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

G. Reports
   a. FBO Activity Report

   b. Garver Report: Mr. Upchurch
      1. Runway Rehabilitation Project
      2. Fuel Farm Rehabilitation Project
      3. Airport Capital Improvement Plan (ACIP)

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

   d. Legal Report: Mr. Rogers

   e. Communications and Security: Mr. Roberts
      1. Videoconferencing equipment

   f. Chair Report: Dr. Mattingly

H. Old Business

I. New Business
   1. T-Hangar Lease Agreement Review
   2. Commercial use of T-Hangar – Mr. Perry Sloan

J. Adjournment

Next Scheduled Meeting – 6:00 pm 25 April 2019

Morehead-Rowan County Airport Board
Meeting Minutes
February 28, 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 Aaron Roberts, Charles Derrickson, Porter Dailey, Tim James, Wes Holland, Tom Fossett, and Mike Gray. Absent were Ron Oliver and Jim LeMaster. Guests present included Jack Holley – FBO, Holley Aviation LLC; Charles Williams – Base Supervisor, PHI1 Medical Services; James Stevens – Pilot/Tenant, Experimental Aircraft Association 1525 Vice President; Kim Bozarth - Hangar Tenant; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the January 2019 Meeting. The motion to approve the January 31, 2019 Meeting Minutes was made by Dr. Fossett, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the January financials which included the profit/loss statements and balance sheet. The motion to approve the January financials was made by Dr Fossett, seconded by Mr. Dailey, and approved unanimously.

Public Comment.
1. Mr. Jim Stevens. Mr. Stevens announced that the Rowan County School system has decided to implement the AOPA aviation curriculum at the High School beginning with the Fall, 2019 semester. Efforts are underway to recruit the first class of students for the program. To generate enthusiasm for the program, students from the 8th and 9th grade classes will be visiting the airport in March. The tour of the airport is being coordinated by Mr. Stevens with assistance from the FBO and the EAA club.

Mr. Williams. Mr. Williams expressed his appreciation to the FBO and airport board for their support of PHI1 Medical Services, Inc. while based at the airport. The crew will fly out on March 5 to their new base in London, KY. He expects their operation to be completely removed from the airport by March 30th.

a. **FBO Activity Report**. Mr. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales in January were 202 gallons of 100LL vs 416 in January 2018 and 1385 gallons of JETA
fuel vs 1112 in January 2018.
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 purchase 182 (N2387R).

Proposed KSYM EAA Fly-in. Mr. Holley reported that members of our Experimental Aircraft Association would like to promote a Fly-In in late September. Plans include a Friday evening with entertainment and a variety of events on Saturday including a Pancake Breakfast and spot landings. Saturday evening may include a BBQ. It would be a reason for people to visit the airport and the community. Mr. Dean Owen is taking the lead on this effort.

Status of London Calling Movie. Mr. Holley reported editing is going on this month and it is hoped they would have a grand opening here. We may see a release this summer.

b. **Garver Report**. Dr. Mattingly discussed a report prepared by Mr. Upchurch, PE.

1. Apron Reconstruction and Drainage Improvement Project

· Only parking lot punch list items remain.

· Mr. Farmer, KDA, and Deputy Commissioner, Mr. Brad Schwandt, completed a walk thru last Tuesday at the Airport and were very pleased with the project.

2. Runway and Taxiway Lighting Project:

· Members from Garver, Mr. Upchurch, and their East Region Director Ryan Sisemore met with KDA on Monday, February 18th to discuss some state funding projects, one of which was the airfield electrical/lighting project.

· Mr. Farmer, stated he does not foresee this project happening in FY19, but would be a very good candidate to be completed in FY2020.

· Garver will continue to take lead and promoting this project to KDA.

3. 2019 AIP (Airport Improvement Plan) Project

· Members from Garver, KDA, and the Board had a teleconference with the FAA on Tuesday, February 18 to discuss the upcoming Runway Rehabilitation Project.

· This was a scoping meeting for Garver to develop the scope of work.

· A scope of work has been submitted to the FAA (James Williams) for review.

· At this time, there have been no comments received.

· However, in separate email correspondence, James Williams stated this project will need to include the development of the Airport's Disadvantaged Business Enterprise (DBE) plan for FY19-FY22. This is required by the FAA to be active at all times. Currently, there is no active DBE plan with Morehead. It is mostly likely due to the limited amount of FAA projects completed recently. However, Garver has included that in the scope of work.

4. Fuel Farm System Rehab

· As recommended by Mr. Farmer, the Board should reject TPM's quote for a partial rehabilitation of the fuel farm exterior, and plan to clean and rehabilitate both the interior and exterior of the tanks. As this will result in charges above $20,000, we will need to go through the normal state appropriation process. KDA will fund the entire project including Garver's assistance in the procurement process.

