohio EPA happy **that sign has been placed at outlet Runway and Edge** lights are out or broken and need repaired
Change light code w/FAA to 123.00
Wind **Socks** need replaced
Steve **Zvara** has a friend to look at garage door
Between now and next meeting clear out stuff that **is NOT** aviation related
Harry Brady seconded. Motion Passed.

Harry Brady moved to approve March 31, 2018 financials. Larry Silcox seconded. Motion Passed.

Larry Silcox moved to approved Quarterly Report. Harry Brady seconded. Motion Passed.

Task Order #1 – Master Plan Update

April 18, 2018 from 5:00 – 7:00 pm Public Meeting to Review Master Plan Update will be held. Place to be determined. (Suggestions: Commissioner Bldg. / Chamber) Will place notice in Newspaper and on Website

Task Order #2 – Apron Reconstruction Design
Task Order Closed

Task Order #3 – Apron Reconstruction

Start date of May 7, 2018 for construction. Pre-construction meeting April 18, 2018 – also discuss what to do with 27' in front of hangar

Task Order #4 – Taxiway B Rehabilitation

Harry Brady moved to approve submitting to the FAA for review once 90% which will fall before next board meeting. Larry Silcox seconded. Motion Passed.

Runway will be closed Wednesday, April 11, 2018 for core samples.

Application Procedure for the FY2019 Ohio Airport Grant Application Procedures has been received.

FAA preliminary findings on Sunrise Elevator that exceeds standard height of 130' above ground by 23' would not have any affect on flights. Huron County Airport Board agrees with preliminary findings. Will contact township trustees for Norwalk and Townsend that any future buildings need to have approval from FAA.

Harry Brady will call Lake Erie Electric to fix broken or smashed runway lights. Runway will be closed for core samples on April 11, 2018 maybe a good time to have lights repaired.

Melissa James moved to authorize Larry Silcox to repair and/or replace vacuum. Harry Brady seconded. Motion Passed.

Pulleys for door will hold off.

Resolution :

Be it resolved that the Huron County Regional Airport Authority hereby undertakes to provide and pay for a defense for the members of said Authority for any actions which claim or allege a violation of ORC 149.43 et. seq. (Ohio Public Records and Open Meetings Act) by either the board or any of the members of the Board. Larry Silcox moved to accept. Harry Brady seconded. Resolution Passed.

Larry Silcox requested a more detail description of invoices for approval.

Bill Albrecht – EPA requires Chlorination / DE chlorination. Blower needs to be fixed.

Drone user is licensed and has notified Airport board members when he is using the drone.

Seeing no further business, the meeting was adjourned.

Submitted by:
Linda Vaughn
Secretary / Treasurer

Melissa James
Board President

Huron County Airport Authority Balance Sheet

As of April 30, 2018

1:42 PM

05/01/2018
Cash
Basis

Apr 30, 18

ASSETS

Current Assets

Checking/Savings

Civista 23825 49,530.02

Total Checking/Savings 49,530.02

Accounts Receivable

Accounts Receivable -165.50

Total Accounts Receivable -165.50

Total Current Assets 49,364.52

TOTAL ASSETS 49,364.52

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -4,315.18

Net Income 12,856.88

Total Equity 49,364.52

TOTAL LIABILITIES & EQUITY 49,364.52

Huron County Airport Authority
Profit & Loss YTD
 January through April 2018

4:28 PM
 05/04/2018
 Cash Basis
 Jan - Apr
 18

Ordinary Income/Expense

Income

Commercial Office Rent	2,194.91
FAA Grant	27,225.00
Farm Rent	8,538.64
Fuel Sales	7,652.86
Hangar Rent	18,442.34
Overnight Fees	50.00
Utilities Reimbursement	<u>675.75</u>

Total Income 64,779.50

Expense

Attorney Fees	281.65
Credit Card Processing	170.86
FAA Grant Expense	30,249.67
Fuel Purchased	
Diesel Fuel	<u>35.00</u>
Total Fuel Purchased	35.00
Insurance Expense	353.00
Legal Notices / Advertising	7.44
Maintenance	706.63
Membership	300.00
Office Expense	
Computer Expense	143.75
Office Supplies	123.63
Postage	<u>50.00</u>
Total Office Expense	317.38
Ohio EPA Reporting	1,655.00
Propane	1,233.15
Property Taxes	3,451.04
Repairs and Maintenance	3,472.10
Sales Tax	
Sales Tax Discount	-1.89
Sales Tax - Other	<u>534.79</u>
Total Sales Tax	532.90
Secretary / Treasurer	450.00
Service Agreements	1,095.00

Snow Removal	2,736.25
Utilities	
Electric	3,446.73
Telephone Expense	487.05
Water	<u>886.77</u>
Total Utilities	4,820.55
Website Expense	<u>55.00</u>
Total Expense	<u>51,922.62</u>
Net Ordinary Income	<u>12,856.88</u>
Net Income	<u><u>12,856.88</u></u>

**Huron County Airport Authority
Invoice Approval**

Date: 5/13/2018

For Meeting on: 5/14/2018

Company	Date	Amount	Purchase	Check #
Albrecht, Bill	5/1/2018	400.00	EPA Reporting - 2018 April	3505
Beck Aviation	5/1/2018	125.00	Maintenance - 2018 April	3506
Betschman Security	4/10/2018	6.00	Key for Commercial Hangar (1)	3507
Epic Fuels	5/8/2018	15,224.52	4,001 Gallons Avgas	3508
Ferrellgas Frontier	4/14/2018	558.50	Propane 246.2 Gallons	3509
Communications	4/28/2018	120.83	Service 04/28/2018 - 05/27/2018	EFT
Huron County Chamber	5/4/2018	6.52	Copies / Printing - 2018 April	3510
John Deere Financial	4/9/2018	22.53	Air Filters / Hasp / Quick Links	3511
Northern Ohio Rural Water	4/26/2018	163.23	Service 03/13/2018 - 04/12/2018	3512
Norwalk City	4/16/2018	55.00	Laboratory Analysis - 2018 March	3513
Ohio Business Gateway	5/1/2018	291.62	Sales Tax - 2018 April	EFT
Ohio Edison	5/1/2018	828.98	Service 04/01/2018 - 04/30/2018	EFT
Silcox, Larry	5/7/2018	42.77	Fixed Vacuum	3514
State of Ohio UST Fund	5/4/2018	1,100.00	Annual Fee Assessment 07/01/2018 - 06/30/2019	3515
			Underground Storage Tanks	
Vaughn, Linda	5/1/2018	<u>150.00</u>	Secretary / Treasurer - 2018 April	3516
		<u>19,095.50</u>		

Do not have invoice for mowing as of 05/13/2018