Morehead-Rowan County Airport Board Agenda
Thursday, 23 February 2017 – 6:00 PM
Morehead-Rowan County Clyde A. Thomas Regional Airport

A. Call to Order

B. Confirmation of a Quorum

C. Recognition of Guests

D. Approval of Minutes from the 26 January 2017 Meeting

E. Receive Financial Report as of 31 January 2017

F. Public Comment

G. Reports
   a. FBO Activity Report : Mr. Sloan
      1. 100LL Fuel Truck Meter Repair
      2. Fuel Sales
      3. Flight Instruction
      4. EAA Sponsored Pancake Breakfast 4 March 2017

   b. Garver Report: Mr. Upchurch
      1. REIL Project Update
      2. Trench Drain Repair
      3. ACIP Update

   c. Building and Grounds: Dr. Derrickson
      1. Update on Organic Material from MSU
      2. Facility and Residence Update
      3. Terminal Facility Lighting Update

   d. Communications and Security: Mr. Roberts
      1. T-hangar Light Replacement
      2. Update on Lock Replacement

   e. Chair Report: Mr. James
      1. Oversight of Facility and Residence Transition by Executive and Building and Grounds Committees

H. Old Business
   a. None

I. New Business
   a. Approve ACIP
   b. Rowan County Christmas 5K Run

J. Adjournment

Next Scheduled Meeting 6:00 pm 30 March 2017

Morehead-Rowan County Airport Board
Meeting Minutes
January 26, 2017

Chairman Tim James called the meeting to order at 6:05 PM in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Mike Gray, Harry Clark, Tom Fossett, Aaron Roberts, Bruce Mattingly, and Jim LeMaster. Absent were Porter Dailey, Charles Derrickson, and Ron Oliver. Guests present include: Perry Sloan - FBO; Josh Clark and Danny Mabry - Hangar Tenants; Earl Rogers – Attorney; Bob Helton, Executive Director, Morehead-Rowan County Economic Development Council; Mark Upchurch - Garver; and Barbara Marsh - Assistant Secretary-Treasurer.

Mr. James presented the Minutes of the December 2016 Specical Meeting. The motion to approve the December 1, 2016 Special Meeting Minutes was made by Mr. Gray, seconded by Mr. Clark, and approved unanimously.

Dr. Mattingly presented the December financials including profit and loss statements for the month and for the fiscal year (July-December). An amended budget was presented for review (please see page 4, item b). The motion to approve the December financials was made by Mr. Clark, seconded by Mr. LeMaster, and approved unanimously.

Public Comment. Mr. James opened the floor to public comment. Mr. Helton attended the Kentuckians for Better Transportation meeting. While there, Commissioner Parker was highly complimentary of the Airport and remarked that he is open to any conversations we may want to have with him. The Commissioner also commended the Rowan County High School Veteran Days Program sponsored by American Legion Post 126, in which he delivered remarks.

REPORTS

a. **FBO Activity Report**. Mr. Sloan reported on fuel sales, maintenance, and airport activity during January.
   1. 100LL Truck Fuel Meter. Repairs to the 100LL fuel truck will be performed in January. TPM Environmental Group looked at the gauges on truck and has access to the older parts. They will coordinate with a job for Fleming Mason Energy so that we are not charged for extra travel. (James Martin 1-800-TPM-4ERT; http://www.tpm-group.com)
   2. Fuel Sales. in December were 797 gal. of 100LL and 2118 gal. of JETA fuel. The presence of rain during the first half of the month has slowed fuel sales. In January to date, 347 gallons of 100LL and 281 gallons of JETA fuel have been sold.
   3. Flight Instruction: Six individuals wanting flight instruction have been brought over from the Lexington area.
   4. There will be an EAA Pancake and Sausage Breakfast on February 4.
   Other: - Mr. Sloan has given 5 tours of the facility.
   - Dedicated space is being prepared for use by PHI1 Medical Services in the community hangar. The PHI1 Medical Services' mechanics have been working in the community hangar on their helicoptor.