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

No report.

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

No report.

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

Tier II Report. The Tier II Emergency and Hazardous Chemical Inventory Forms have been filed online with the Kentucky Emergency Response Commission. They are due by March 1 of each year. Required letters, copies of the report, and map were mailed to Darrell Glover, Chief, Farmers-MMRC Volunteer Fire Department, 295 Old US 60, Morehead and the Rowan County Emergency Management Director, Mr. Jimmy Hampton, Rowan County Courthouse, 600 West Main Street, Morehead. A copy was also sent to Mr. Danny Blevins, Director, Rowan County EMS Ambulance Service.

Chair Mattingly expressed the Board's appreciation to Mr. Roberts and Ms. Marsh for completing report in a timely manner.

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

1. Fannin Courtesy Vehicle. At Mr. Fannin's request, we returned the 2006 Suburban. His dealership was sold as of January 31, 2019.

2. EEC Grant – PAPIs. Mr. Dailey reported that County Judge-Executive Harry Clark forwarded available state energy efficiency grants (up to $100,000). Consequently, we submitted two projects for potential funding: 1) Replacement of our PAPI Light system with a more energy efficient LED system; and 2) Energy efficient upgrades to the Terminal Building including the HVAC system, water heating and cooling systems, and window insulation. The latter proposal was developed with assistance of Super Green Solutions, Inc. Chair Mattingly expressed the Board's appreciation to Mr. Dailey and Mr. Holley in developing and submitting these proposals on the Board's behalf.

OLD BUSINESS

Commercial Use of T-Hangars. Our Hangar lease agreement states that no commercial activity is allowed in a t-hangar without written permission from the Board. Three businesses are currently operating out of the t-hangars and have asked for official Board approval including:

1. Dave McGuire. Mr. McGuire has a powered parachute business with flight instruction, storage, maintenance, and sales. A motion to approve the operation of this business with the execution of an addendum to the hangar lease agreement was made by Dr. Fossett, seconded by Dr. Derrickson, and approved unanimously.
2. Josh Clark. Clark Aviation offers flight instruction and aircraft rentals. A motion to approve Mr. Mr. Clark to conduct these commercial activites with the execution of an addendum to the hangar lease agreement was made by Mr. Holland, seconded by Mr. Dailey, and approved unanimously.
3. Kim Bozarth. Ms. Bozarth will begin the sale of used Bonanza parts soon as a sole proprietor. As part of this operation, Ms. Bozart purchases airplanes which will be disassembled in her hangar. A motion to approve this business with the execution of an addendum to the hangar lease agreement was made by Dr. Fossett, seconded by Mr. Roberts, and approved unanimously.

Chair Mattingly has developed an addendum to the lease agreement for the limited commercial use of T-hangars, which has been approved by Airboard council, Mr. Earl Rogers. This agreement will be presented to the three individuals approved above for signatures, and once excuted will be become an official part of their lease agreement.

Mr Roberts indicated that Mr. Perry Sloan is conducting flight instruction and aircraft rental out of Robert Thomas' hangar. Mr. Thomas' hangar is empty due to an accident which destroyed his plane. Mr. Robert's asked whether Mr. Sloan also needs Board approval and whether Mr. Thomas is subletting his hangar, which would also require Board approval. Chair Mattingly indicated that he would contact Mr. Thomas about the matter. It was also noted that Ms. Bozarth was allowing Mr. Josh Clark to store a plane in her hangar and whether this also constituted sub-leasing. Ms. Bozarth indicated that she is not charging Mr. Clark for using her hangar.

NEW BUSINESS

Amend Board By-Law related to Electronic Meetings. Teleconferencing would allow board members who are not in the area to attend meetings and count as part of the quorum. Attorney Rogers drafted the following amendments to the By-Laws to allow teleconferencing:

The By-Laws on page 2 in #3 and #5 will be amended with the following language.

3. Regular Meetings A regular meeting of the Board of Directors shall be held monthly on the last Thursday of each month at 6 PM at the Morehead-Rowan County Regional Airport, Administration Building, 1800 Rodney Hitch Blvd., Morehead, Kentucky 40351. The meetings may be in person and/or via telecommunication. The Board may on occasion change the date or time to accommodate holidays or the convenience of the majority of the members. Meetings held on days and times other than the regular meeting time shall be Special Meetings with the required public notifications by the Secretary.

