Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 31 October 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 26 September 2019 Meeting
E. Receive Financial Report for September 2019
F. Public Comment

G. Reports
   a. FBO Activity Report: Ms. Holley

   b. Garver Report: Mr. Upchurch
      1. Fuel Farm Rehabilitation Project
      2. Runway/Taxiway Lighting Project
      3. Runway Rehabilitation Project
      4. Runway Obstacles

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

   d. Legal Report: Mr. Rogers

   e. Communications and Security: Mr. Roberts

   f. Chair Report: Dr. Mattingly

H. Old Business

I. New Business
   1. City – County Strategic Planning Commission
   1. November & December meeting dates

J. Adjournment

Next Scheduled Meeting – ????

Morehead-Rowan County Airport Board
Meeting Minutes
September 26, 2019

Chairman Bruce Mattingly called the meeting to order at 6:03pm in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Aaron Roberts, Charles Derrickson, Ron Oliver, Porter Dailey, Tom Fossett, Tim James, and Mike Gray. Absent were Jim LeMaster and Wes Holland. Guests present included Jodi and Jack (via cell phone) Holley – FBO, Holley Aviation LLC; Earl Rogers – Attorney, Campbell & Rogers PLLC; Mark Upchurch – PE, Garver; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the August 2019 Meeting. The motion to approve the August 29, 2019 Meeting Minutes was made by Mr. Dailey, seconded by Mr. James, and approved unanimously.

Mr. Oliver presented the August financials which included the profit/loss statement and balance sheet. The motion to approve the August financials was made by Mr. Gray, seconded by Mr. James, and approved unanimously.

Public Comment
Fly In. The Royal Appalachian Air Force Fly In is scheduled here on October 4-6, 2019. Contact Mr. Dean Owen or the Holleys. Schedule includes music by the Center for Traditional Music, dinners, and breakfast, as well as hot air balloon and misc. aeronautical contests.

a. **FBO Activity Report**. Ms. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales in August were 1250 gallons of 100LL and 3685 gallons of JETA fuel.
2. Hangar Occupancy. Darren Nueling's Cessna 172 and Kevin Mays.
3. Tie Downs are Charlie Hamilton N8161B, John Broughton 60652, Cova Cornett (C.W. Cornett) N6616R, Josh Clark 172, and Sean Lawson 310.
5. JETA Truck. The emergency brake has been repaired. Mr. Charles Hamilton made the repair with a part off of one of his trucks which is just like ours.
6. Hangar Status. Ms. Holley reported that Mark Bailey's A6 Hangar is housing Darrell Lewis #N8999S, but is not being sublet due to the fact that no money is being paid per Mr. Lewis. ~~Mr. John Holbrook is handling the arrangements.~~ Mr. Holley spoke with Mr. Ched Crouse about the status of his A-5 hangar, he is ~~who~~ is trying to find an airplane~~buy a plane to house in his A5 Hangar~~.
7. KAA Conference. Mr. Holley, Dr. Fossett, Dr. Mattingly, and Mr. Oliver attended the conference this year.
8. Light Above Hangar B6 Hubbard. Mr. Holley is checking to see if the light out above is due to a photocell.

b. **Garver Report**. Mr. Upchurch
1. Runway/Taxiway Lighting Rehabilitation Project. Mr. Farmer did place the lighting job in the budget; however, it has not been announced and therefore, we do not need to submit a KDA Grant Application; however, if you would like for Garver to submit a KYTC TC56-15A (Single Page) in the amount of $1.2M, please advise. The motion to allow Garver to submit the Request for State Funds for Airport Development (single page) for the Runway/Taxiway Lighting Rehab job was made by Mr. Dailey, seconded by Mr. James, and approved unanimously. Once it is approved or funds become available (anticipating FY20), the Board will then draft and submit a KDA Grant Application

for $1.2M (unless otherwise dictated by KDA). Commissioner Todd Bloch should be making an announcement in the near future.

2. Runway Rehabilitation Project. KDA is willing to allocate $1.2M of State funds to go towards the Runway Rehabilitation project. We are going to draft and submit a KDA Grant Application (KYTC TC56-15C Six Page) for $1.2M for the Runway Rehabilitation Project. This project will be designed under the current AIP project and bid in January with construction in early spring 2020. We need to have all invoices in by June 1, 2020 (unless otherwise approved by KDA in writing at a later date). The motion to split the Runway Rehabilitation job into two jobs to sync with Runway/Taxiway Lighting Rehab was made by Mr. Oliver, seconded by Dr. Derrickson, and approved unanimously. This would involve two projects and two shut downs but the total time the runway will be shut down will be the same amount of time. ~~but one shut down.~~

3. Fuel Farm Rehabilitation Project. The Grant Agreement has been fully executed. The Contractor will be back the week of October 7, 2019 to complete painting and replacement of parts. The Airport Board will be receiving a new QT Pod M4000 and two high visibility readers for the systems. Rebel has submitted a request to change the paint on the tanks. The original accepted bid specified 15-year warranty paint which @ 10 mil thick. The substitute suggested will have to meet this prerequisite.