- Mr. Fred Riffel, an airplane mechanic (A&P,IA), has performed one airplane annual maintenance and has another in progress. A Biennial Flight Review has been performed by Mr. Sloan.
- Several attempts to contact some of the tie down lessees have failed including Cova Cornett and Darrell Lewis.
- There is a waiting list for the community hangar space. After February 15, those wanting to lease space will be given first priorty. The former FBO, Mike and Tracey Potter, have equipment and planes there now.

b. **Garver Report**. Mr. Upchurch

1. The 2017 REIL (Runway End Identifier Lights) Replacement Grant application for $70,000 has been approved by KDA. Mr. James signed the paperwork tonight. Mr. Upchurch will retain the original paperwork with a copy scanned to the Airport. He will start the design and construction phase of the project. The Reil lights will be wired the same way the existing system is wired. The lights are very bright when taking off at night. Mr. Roberts asked if they can be wired so that a pilot could control them on CTAF with additional clicks turning off for night time departure.

2. The proposed Airport Capital Improvement Plan was presented. The five-year plan will be presented to the FAA and Kentucky Department of Aviation for coordination of activities. Future plans call for ramp repair, sealcoating, apron construction, and an environmental assessment for corporate hangars. Mr. Upchurch will forward to the government partners.

c. **Buildings and Grounds**. Mr. James reporting for Dr. Derrickson and Mr. Oliver, Co-chairs

1. Organic Matter from MSU. Fifteen more loads of manure have been hauled from the MSU farm. They will be spread by MSU this spring.

2. Facility and Residence Update – see item "e" below.

d. **Communications and Security**. Mr. Roberts, Chair

1. T-hangar Lights. The installation of the replacement fixtures for the T-hangars has been held up pending determination if an electrician was needed. That issue has been cleared up and the OK was given for the FBO to install. The installation has not begun yet. Mr. James requested that Mr. Harry Clark assist with investigation of the lighting issues on the exterior of the building. An estimate was requested for the springs and stops for the walk through gates. It is time to apply for the (camera) security system grant. The proposed camera system will tie in to the lighting plan to avoid the lights blinding the cameras.

2. Update on Lock Replacement. An estimate from Glover Glass contains two types of locks for the pilot lounge door. They are a key pad electronic type installed $353/mechanical version $525. The buttons are below the door knob. The pros/cons are: an electronic version would require electricity and would be an issue with an outage; there are less issues with the mechanical version. After a discussion, the mechanical version was approved and an OK to initiate with Glovers.

e. **Chair Report**. Mr. James

1. Oversight of Facility and Residence Transition by Executive and Building and Grounds Committees. The Executive Committee has been heavily involved in the onboarding of the new FBO manager, Mr. Sloan, and assisting with radio repairs, cable installation-waste removal service, purchasing computer, monitor, printer, telephone, desk, chair, hutch, cleaning and

other supplies. We took possession of the doublewide mobile home on January 15, 2017. We contacted Mr. Dowl Slone for repairs. The estimate for repairs is $4-5,000. It has been lived in by two different entities. The rehabilitation will take 2.5-3 weeks. Dr. Derrickson has helped Mr. Dailey in evaluating for liveable conditions including facia trim; 2 storm door replacements (one door blew off); interior door replacements; holes in sheet rock; carpet deterioration (has been pulled up and will be replaced by flooring (wood-looking vinyl called "happy feet"); a wet spot near the front door may be replaced by tile; one toilet repair which keeps "running"; refrigerator replacement (removed by the Potters). Mr. Josh Clark remembered in the past he helped pick up a replacement refrigerator in Clearfield for the mobile home. Mr. Clark thought the old one was leaking.

2. Appointment of Additional Member to Building and Grounds Committee. Mr. Oliver will be out of state for next couple of months. The Buildings and Grounds committee has been overwhelmed lately with the responsibility for all the buildings, grounds, and maintenance of equipment. Mr. James appointed Mr. Clark as a member of the Buildings and Grounds committee.

3. Use Best One for Snow Plow Truck Repair/Courtesy Vehicle.

-*The 1993 Inteternational Snow Plow truck* has had three brake lines repaired. Now the oil line is broken. It will need to be in the big hangar for repair to access the air compressor. Mr. Sloan will contact Mr. Doug Johnson to look at the Snow Plow truck. Mr. Josh Clark offered his help as needed. Mr. Roberts offered to lend tools to the mechanic to help with the repair including a 1" impact gun to take off the wheels.