5. Special Meetings Special meetings of the Board of Directors may be held upon call by the Chair, or at the written request of not less than five Directors. The Secretary/Treasurer shall upon the request of the Chair, or upon the written request of not less than five Directors, give notice as much notice as possible of any special meeting to the Directors in writing but at least twenty-four hours prior to the special meeting. Electronic notices to the members are acceptable. The notice shall state the date, time, location ~~and specific purpose~~ , specific purpose and if conducted via telecommunications of the special meeting.

The motion to amend the by-laws to include video teleconferencing was made by Mr. Gray, seconded by Mr. Holland, and approved unanimously.

To implement teleconferencing will require the purchase of some additional equipment including a computer/laptop and other audiovisual equipment. Mr. Charles Williams indicated that PHI has used the conference room for teleconferences using an OWL audiovisual system with much success. As Chair of the Communications and Security subcommittee, Mr. Roberts agreed to look into options and report back to the Board.

ADJOURNMENT

The meeting was adjourned at 7:16Pm.

Morehead-Rowan County Airport Board

BALANCE SHEET

As of February 28, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	45,914.76
Construction Account	5,167.82
Depreciation Reserve	40,510.76
Fuel Account	5,553.57
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	70,201.02
Total Bank Accounts	**$167,347.93**
Other Current Assets	
46495 Sale of Surplus Vehicles	57.50
Total Other Current Assets	**$57.50**
Total Current Assets	**$167,405.43**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$168,049.37**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-183,183.75
Net Income	29,619.54
Total Equity	**$168,049.37**
TOTAL LIABILITIES AND EQUITY	**$168,049.37**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

February 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	2,916.67
43440 City Operating Support	35,000.00
Total 43400 Direct Public Support	**37,916.67**
45000 Investments	
45031 Interest, checking account	2.57
45040 Interest Income, savings account	1.55
Total 45000 Investments	**4.12**
47500 Rentals	
47520 T-Hangars	4,892.50
47570 Residence	800.00
Total 47500 Rentals	**5,692.50**
Total Income	**$43,613.29**
GROSS PROFIT	**$43,613.29**
Expenses	
62100 Contract Services	
62140 Legal Fees	150.00
62150 FBO	3,000.00
62170 Administrative	600.00
Total 62100 Contract Services	**3,750.00**
62800 Grounds and Facility Support	
62840 Equipment, Repair, and Maintenance	848.95
62870 Vehicle Registration/Repair/Mainte	318.00
Total 62800 Grounds and Facility Support	**1,166.95**
64400 Utilities	
64410 Electric	1,290.45
64420 Telecommunications	301.37
64440 Water and Sewer	73.56
64450 TV	36.21
Total 64400 Utilities	**1,701.59**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	140.99
65020 Postage, Mailing Service	3.60
65040 Material & Supplies	293.43
65140 Bank Fees	64.94
65150 Memberships and Dues	200.00
Total 65000 General Administration	**702.96**
Total Expenses	**$7,321.50**
NET OPERATING INCOME	**$36,291.79**
NET INCOME	**$36,291.79**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

July 2018 - February 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	23,333.36
43440 City Operating Support	35,000.00
Total 43400 Direct Public Support	**58,333.36**
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	20.29
45040 Interest Income, savings account	318.11
Total 45000 Investments	**649.63**
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	31,727.98
47550 Late Fee	119.00
47560 Trailer Parking	-54.00
47570 Residence	6,400.00
Total 47500 Rentals	**38,502.98**
Total Income	**$464,157.37**
GROSS PROFIT	**$464,157.37**
Expenses	
62100 Contract Services	
62112 AWOS Maintenance	1,821.00
62120 Web Fees	500.00
62140 Legal Fees	900.00
62150 FBO	24,000.00
62170 Administrative	4,800.00
Total 62100 Contract Services	**32,021.00**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	5,612.53
62840 Equipment, Repair, and Maintenance	1,464.77
62870 Vehicle Registration/Repair/Mainte	601.50
Total 62800 Grounds and Facility Support	**7,678.80**

	TOTAL
63000 Insurance	
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	6,359.13
64420 Telecommunications	1,809.07
64430 Waste Disposal	106.28
64440 Water and Sewer	592.21
64450 TV	1,223.60
Total 64400 Utilities	**10,090.29**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	385.99
65020 Postage, Mailing Service	120.60
65040 Material & Supplies	352.30
65110 Promotions and Advertising Expenses	240.00
65130 Business Registration Fee	290.00
65140 Bank Fees	209.94
65150 Memberships and Dues	200.00
65895 Travel	2,407.41
Total 65000 General Administration	**4,206.24**
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	**$434,576.33**
NET OPERATING INCOME	**$29,581.04**
Other Income	
46450 Vending Revenue	38.50
Total Other Income	**$38.50**
NET OTHER INCOME	**$38.50**
NET INCOME	**$29,619.54**