Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 28 February 2019 – 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 31 January 2019 Meeting
E. Receive Financial Report for January 2019
F. Public Comment

G. Reports
   a. FBO Activity Report

   b. Garver Report: Mr. Upchurch
      1. Airport Apron Reconstruction Project
      2. Runway Rehabilitation Project
      3. Runway and taxi-way lighting Project
      4. Fuel Farm Rehabilitation Project

   c. Building and Grounds: Mr. Oliver/Dr. Derrickson

   d. Legal Report: Mr. Rogers

   e. Communications and Security: Mr. Roberts
      1. Tier II report

   f. Chair Report: Dr. Mattingly
      1. Fannin Courtesy vehicle
      2. EEC Grant – PAPIs : Mr. Dailey

H. Old Business
   a. Commercial use of t-hangars

I. New Business
   1. Amend Board By-Laws related to electronic meetings
   2. Proposed KSYM EAA Fly-in

J. Adjournment

Next Scheduled Meeting – 6:00 pm 28 March 2019

Morehead-Rowan County Airport Board
Meeting Minutes
January 31, 2019

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Ron Oliver, Aaron Roberts, Charles Derrickson, Jim LeMaster, Porter Dailey, Tim James, and Wes Holland. Absent were Tom Fossett and Mike Gray. Guests present included Jack Holley – FBO, Holley Aviation LLC; Charles Williams – Base Supervisor, PHI1 Medical Services; Shawn Pope – Pilot (co-owner with Darrell Lewis tie down); Bob Helton – Executive Director, Morehead-Rowan County Economic Development Council; Harry Clark – Judge Executive, Rowan County; Mark Upchurch - Engineer, Garver; James Stevens – Pilot/Tenant, Experimental Aircraft Association 1525 Vice President; Earl Rogers – Attorney, Campbell, Rogers & Hill PLLC; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the November 2018 Meeting. The motion to approve the November 29, 2018 Meeting Minutes was made by Mr. Dailey, seconded by Mr. Holland, and approved unanimously.

Mr. Oliver presented the November and December financials which included the profit/loss statements and balance sheets. The motion to approve the November and December financials was made by Mr. Dailey, seconded by Mr. James, and approved unanimously.

Public Comment.

1. Mr. Jim Stevens, VP EAA Chapter 1525, presented an update on aviation education efforts supported by the AOPA. Mr. Stevens has spoken with both Rowan County High School (RCHS) and Morgan County High School (MCHS)about the possibility of introducing aviation classes. It appears that RCHS will move forward with the AOPA curriculum and would like to arrange a field trip to the airport for 8th and 9th grade students in March. At MCHS, he met with the principal and assistant and presented an AOPA Aviation STEM program and left syllabus and curriculum samples. They are considering the possibility. He will also be working with EAA 1525 to prepare for a Young Eagles event for RCHS after their visit to the airport. Mr. Stevens also met with Mr. Donnie Hammons, program coordinator at Somerset Community College, which offers one of only two aviation maintenance programs in the state. While there, he also met with Dr. Clarence Clayton of Morehead, who is a 2nd semester Airframe & Powerplant (A&P) student. He discussed course requirements and dual credit possibilities (HS or ATC?). The only other facility offering aviation courses is Jefferson Community & Technical College, Louisville, KY.

2. Mr. Bob Helton. Two very promising projects are moving quickly with possible construction beginning in the spring. There is also an interest in the spec building at the John Will Stacy MMRC (Morgan, Menifee, and Rowan County) Regional Business Park. The projects would be a great boost for area employment..

3. Mr. Harry Clark. Mr. Clark expressed appreciation for our hard-working airport board and our efforts to expose students to aviation careers.

a. **FBO Activity Report.** Mr. Holley reported on fuel sales, maintenance, and airport activity.

