Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 30 May 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 April 2019 Meeting
E. Receive Financial Report for April 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. Runway-Taxiway Lighting Project

   c. Building and Grounds: Mr. Oliver/Dr. Derrickson
      1. Hangar Inspections
      2. Perimeter Fence Inspections

   d. Legal Report: Mr. Rogers

   e. Communications and Security: Mr. Roberts

   f. Chair Report: Dr. Mattingly

H. Old Business
   a. T-Hangar Tenants

I. New Business
   a. Officer Nomination Committee
   b. Annual Appreciation Picnic

J. Adjournment

Next Scheduled Meeting – 6:00 pm 27 June 2019

Morehead-Rowan County Airport Board
Meeting Minutes
April 25, 2019

Chairman Bruce Mattingly called the meeting to order at 6:07pm in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Aaron Roberts, Charles Derrickson, Tim James, Ron Oliver, and Wes Holland. Absent were Porter Dailey, Mike Gray, Tom Fossett, and Jim LeMaster. Guests present included Jack Holley, Jr. – FBO, Holley Aviation LLC; Jim Stevens, Pilot/EAA Vice President; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the March 2019 Meeting. The motion to approve the March 28, 2019 Meeting Minutes was made by Mr. Roberts, seconded by Mr. Holland, and approved unanimously.

Mr. Oliver presented the March financials which included the profit/loss statements and balance sheet. The motion to approve the March financials was made by Dr. Derrickson, seconded by Mr. James, and approved unanimously.

Public Comment
Mr. Jim Stevens. The AOPA sponsored STEM program to increase interest in aviation careers is being adopted by two area high schools. Rowan County High School will offer a class in the fall to be taught by Dr. Shannon Murphy. To support this program, the local EAA Chapter is providing a special Young Eagles flight day to RCSHS students on Saturday, May 18. The EAA Chapter and the FBO will be hosting a visit to the airport by Morgan County High School students on May 13. Mr. Stevens thanked those who have volunteered to assist with the plans, including Mr. James, Dr. Mattingly, and Mr. Holley.

a. **FBO Activity Report**. Mr. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales in January were 804 gallons of 100LL vs 1245 in March 2018 and 2222 gallons of JETA fuel vs 675 in March 2018.
2. Hangar Occupancy. Community hangar tenants are Josh Johnson's 210 N9640T, Kevin Mays' plane, and Tim James' plane. Tie Downs are Charlie Hamilton N8161B, John Broughton 60652, Cova Cornett (C.W. Cornett) N6616R, and Tracey Potter. Aaron Roberts' 172, which is co-owned by Josh Clark, is in Josh Clark's hangar for an annual. Darrell Lewis' N8999S is now stored in Mark Bailey's hangar for repairs.
3. Intercom Amplifier. Received a new amplifier for the intercom today.
4. Independent Stave. The company plans to start site work in June for the new kiln to be located at the entrance to Rodney Hitch Blvd. Mr. Holley relayed the interest shown by Independent Stave in accessing lodging (doublewide trailer). That facility would need to be fenced off. No action taken. Dr. Mattingly requested that the Buildings and Grounds Committee look into fencing the area to be outside the airport grounds and to investigate lease/rent charges for the doublewide trailer. The Executive Committee will negotiate with Independent Stave on leasing arrangements. Mr. Holley will give the contact info to Dr. Mattingly.
5. FAA Visit. Mr. Stephen C. Travis, (502) 498-1642, Principal Maintenance Inspector, Flight Standards District Offices (FSDO) - Louisville, visited the airport recently. He did check in at the office, but instead said he did not need assistance. Mr. Travis interview various people, including Mr. Lee Lipps. Mr. Holley will call tomorrow to say sorry we missed you and to follow up with any questions he might have. Mr. Holley will advise the Airport Board of any issues.

