Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 29 November 2018 – 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 25 October 2018 Meeting
E. Receive Financial Report for October 2018
F. Public Comment

G. Reports
   a. FBO Activity Report

   b. Garver Report: Mr. Upchurch
      1. Airport Apron Reconstruction Project

   c. Building and Grounds: Mr. Oliver/Dr. Derrickson
      1. Fuel Farm Rehabilitation Project – Mr. Oliver

   d. Legal Report: Mr. Rogers

   e. Communications and Security: Mr. Roberts

   f. Chair Report: Dr. Mattingly
      1. Business Use of T-Hangars

H. Old Business -none

I. New Business
   a. December meeting

J. Adjournment

Next Scheduled Meeting – 6:00 pm 27 December 2018

Morehead-Rowan County Airport Board
Meeting Minutes
October 25, 2018

Chairman Bruce Mattingly called the meeting to order at 6:10pm in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Ron Oliver, Tom Fossett, Aaron Roberts, Charles Derrickson, Jim LeMaster, and Wes Holland. Members absent were Mike Gray, Porter Dailey, and Tim James. Guests present included Jodi Holley - Holley Aviation LLC, FBO; Charles Williams – PHI1 Medical Services Base Supervisor; Mark Upchurch – PE, Garver Consulting Engineer; Earl Rogers – Attorney, Campbell, Rogers & Hill PLLC; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the August 2018 Meeting. The motion to approve the August 30, 2018 Meeting Minutes was made by Dr. Fossett, seconded by Dr. Derrickson, and approved unanimously. Note: The September 2018 meeting was cancelled due to a conflict with the Kentucky Aviation Association Annual Conference; therefore, September Meeting Minutes were not presented.

Mr. Oliver presented the August and September financials which included the year-to-date profit/loss statements and balance sheets. The motion to accept the August and September financials was made by Dr. Derrickson, seconded by Mr. LeMaster, and approved unanimously.

New Member Introduction. Dr. Mattingly introduced Mr. Holland, our new Board Member replacing Mr. Harry Clark.

a. **FBO Activity Report**. Ms. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales in August and September were 2293 gallons of 100LL and 5942 gallons of JETA fuel.
2. Hangar Occupancy. Community hangar tenants are PHI helicopter, Josh Johnson's 210 which used to be tied down, and Kevin Brown's Bonanza on a trailer. Tie Downs are Charlie Hamilton, John Broughton, Darrell Lewis, Sean Lawson, insurance 310 twin that landed with gear up (N3048L, US Specialty/Mohammad Pasha), Cova Cornett, and an Archer that Josh Clark brought.
3. Courtesy Car. Mr. Charlie Hamilton replaced the brake lines on the 2006 Chevy Suburban (owned by Larry Fannin Chevrolet). The repair will be complete when the lines are connected to a computer to have them bled. The Suburban will be taken to Fannin's to bleed lines.
4. Mr. Jack Holley attended the KAA Conference in September.
5. Fuel Farm Repair. The hand pump was replaced on the Avgas fuel tank.
6. Snow Plow Truck. A repair to the hydraulic plow pump was made on the 1993 International.
7. Beacon Repair. Trent Electric has not returned to install the fuse for the beacon light power.

b. **Garver Report**. Mr. Upchurch, PE,
1. Apron Reconstruction and Drainage Improvement Project. The only outstanding construction item remaining is for the parking lot repair work. The prime contractor, ASL Excavating, will have their subcontractor, Hinkle Contracting, complete the work, scheduled for next week.
2. Runway Analysis Project. The final report will be submitted via digital copy and hard copy. Expect the package to arrive next week. The preferred alternative is to remove the distressed areas (full depth + subgrade) with a mill and overlay of the remaining runway pavement.
3. Fuel Farm Rehabilitation. Mr. Upchurch will submit the application to Kentucky Department of Aviation (KDA) on behalf of the Airport Board. Mr. Upchurch collected the hard copy from Dr. Mattingly. Mr. Upchurch will scan and save a digital copy for all parties. After scanning the

document, Mr. Upchurch will mail the hard copy to KDA. We appreciate Mr. Upchurch and Garver's help.

4. Runway and Taxiway Lighting. No particular update. The LED project is supported by KDA; however, the earliest any action takes place will be in the State's fiscal year 2020 (July 1, 2019). Mr. Upchurch and Mr. Roberts discussed requesting to add the emergency generator to the airfield lighting project. Mr. Upchurch reminded the Airport Board that the generators are Airport Improvement Program (AIP) eligible (good news) and cannot be completed as standalone project. So, it is in the best interest of Garver and the Airport Board to include the generator in the lighting job.

5. Airfield Markings. This project was going to be completed by KDA; however, Mr. Craig Farmer (KDA Engineer) has not been able to initiate the project. Due to weather, the airfield markings will be completed next spring. Mr. Upchurch reiterated, if the runway is a pavement project and happens next spring/summer, then the airfield markings would be completed at that time.