1. Fuel Sales in November was 1097 gallons of 100LL vs 1709 in November 2017 and 1594 gallons of JETA fuel vs 2174 in November 2017. Fuel Sales in December was 872 gallons of 100LL vs 719 in December 2017 and 1171 gallons of JETA vs 1666 gallons in December 2017.
2. Hangar Occupancy. Community hangar tenants are PHI helicopter 3383PH, Josh Johnson's 210 N9640T, Derrick Hamilton N8262L, and Kevin Mays for an annual. Tie Downs are Charlie Hamilton N8161B, John Broughton 60652, Darrell Lewis N8999S, insurance 310 twin that landed with gear up (N3048L, US Specialty/Mohammad Pasha), Tyler Overly 4027F, Cova Cornett (C.W. Cornett) N6616R, and Josh Clark/Aaron Roberts 182- N2387R.
3. Courtesy Car. The Suburban is back from Larry Fannin Chevrolet after having brake lines bled.
4. Fire Extinguisher Annual Inspection was completed by Jamey Tolle of TYCO. This company has been bought/merged with Johnson Controls.
5. JETA Truck/Courtesy Truck. Ms. Holley found another leak at the JETA truck gasket on the flange which Mr. Holley will look at. The JETA truck is not starting all the time also. Mr. Charlie Hamilton installed a new seal on the JET A truck single point coupling last month. Mr. Hamilton also installed a new water pump on the 04 Chevy Silverado courtesy truck.
6. Snow Plow Truck. Mr. Holley took a tire on the snow plow truck to be repaired. The truck is ready for service.
7. Taxi/Runway Bulbs. Mr. Holley replaced 27 taxi/runway bulbs and has 30 left on hand. There are usually 15 or more bulbs at a time needed when changing. A case of the bulbs was requested to be ordered. The receptacles are corroding. Repairing the wiring for any requires splicing. Mr. Upchurch reported that an electrical engineer evaluated the condition of the runway/taxiway lighting system last year. Mr. Upchurch is working with KDA on a possible repair. It is suggested that the issue be placed on the ACIP (Airport Capital Improvement Plan) for possible FAA replacement funding.
8. Eastern Aviation (Shell dealer). Name change to Titan Aviation.
9. QTPOD Terminal. A key broke off for the QTPOD. Replacement keys and locks were ordered, paid, and installed by Holley Aviation LLC.
10. New Fire Extinguisher. Two new 20lb ABC extinguishers were installed on the west side of Hangar B by Johnson Controls (Jamie Tolle).
11. Fuel Meter Inspection. Norman Mann, KY Dept. of Agriculture, Division of Regulation and Inspection, inspected the fuel farm and JETA truck meters and all four (4) passed inspection.
12. 5K Runs Scheduled. St. Claire Medical has scheduled a race on April 20 and Rowan County Christmas as scheduled one for June 22 to begin at 8am.
13. Pancake Breakfast is scheduled for February 2, 2019.
Other: Larry Fannin Chevrolet dealership was sold as of January 31, 2019. Mr. Fannin will be contacted about the use of the Suburban 2006 courtesy car.

b. **Garver Report**. Mr. Upchurch, PE
1. Apron Reconstruction and Drainage Improvement Project Mr. Upchurch submitted a letter to ASL on December 10, 2018 stating the parking lot repair work shall be completed by April 30, 2019. If the parking lot is not repaired by April 30, 2019, contract time shall recommence and liquidated damages may be assessed, unless otherwise agreed to in writing. The project is closed out from the FAA's standpoint and the Board is holding retainage on ASL to complete the repair work. Once the parking lot is repaired, retainage shall be released.

2. 2019 Planning Session Mr. Upchurch will be meeting with KDA in February to discuss any state projects at Morehead.

3. 2019 AIP (Airport Improvement Plan) Project Runway Rehabilitation 2-20. James Williams, FAA Program Manager, requested a scoping meeting for the upcoming rehabilitation project of Runway 2-20. Mr. Upchurch will coordinate with members of the executive meeting, KDA, and FAA to schedule the scoping meeting.

