

Huron County Airport Authority

Meeting Minutes

Monday, April 12, 2021 – 3:00 pm

~~3rd Floor Conference – Commissioner's Office~~

Rescheduled: April 21, 2021; Huron County Airport

Call Meeting to Order:

Present: Scott Sparks, Nick Burch

Motion to Excuse: Harry Brady officially resigned 4/20/21

Public Comments:

Jon Christman

1. Flying Club forming at 5A1: Nick moved, Scott 2nd - passed
 - a. Currently being organized by a group of local individuals: "Firelands Aero Club"
 - i. Articles of Incorporation – will be owned by its members
 - ii. In its infancy in forming but has confirmed availability of a 1965 Cherokee 140 with hope of 1946 Air Coup by Summer
 - b. Based in Norwalk @ Huron County Airport
 - c. Fully compliant with Chapter 10.6 and subsequent amendments & updates of FAA Order 5190.6B Airport Compliance Manual (which specifically applies to flying clubs)
 - d. Will bring the Airport income from lease of the hangar

2. Food Truck Fly-In on July 17th / Young Eagles; Nick moved, Scott 2nd - passed
 - a. Tentative Date of Sat., 7/17/21, approx. 10am – 4pm exact times TBD
 - b. w/Tent. Back-up date of Sun. 7/18/21
 - c. Sponsored by the EAA in Oshkosh Wisconsin
 - d. Multiple local food trucks will be on-site; aviators are encouraged to fly in and purchase and pick up a meal from one of our fine local food truck operators.
 - e. local Young Eagles chapter also interested in participating in the event
 - f. possibility of rides (I'm assuming this means plane rides?)
 - g. Suggested we invited (Car Coddlers) classic cars out to be displayed as well
 - h. Bald Eagles also mentioned

3. Use of 2009 Ford Flex as a courtesy car
 - a. Jon proposed signing over his car to the Airport for use as a courtesy car for pilots. The topic was tabled for future discussion by Nick, 2nd by Scott – motion passed.

Approval of Minutes from Regular Meeting: March 8, 2021: Nick moved, Scott 2nd – Passed

Note: The current Secretary/Treasurer is making every attempt to get all pertinent documents and reports posted on the Airport website no later than June 2021. Some documents may be delayed due to Auditor reporting and the passing of former Secretary/Treasurer, Linda Vaughn in February of this year.

Operational and Financial Report March 31, 2021

March 2021 Fuel Sale

AVGas:	\$3,745.59	Gallons:	574.46
Jet A:	\$1,413.26	Gallons:	371.91

As of March 31, 2021

Civista 9494

Cash in Bank: 28,067.94

Total Income / Loss

Net Income YTD:	31,696.96
Total Expenses YTD:	8,229.08
Net Income/ Loss YTD:	<u>23,467.88</u>

Airport Income/ Loss

Net Income YTD:	31,696.96
Total Expenses YTD:	8,229.08
Net Income/ Loss YTD:	<u>23,467.88</u>

Grant Income/ Loss

Net Income YTD:	-
Total Expenses YTD:	-
Net Income/ Loss YTD:	<u>-</u>

Approval of March 31, 2021 Financials: Nick moved, Scott 2nd - Passed

Approval to Pay Invoices: \$7,922.94: Nick moved, Scott 2nd - Passed

Old Business:

- Consultant Report – nothing new to report (per Nick via discussion with rep on 4/12/21)
- Master airport record has been changed to reflect current information through ODOT Air
- Taxes are taken care of via HINKLE. (is that right?) [Correct. Renée will file and call Accountant with questions, if needed](#)
- Can you give me a quick update on the audit?
- [Renée met with the Audit Manager, Joe Weininger, at the Airport on 4/8/21 to provide him needed documents for the audit including:](#)
 - [System Reports:](#)
 - [General Information:](#)
 - [Cash Reconciliation:](#)
 - [Receipt Testing:](#)
 - [Non-Payroll:](#)
 - [Misc Items:](#)[Further questions e-mailed subsequently are being handled by our Accountant at Payne Nickles](#)
- Status of getting the beacon installed.
 - 4/21/21 electrician coming out. Week of 5/15/21 John Beck & Jon Christman will install if needed.
- The daily maintenance that isn't being done. And the other maintenance processes not being done
 - Scott spoke with Marcus to get some clarification.
 - John Beck does monthly maintenance "in exchange" for hangar rent. New board members just need to get in touch with him and talk through the arrangement, make sure arrangement is fair to both parties.
- Airport work day.
 - Schedule for a day in May. Make a list work that needs done. Recruit the Cub Scouts to participate.

- Discuss the “grant” from Huron County Commissioners in the amount of \$13,579.00 for a ductless HVAC system. There is one quote from Wilkes, I have requested a bid from ABTEC, and will find another one within the county, so that we support our businesses in Huron County; Jubilee 3rd contact.
 - 5 ft fall/drainage issue needs to be addressed first. Lee Tansey coming out to have look. Need to get the water away from the building.


New Business:

Things to vote on

- We need to have “official elections”. So, to make things official, we will need to vote on President, and Vice President of the board. I am not comfortable with the way I was put into the position of board president, simply for the fact of the only one left.
 - Tabled until we have a third board member.
- Continue the SAM registration
 - (note from Renée. From what I see, we need this and we DO NOT have to pay a fee to use it. I am hoping to call re: our account this week). [Just need to call and talk to someone to make changes.](#)
- Tree trimming/cutting request for trees around and near the airport building. (We have one request from Knockout Tree service.
- Mowing agreement with Marcus & Marty Holtz – signed last week.
- Price for copies of public records requests. Current price is .05 cent per copy.
- Continuing to use the services of Harold Freeman as our legal counsel. At a rate of \$150 per hour. Nick agreed this is fine
- Sparlings request to get out of lease early due to family health issues. Someone else wants the hangar. Board agreed to release Sparlings.
- \$9,000 Covid grant submitted; \$30,000 grant submitted – have we received it?
- Hire Renée Thompson as Secretary/Treasurer at a rate of \$400/month and \$15/hr for special projects, Audits, etc. Nick moved, Scott 2nd – Passed.

Date of next meeting: May 10, 2021 @ 1:30; Huron County Airport

Meeting Adjourned



Scott Sparks, President (Interim)



Renée K. Thompson, Secretary/Treasurer