4. Runway Obstacle/Obstruction: Tree Removal. Garver is going to request QSI reports to identify. We will then work on getting the trees removed. The best (cheapest) way is with local and/or state funds. Anything involving the FAA will trigger a much larger environmental assessment and drive up the cost. Mr. Rogers reported that in the past, we approved an easement in the area that Mr. Paul Blair brought before the Airport Board which may involve the tree removal. At that time, Mr. Rogers had requested that an easement be drafted, but to Mr. Rogers' knowledge, none has been given to the Airport Board or filed. Mr. Rogers requested more information about the area, number of trees, etc. so that he may be more aware should he need to discuss the issue.

5. Garver at Keeneland. Garver will host a day at the races for their clients on Wednesday, October 9 from 11-6pm. Garver will be celebrating 100 years in business. Please advise Mr. Upchurch if any of the Airport Board is able to attend.

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

1. Brush on Outside of Fence. Mr. Oliver reported that a bush hog with Kubota skid-steer & hydraulic front mounted bush hog is being used to clear areas around the perimeter fence. So far saplings on the northwest corner have been bush hogged. A gorge on the southwest corner is too big for the equipment to get across. Some trees are 12-14-16" in diameter and ~~wide. S~~some are too close to the fence to be able to navigate through them ~~mitigate~~. We still have 13 hours left to target areas that normal~~some othe~~r means of bush hogging or mowing can't handle.

2. Condition of Equipment. Dr. Derrickson reported that at the end of the mowing season, some equipment needs to be taken to a dealer for a thorough review and any maintenance/repairs be performed. The Kubota does not need this service because maintenance has been done this season and is in "top shape." The bat wing has seen better days as well as the John Deere Zero Turn mower. The smaller bush hog needs to be kept serviced as well.~~also~~.

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

No report.

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

No report.

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

Fuel Farm Rehab. Dr. Mattingly extends appreciation to Mr. Oliver and Mr. Upchurch for clearing up snags on the job. There were a lot of emails/calls to clear up a situation in which the work crew had been given the wrong set of specs. Mr. Upchurch spent all day one day clearing up the specs for our contractor's subcontractor.~~s for For contractor Rebel Services.~~ Mr. Oliver spent a lot of time every day during the installation with this and other issues. Without their strong efforts, no one would have known of an the intention of the contractor to apply an inferior coating product and an inferior application process, ~~installation~~, which was avoided.

Kentucky Aviation Association Conference. There were interesting reports from the FAA and officials. Ms. Heather Haney with the FAA spoke about "Assurances" involved with any FAA grant. Every time we sign a grant document, we are assuring compliance. If we allow any business to operate at the airport, all must be treated the same. As sponsor of the Airport, we need to do everything we can to make the Airport self-sustaining. That effectively means, we need to charge a reasonable amount for fees. There are no ~~ridgid~~ridged rules, but the emphasis is on fair market value for their operation.

1. Expectation: to charge fees at fair market value and treat all parties comparably.
2. No one should operate without insurance. We could be held liable~~attached~~ in a lawsuit.
    a. If anyone operates a business at the airport they should carry liability insurance or we could be sued should there be an incident.~~.~~

We will review business operations to comply with the Assurances, which lasts for 10 years or more.

OLD BUSINESS

None.

NEW BUSINESS - Motions

1. Runway Rehabilitation Grant. See Garver report page 2, #b2.
2. Runway/Taxiway Electrical Light Grant. See Garver report page 1, #b1.

Adjournment

The meeting was adjourned at 6:46pm.

Morehead-Rowan County Airport Board

PROFIT AND LOSS

September 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
Total 43400 Direct Public Support	**3,166.67**
45000 Investments	
45031 Interest, checking account	0.94
45040 Interest Income, savings account	78.41
Total 45000 Investments	**79.35**
47500 Rentals	
47520 T-Hangars	4,340.00
Total 47500 Rentals	**4,340.00**
Total Income	**$7,586.02**
GROSS PROFIT	**$7,586.02**
Expenses	
62100 Contract Services	
62140 Legal Fees	50.00
62150 FBO	3,000.00
62170 Administrative	666.67
Total 62100 Contract Services	**3,716.67**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	2,732.23
Total 62800 Grounds and Facility Support	**2,732.23**
64400 Utilities	
64410 Electric	677.70
64420 Telecommunications	241.33
64440 Water and Sewer	134.13
64450 TV	36.21
Total 64400 Utilities	**1,089.37**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	12.00
65890 Events, Ceremonies, & Meetings	1,397.97
Total 65000 General Administration	**1,449.97**
Total Expenses	**$8,988.24**
NET OPERATING INCOME	**$ -1,402.22**
NET INCOME	**$ -1,402.22**

Morehead-Rowan County Airport Board

BALANCE SHEET

As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	46,526.98
Construction Account	5,168.97
Depreciation Reserve	34,034.80
Fuel Account	53.94
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	16,667.61
Republic Bank Dep Reserve	62,266.39
Republic Bank Fuel Reserve	5,522.32
Total Bank Accounts	**$170,241.01**
Other Current Assets	
46495 Sale of Surplus Vehicles	57.50
Total Other Current Assets	**$57.50**
Total Current Assets	**$170,298.51**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$170,942.45**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,234.16
Net Income	-1,436.97
Total Equity	**$170,942.45**
TOTAL LIABILITIES AND EQUITY	**$170,942.45**