-*The 100LL Fuel Truck* will be repaired by TPM Environmental Group soon.

-*The 2004 Red Chevy Silverado* needs many repairs. Best One Tire and Service picked up the truck and ran codes and prepared an estimate of repair. It is not an exhaustive estimate, because more issues may crop up. The Silverado has 270,000 miles, good appearance. It has airbag, brake booster, and 4wd service lights on. Possible dash malfunction. To make it safe and reliable, the following items are estimated for repair: ABS brakes (it can run on conventional brakes now), blower motor and resistor, 3 tires bad, brake pads, steering pump, replace belts, coolant flushing, transmission flush, 4-wheel drive goes into low even though the dash say not working, air bag not working. The engine appears to work well and the transmission is operable. A written quote ($1,454.85) contained parts of $1020.40, labor of $ 419.95 and includes 4 tires @ $115.00 each, supplies of $2.50, and tire disposal fees of $12.00. The Crown Vic Courtesy Car is "dead" and is probably not safe to drive. It is acknowledged and disclosed that Best One Tires is owned by Board Member Aaron Roberts. It is found that the quote submitted by Best One Tire and Service of $1,454.85 for repair of the courtesy red Chevy Silverado truck is in the best interests of the Board as it is the quickest repair alternative. The motion to accept the quoted price and authorize Best One Tire and Serivce to perform the services as quoted was made by Mr. Clark, seconded by Dr. Mattingly, with Mr. Roberts abstaining, and approved unanimously.

-In order to help secure another courtesy vehicle for the Airport, efforts will be made to contact the city/county to see if they will be declaring any vehicles as surplus; contact other car dealerships to request help including Stephens Car, Tim Short Autogroup, Fannin's, etc.

OLD BUSINESS

None

NEW BUSINESS

a. Ratification of FBO Contract. Mr. James reported that Mr. Sloan had reviewed the contract presented to him and signed as of January 5, 2017. That contract is now presented to the Board for ratification. The motion to ratify the FBO/Manager contract January 1-December 31, 2017 was made by Mr. LeMaster, seconded by Mr. Gray, and approved unanimously.

b. Amend Budget. Dr. Mattingly reported that the budget for 2016-2017 (July-June 2017) was approved in July 2016. In December, changes to the budget included a stipend for the new FBO (January-June); a temporary FBO in December; an audit that is not needed; revised utilities, etc. There will be approximately $20,000 in additional expenditures, but $9,000 in previously budgeted expenses will not be needed, resulting in an additional $11,000 of projected expenditures. The amount will be taken from the depreciation reserve of $42,000, reducing it to $31,000. The motion to accept the amended budget was made by Dr. Mattingly, seconded by Mr. Clark, and approved unanimously. Mr. Gray commented that an enormous amount of work has been done by Dr. Mattingly in keeping the budget in working order, and in informing the Board of our current financial resources.

ADJOURNMENT

The meeting was adjourned at 7:37pm.

Morehead-Rowan County Airport Board

PROFIT AND LOSS

July 2016 - January 2017

	TOTAL
INCOME	
43400 Direct Public Support	
43420 County Operating Support	17,500.00
43440 City Operating Support	25,000.00
Total 43400 Direct Public Support	**42,500.00**
44500 Government Grants	
44540 State Grants	349,854.98
Total 44500 Government Grants	**349,854.98**
47500 Rentals	
47510 Tie Downs	50.00
47520 T-Hangars	32,593.00
47530 Community Hangar	350.00
47550 Late Fee	34.00
Total 47500 Rentals	**33,027.00**
47600 Fuel Sales	
47630 Credit Card Fuel Sales	57,035.69
47640 PVT Fuel Sales	7,158.58
Total 47600 Fuel Sales	**64,194.27**
63060 Insurance Reimbursement-Fence	475.00
Total Income	**$490,051.25**
GROSS PROFIT	**$490,051.25**
EXPENSES	
62100 Contract Services	
62112 AWOS Maintenance	1,821.00
62120 Web Fees	500.00
62140 Legal Fees	475.00
62150 FBO	8,300.00
62170 Administrative	3,500.00
Total 62100 Contract Services	**14,596.00**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	5,102.04
62840 Equipment, Repair, and Maintenance	5,849.64
62870 Vehicle Registration/Repair/Mainte	412.94
62880 Fuel Courtesy Cars	50.00
Total 62800 Grounds and Facility Support	**11,414.62**
63000 Insurance	
63010 Insurance - Property, Er/Omis	8,292.24
63030 Crime Insurance	302.25
63050 Liability Insurance	2,923.70
Total 63000 Insurance	**11,518.19**
64400 Utilities	