6. Pancake Breakfast May 4, 2019. The EAA will sponsor their monthly breakfast on Saturday, May 4, 2019.

b. **Garver Report**. Mr. Upchurch, PE. (prepared remarks by Dr. Mattingly)

1. AIP Apron Reconstruction Project. The outstanding punch list item was completed last Friday (April 19). Hinkle Contracting came out and milled up the asphalt and filled with hot mix asphalt. The stripping of the parking should have been completed this past Monday (April 22). A few things noted during the punch list work that we should keep an eye on. The stone and underlying subgrade is saturated with water. When Hinkle milled the surface, there was subsurface water pumping up into the stone in a couple of locations. I had them dewater the small areas before placing the HMA. However, the parking lot subgrade appears to hold water. There may be a need for a small drainage improvement project down the road to install some edge drains or even subsurface drains to get the water out of the subgrade. I would recommend this being very low priority as this is the overflow lot, but something to keep an eye on. Next steps, he will produce the final pay request (releasing the retainage) and final invoice packet for Dr. Mattingly to sign and submit to Mr. Farmer.

2. AIP Runway Rehab Project. A Scope and Fee was submitted to the Airport Board Executive Committee. The Executive Committee approved Garver's Scope and Fee. Mr. Upchurch will submit the Scope and Fee to Mr. James Williams for his records. He will then draft up a FAA Grant Application for Dr. Mattingly's signature and approval. After the FAA Grant has been approved and accepted, he will then draft up the KDA grant application (much later date). He will also draft up an AIP project schedule and submit to the Airport Board for review and approval (no formal action required), just approve or provide comments and we can agree to the schedule. Abbie Jones Consulting (Garver subconsultant) anticipates completing the survey work on May 13, 2019.

3. Fuel Farm Rehabilitation Project. The project was advertised on Wednesday, April 24, 2019, and Mr. Upchurch put out an email blast to some prospective bidders. The bid opening will be held at the Garver office on Friday, May 10, 2019 at 12:00 PM ET. "Thank you Ron for providing me with the information necessary to complete the documents. Thank you Porter for catching the error I had in the advertisement." Mr. Upchurch apologizes for the added stress and/or work it may have caused. To the prospective bidders he provided Jodi's contact information. The proposal now contains cleaning of the tanks. In the JETA tank, it is required to be lined and will be inspected.

4. Supplemental Appropriation Update. At the FAA Conference, it was announced an additional $500M has been given to the FAA for supplemental appropriation, however at this time they have not announced who are the recipients of the next round of appropriation. As soon as Mr. Upchurch hears something, he will let us know.

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

1. Energy Use. Mr. Oliver reported that tracking of energy use is monitored monthly. There is more energy use in B hangar than in A hangar. One difference is that B hangar does not use LED lighting.

2. Fuel Farm Rehab Advertisement Addendum. Mr. Oliver reported that Mr. Upchurch sent an addendum to interested bidders updating the contact phone number.

3. Fencing. Dr. Derrickson reported on fencing and right-of-way. When the airport was built, the fence was placed on the property line. We asked for a 12' right-of-way to help clean out shrubs and trees. At that time, Mr. Williams owned the property, but Mr. Conn owns the property now. We should review the right-of-way property to avoid any issues with overgrowth. The gravel roads on both sides of the Airport are part of our property. The area which needs addressing is approximately 150 acres back on both ends of the airport. The places which need review are ones that cannot be done with a bush hog and are pretty wet. These areas are right on the property line.

d. **Legal Report**. Mr. Rogers
No report.

e. **Communications and Security.** Mr. Roberts
No update.

f. **Chair Report.** Dr. Mattingly
1. Mayor White-Brown. The mayor visited the airport and met with members of the Executive Committee. She was updated on airport operations, vehicles, workers, and the new fuel farm rehab project engineered by Garver.
2. Homeland Security Grant for City/County Government. This anti-terriorist grant indicates the city or county government would be the author for the airport. We would have to have a serious gap in security which was critical to stay open. Possible needs include a camera system and gate key cards. Mr. Roberts will contact Mr. Doug Hoff for help with grant application and if possible, a successful grant application after a Needs Assessment is completed. (Area Specialist at USDA Rural Development, 220 West First Street, Morehead, KY 40351 -- Phone: 606.784.6447 ext. 4.)