4. 2019 ACIP (Airport Capital Improvement Plan) Mr. Upchurch reported the Airport Board will need to complete the ACIP in the near future. It will be the goal of all parties to have the ACIP meeting the same day as the AIP project scoping meeting.

c. **Buildings and Grounds**. Mr. Oliver – Chair, and Dr. Derrickson
Fuel Farm Rehabilitation Project. The contract for rehab is close to finalization with TPM, Inc. and looking at April for the project to begin.

d. **Legal Report**. Mr. Rogers
Electronic Meetings. From time to time it may be necessary to accommodate Board Members who cannot personally attend a meeting. Video conferencing is now permitted under the Kentucky Open Meetings statute. Under the Open Meetings statute notice of the meeting must state that video conferencing will be used, the meeting location, date and time. Board members present by video conference may count toward a quorum and may vote. If the video conference connection is lost the meeting must suspend until connection is re-established. Board Bylaws will need to be amended to permit video conferencing. Video equipment and microphones will be needed. Chairman directed Board attorney to prepare a proposed amendment to Bylaws to permit use of video conferencing in the future to present at next meeting.

Mr. Williams reported that PHI1 Medical Services has used the conference room and projector/with a laptop for meetings along with an Owl Labs portable voice and videos camera system (amended to permit video conferencing. Video equipment and microphones will be needed. Chairman directed Board attorney to prepare a proposed amendment to Bylaws to permit use of video).

e. **Communications and Security.** Mr. Roberts
Communication The WIFI system at the airport cannot be accessed. Mr. Holley said there had been some issues and the WIFI will be made available for the public and transient pilots.

Security Two people have fallen due to ice at the airport. Mr. Williams reported that a non-corrosive product suitable for airports is used by PHI1 Medical Services, which is purchased through Grainger, Inc. He will share the information with the FBO.

f. **Chair Report.** Dr. Mattingly
None.

OLD BUSINESS
None.

NEW BUSINESS
General Liability Insurance Our current liability policy has a limit of $1M. The policy period is 11.20.18-11.20.19 and amount paid is $2,923. We have aircraft which fly in which are valued at more than $1M. In order to protect the airport assets and to prevent exposure, the motion was

made by Mr. Oliver, seconded by Mr. James, to increase the liability insurance to $3M, with the increase beginning February 1, 2019. The motion pased unanimously. A quote was obtained from our carrier which will be an additional $522 plus KY surcharge. Roe Insurance Agency, agent for Ace Property and Casualty Insurance Company, will be contacted ASAP.

Snow Plow Truck Insurance. The 1993 International truck used for snow plowing only, does not leave the airport premises. The truck is fully insured for both liability and collision/comprehensive. If any accidents were to occur, they would be covered under liability insurance. The motion to delete insurance on the 1993 International truck was made by Mr. Holland, seconded by Mr. James, and approved unanimously. Kentucky All Lines Insurance (KACo) will be contacted to remove the vehicle from our property/auto insurance policy.

ADJOURNMENT

The meeting was adjourned at 7:36pm.

Morehead-Rowan County Airport Board

BALANCE SHEET

As of January 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	45,914.76
Construction Account	5,167.70
Depreciation Reserve	40,509.21
Fuel Account	5,553.44
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	33,911.03
Total Bank Accounts	**$131,056.14**
Other Current Assets	
46495 Sale of Surplus Vehicles	57.50
47651 Fuel Reserves (deleted)	1.72
Total Other Current Assets	**$59.22**
Total Current Assets	**$131,115.36**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$131,759.30**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,615.30
32000 Unrestricted Net Assets	-183,183.75
Net Income	-6,672.25
Total Equity	**$131,759.30**
TOTAL LIABILITIES AND EQUITY	**$131,759.30**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