6. Additional FAA Funding (Supplemental Appropriation).

a. *Runway Rehab.* On behalf of the Airport Board, Mr. Upchurch submitted the runway rehabilitation project for supplemental appropriation. This project is highly favored by the Federal Aviation Administration (FAA) and KDA. James Williams, FAA Program Manager, requested that the Airport Board to place the Runway Rehabilitation Project (Construction Phase) on the Airport's Capital Improvement Plan (ACIP) for planning purposes for FY 20 (October 1, 2019). We did not use FY17 and FY18 funds.

b. *Corporate Hangar Apron*. On behalf of the Airport Board, Mr. Upchurch will submit the corporate apron project for supplemental appropriation. This project is low priority with the FAA, especially with a runway rehabilitation project.

c. **Buildings and Grounds**. Mr. Oliver – Chair, and Dr. Derrickson

MSU Mowing Update. MSU has cut and baled a lot of hay, but there has not been a lot of fertilizer spred. There has been quite a bit of rain this summer hampering operations. We have 250 acres inside the fence with a total of 340 acres of airport property.

d. **Legal Report**. Mr. Rogers.

Mr. Rogers reported that Mr. Conn wanted a deed re-done. There may be an error in the survey description of the property bought from Conn/Fannin in an overlap.

e. **Communications and Security.** Mr. Roberts

Mr. Roberts reported that the big sign is up on the back of the terminal building.

f. **Chair Report.** Dr. Mattingly.

Business Use of Hangar: Our hangar lease agreement specifies that no commercial activities may be conducted in the T-hangars without the express written consent of the Board. While not written we have had a verbal understanding with three tenants allowing them to conduct flight instruction, airplane parts sales, and powered parachute instruction and maintenance in their hangars. Also, we have allowed tenants to have annual inspections of their aircraft conducted in their hangars by certified personnel. Recently, it came to our attention that one tenant was advertising as an FBO on Foreflight as Clark Aviation offering flight instruction, aircraft maintenance, and aircraft rental. As we have only one Board authorized FBO (Holley Aviation), I contacted ForeFlight and requested that they remove this listing. In addition, Mr. Ron Olliver and I met with the owner (Mr. Josh Clark) at the airport (Mr. Aaron Roberts also attended), and informed him that he was in violation of his lease agreement and that he must not advertise as an FBO nor conduct aircraft maintenance for hire in his hangar. Further, we indicated that if he would like to conduct any commencial activity other

than flight instruction, then he needed to seek Board approval in advance. Given this problem, it was recommended that we formalize all of our previous verbal agreements with tenants with Board approved contracts or memorandum of agreements.

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OLD BUSINESS

a Airport & Morehead-Rowan County Economic Development Council Tractor Use Agreement. We are waiting on signed agreement.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 7:04pm.

Morehead-Rowan County Airport Board

BALANCE SHEET

As of October 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	45,606.68
Construction Account	12,076.80
Depreciation Reserve	40,504.11
Fuel Account	5,553.02
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	31,422.33
Total Bank Accounts	**$135,162.94**
Other Current Assets	
46495 Sale of Surplus Vehicles	57.50
Total Other Current Assets	**$57.50**
Total Current Assets	**$135,220.44**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$135,864.38**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,615.30
32000 Unrestricted Net Assets	-183,183.75
Net Income	-2,567.17
Total Equity	**$135,864.38**
TOTAL LIABILITIES AND EQUITY	**$135,864.38**

Morehead-Rowan County Airport Board

PROFIT AND LOSS BY MONTH

October 2018

	OCT 2018	TOTAL
Income		
43400 Direct Public Support		$0.00
43420 County Operating Support	2,916.67	$2,916.67
Total 43400 Direct Public Support	**2,916.67**	**$2,916.67**
45000 Investments		$0.00
45030 Interest-Savings, Short-term CD	306.01	$306.01
45031 Interest, checking account	2.32	$2.32
45040 Interest Income, savings account	1.83	$1.83
Total 45000 Investments	**310.16**	**$310.16**
47500 Rentals		$0.00
47520 T-Hangars	4,984.00	$4,984.00
47570 Residence	800.00	$800.00
Total 47500 Rentals	**5,784.00**	**$5,784.00**
Total Income	**$9,010.83**	**$9,010.83**
GROSS PROFIT	**$9,010.83**	**$9,010.83**
Expenses		
62100 Contract Services		$0.00
62112 AWOS Maintenance	807.00	$807.00
62140 Legal Fees	75.00	$75.00
62150 FBO	3,000.00	$3,000.00
62170 Administrative	600.00	$600.00
Total 62100 Contract Services	**4,482.00**	**$4,482.00**
62800 Grounds and Facility Support		$0.00
62830 Facility Repair and Maintenance	114.42	$114.42
62870 Vehicle Registration/Repair/Mainte	52.50	$52.50
Total 62800 Grounds and Facility Support	**166.92**	**$166.92**
64400 Utilities		$0.00
64410 Electric	613.14	$613.14
64420 Telecommunications	301.51	$301.51
64430 Waste Disposal	34.97	$34.97
64440 Water and Sewer	73.56	$73.56
64450 TV	86.81	$86.81
Total 64400 Utilities	**1,109.99**	**$1,109.99**
65000 General Administration		$0.00
65010 Bookkeeping Software and Subscriptions	35.00	$35.00
65040 Material & Supplies	28.99	$28.99
65895 Travel	1,646.35	$1,646.35
Total 65000 General Administration	**1,710.34**	**$1,710.34**
65200 Fuel Expenses		$0.00
65250 Repair and Maintenance	196.24	$196.24
Total 65200 Fuel Expenses	**196.24**	**$196.24**
Total Expenses	**$7,665.49**	**$7,665.49**

	OCT 2018	TOTAL
NET OPERATING INCOME	**$1,345.34**	**$1,345.34**
NET INCOME	**$1,345.34**	**$1,345.34**