	TOTAL
64410 Electric	5,627.62
64420 Telecommunications	1,973.66
64430 Waste Disposal	35.74
64440 Water and Sewer	368.90
64450 TV	153.38
Total 64400 Utilities	**8,159.30**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	194.75
65020 Postage, Mailing Service	130.10
65030 Printing and Copying	27.69
65040 Material & Supplies	314.55
65110 Promotions and Advertising Expenses	1,038.50
65140 Bank Fees	5.00
65150 Memberships and Dues	727.00
65895 Travel	3,378.78
Total 65000 General Administration	**5,816.37**
65200 Fuel Expenses	
47620 Tax Reimbursement	-1,562.84
65210 Fuel Purchases Eastern Aviation	39,691.28
65240 Fuel Profit	6,687.49
65250 Repair and Maintenance	2,263.74
65270 Sales Tax - Motor Fuel	3,960.84
65290 Credit Card Terminal	1,103.90
Total 65200 Fuel Expenses	**52,144.41**
80100 Capital Purchases	
80140 Capital Purchases Runway	126,564.92
80150 Professional Engineering	43,099.00
80160 Debt Service	96,075.00
80190 Crack Seal Grant	80,235.00
Total 80100 Capital Purchases	**345,973.92**
80145 Capital Purchases Equipment Parking Lot	4,830.50
Void	0.00
Total Expenses	**$454,453.31**
NET OPERATING INCOME	**$35,597.94**
NET INCOME	**$35,597.94**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

January 2017

	TOTAL
INCOME	
43400 Direct Public Support	
43420 County Operating Support	2,500.00
43440 City Operating Support	25,000.00
Total 43400 Direct Public Support	**27,500.00**
44500 Government Grants	
44540 State Grants	1,002.00
Total 44500 Government Grants	**1,002.00**
47500 Rentals	
47510 Tie Downs	-75.00
47520 T-Hangars	7,305.00
47530 Community Hangar	350.00
Total 47500 Rentals	**7,580.00**
47600 Fuel Sales	
47630 Credit Card Fuel Sales	2,270.75
Total 47600 Fuel Sales	**2,270.75**
Total Income	**$38,352.75**
GROSS PROFIT	**$38,352.75**
EXPENSES	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62150 FBO	5,800.00
62170 Administrative	500.00
Total 62100 Contract Services	**7,107.00**
62800 Grounds and Facility Support	
62840 Equipment, Repair, and Maintenance	1,159.86
62870 Vehicle Registration/Repair/Mainte	412.94
Total 62800 Grounds and Facility Support	**1,572.80**
64400 Utilities	
64410 Electric	1,018.35
64420 Telecommunications	281.50
64430 Waste Disposal	35.74
64440 Water and Sewer	-18.31
64450 TV	76.69
Total 64400 Utilities	**1,393.97**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	60.00
65020 Postage, Mailing Service	4.81
65040 Material & Supplies	121.20
65150 Memberships and Dues	200.00
Total 65000 General Administration	**386.01**

	TOTAL
65200 Fuel Expenses	
65270 Sales Tax - Motor Fuel	305.18
65290 Credit Card Terminal	1,103.90
Total 65200 Fuel Expenses	**1,409.08**
80100 Capital Purchases	
80190 Crack Seal Grant	1,002.00
Total 80100 Capital Purchases	**1,002.00**
Total Expenses	**$12,870.86**
NET OPERATING INCOME	**$25,481.89**
NET INCOME	**$25,481.89**