July 2018 - January 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	20,416.69
Total 43400 Direct Public Support	**20,416.69**
44500 Government Grants	
44520 Federal Grants	248,812.00
44540 State Grants	112,573.00
Total 44500 Government Grants	**361,385.00**
45000 Investments	
45030 Interest-Savings, Short-term CD	311.23
45031 Interest, checking account	17.72
45040 Interest Income, savings account	316.56
Total 45000 Investments	**645.51**
46400 Other Types of Income	
46430 Miscellaneous Revenue	
46410 London Calling Movie	4,500.00
46490 Rebate	786.40
Total 46430 Miscellaneous Revenue	**5,286.40**
Total 46400 Other Types of Income	**5,286.40**
47500 Rentals	
47510 Tie Downs	310.00
47520 T-Hangars	26,835.48
47550 Late Fee	119.00
47560 Trailer Parking	-54.00
47570 Residence	5,600.00
Total 47500 Rentals	**32,810.48**
Total Income	**$420,544.08**
GROSS PROFIT	**$420,544.08**
Expenses	
62100 Contract Services	
62112 AWOS Maintenance	1,821.00
62120 Web Fees	500.00
62140 Legal Fees	750.00
62150 FBO	21,000.00
62170 Administrative	4,200.00
Total 62100 Contract Services	**28,271.00**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	5,612.53
62840 Equipment, Repair, and Maintenance	615.82
62870 Vehicle Registration/Repair/Mainte	283.50
Total 62800 Grounds and Facility Support	**6,511.85**
63000 Insurance	

	TOTAL
63010 Insurance - Property, Er/Omis	8,748.63
63040 Surety Bond	153.72
63050 Liability Insurance	2,923.70
Total 63000 Insurance	**11,826.05**
64400 Utilities	
64410 Electric	5,068.68
64420 Telecommunications	1,507.70
64430 Waste Disposal	106.28
64440 Water and Sewer	518.65
64450 TV	1,187.39
Total 64400 Utilities	**8,388.70**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	245.00
65020 Postage, Mailing Service	117.00
65040 Material & Supplies	58.87
65110 Promotions and Advertising Expenses	240.00
65130 Business Registration Fee	290.00
65140 Bank Fees	145.00
65895 Travel	2,407.41
Total 65000 General Administration	**3,503.28**
65200 Fuel Expenses	
65250 Repair and Maintenance	457.92
Total 65200 Fuel Expenses	**457.92**
80100 Capital Purchases	
80140 Capital Purchases Runway	25,224.00
80191 Capital Purchase Apron Recon/Drainage (Trench Drain)	343,072.03
Total 80100 Capital Purchases	**368,296.03**
Total Expenses	**$427,254.83**
NET OPERATING INCOME	**$ -6,710.75**
Other Income	
46450 Vending Revenue	38.50
Total Other Income	**$38.50**
NET OTHER INCOME	**$38.50**
NET INCOME	**$ -6,672.25**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

January 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	2,916.67
Total 43400 Direct Public Support	**2,916.67**
45000 Investments	
45031 Interest, checking account	1.81
45040 Interest Income, savings account	309.80
Total 45000 Investments	**311.61**
46400 Other Types of Income	
46430 Miscellaneous Revenue	
46490 Rebate	786.40
Total 46430 Miscellaneous Revenue	**786.40**
Total 46400 Other Types of Income	**786.40**
47500 Rentals	
47520 T-Hangars	3,405.00
47570 Residence	800.00
Total 47500 Rentals	**4,205.00**
Total Income	**$8,219.68**
GROSS PROFIT	**$8,219.68**
Expenses	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	100.00
62150 FBO	3,000.00
62170 Administrative	600.00
Total 62100 Contract Services	**4,507.00**
62800 Grounds and Facility Support	
62870 Vehicle Registration/Repair/Mainte	21.00
Total 62800 Grounds and Facility Support	**21.00**
64400 Utilities	
64410 Electric	951.03
64420 Telecommunications	301.47
64430 Waste Disposal	36.27
64440 Water and Sewer	73.56
64450 TV	42.78
Total 64400 Utilities	**1,405.11**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	35.00
Total 65000 General Administration	**35.00**
Total Expenses	**$5,968.11**
NET OPERATING INCOME	**$2,251.57**

	TOTAL
NET INCOME	**$2,251.57**