OLD BUSINESS
T-Hangar Tenants. This issue will be addressed at the next meeting when more members are present.

NEW BUSINESS
None.

ADJOURNMENT
The meeting was adjourned at 7:27pm.

Morehead-Rowan County Airport Board

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	46,218.17
Construction Account	5,168.08
Depreciation Reserve	61,980.44
Fuel Account	5,553.85
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	51,631.62
Total Bank Accounts	**$170,552.16**
Other Current Assets	
46495 Sale of Surplus Vehicles	57.50
Total Other Current Assets	**$57.50**
Total Current Assets	**$170,609.66**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$171,253.60**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-183,183.75
Net Income	32,823.77
Total Equity	**$171,253.60**
TOTAL LIABILITIES AND EQUITY	**$171,253.60**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

July 2018 - April 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	29,166.70
43440 City Operating Support	35,000.00
Total 43400 Direct Public Support	**64,166.70**
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	922.72
45031 Interest, checking account	25.75
45040 Interest Income, savings account	14.71
Total 45000 Investments	**963.18**
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	40,152.98
47550 Late Fee	136.00
47560 Trailer Parking	-54.00
47570 Residence	7,200.00
Total 47500 Rentals	**47,744.98**
Total Income	**$479,546.26**
GROSS PROFIT	**$479,546.26**
Expenses	
62100 Contract Services	
62112 AWOS Maintenance	2,628.00
62120 Web Fees	500.00
62140 Legal Fees	1,200.00
62150 FBO	30,000.00
62170 Administrative	6,000.00
Total 62100 Contract Services	**40,328.00**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	5,642.53
62840 Equipment, Repair, and Maintenance	2,036.84
62870 Vehicle Registration/Repair/Mainte	676.38
Total 62800 Grounds and Facility Support	**8,355.75**

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	8,748.63
63040 Surety Bond	153.72
63050 Liability Insurance	3,455.10
Total 63000 Insurance	**12,357.45**
64400 Utilities	
64410 Electric	8,114.22
64420 Telecommunications	3,014.94
64430 Waste Disposal	142.09
64440 Water and Sewer	739.33
64450 TV	692.87
Total 64400 Utilities	**12,703.45**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	455.99
65020 Postage, Mailing Service	121.75
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	**4,277.39**
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	**$446,775.99**
NET OPERATING INCOME	**$32,770.27**
Other Income	
46450 Vending Revenue	53.50
Total Other Income	**$53.50**
NET OTHER INCOME	**$53.50**
NET INCOME	**$32,823.77**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

April 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	2,916.67
Total 43400 Direct Public Support	**2,916.67**
45000 Investments	
45030 Interest-Savings, Short-term CD	303.41
45031 Interest, checking account	2.64
45040 Interest Income, savings account	2.72
Total 45000 Investments	**308.77**
47500 Rentals	
47520 T-Hangars	4,170.00
47550 Late Fee	17.00
Total 47500 Rentals	**4,187.00**
Total Income	**$7,412.44**
GROSS PROFIT	**$7,412.44**
Expenses	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	250.00
62150 FBO	3,000.00
62170 Administrative	600.00
Total 62100 Contract Services	**4,657.00**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	30.00
62840 Equipment, Repair, and Maintenance	572.07
Total 62800 Grounds and Facility Support	**602.07**
64400 Utilities	
64410 Electric	895.64
64420 Telecommunications	301.33
64430 Waste Disposal	35.81
64440 Water and Sewer	73.56
64450 TV	36.21
Total 64400 Utilities	**1,342.55**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	35.00
Total 65000 General Administration	**35.00**
Total Expenses	**$6,636.62**
NET OPERATING INCOME	**$775.82**
Other Income	
46450 Vending Revenue	15.00
Total Other Income	**$15.00**

	TOTAL
NET OTHER INCOME	**$15.00**
NET INCOME	**$790.82**