Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 30 January 2020 – 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 5 December 2019 Meeting
E. Receive Financial Report for December 2019
F. Public Comment

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

   b. Garver Report:
      1. Runway/Taxiway Lighting Project
      2. Runway Rehabilitation Project
      3. 2020 FAA ACIP

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

   d. Legal Report: Mr. Rogers
      1. City Ordinances/Airport Regulations

   e. Communications and Security: Mr. Roberts

   f. Chair Report: Mr. James

H. Old Business
   a. Airport Planning Feasibility Study Update – Mr. Dailey

I. New Business
   1. Approve 2020 FAA ACIP – Mr. James
   2. Approve Auditor contract – Mr. Oliver
   3. Approve Kentucky Bank as an additional financial institution – Mr. Oliver

J. Adjournment

Next Scheduled Meeting – 27 February 2020

Morehead-Rowan County Airport Board
Special Meeting Minutes
December 5, 2019

Chairman Bruce Mattingly called the meeting to order at 6:05pm in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Aaron Roberts, Ron Oliver, Porter Dailey, Tim James, and Tom Fossett. Absent were Jim LeMaster, Charles Derrickson, Mike Gray, and Wes Holland. Guests present included Jack Holley – FBO, Holley Aviation LLC; Mark Upchurch – PE, Garver; Matt Oldham – Oldham Upholstery/Community Hangar and Residence Tenant; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the October 2019 Meeting. The motion to approve the October 31, 2019 Meeting Minutes was made by Mr. Dailey, seconded by Mr. James, and approved unanimously. Mr. Oliver presented the October financials which included the profit/loss and balance sheets. The motion to approve the October financials was made by Mr. James, seconded by Dr. Fossett, and approved unanimously.

Public Comment
None.

a. **FBO Activity Report.** Mr. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales. November: JETA – 890 gallons; 100LL – 1550 gallons.
2. Electrical. Danny Brewer came at the beginning of the month and repaired taxi lights which failed due to the loss of a 30V transformer and replaced defective wall pack lights on T-Hangers at B6, B End 1 ; and A8 . On October 25, the taxi lights went out again and a NOTAM was filed, Brewer Electric was called to find the defect. Q break was found in an underground power line, this repair was performed by splicing in a temporary conductor for a temporary repair. Mr. Brewer will be advising us of some components and inventory we can buy to have on hand for these outages until the new system is installed in order to limit our outage time. Also repaired by Brewer Electric was the gate controller. Previous attempts by another service company failed.
3. Hay Contract. The University came out and bush hogged on two different days.
4. Fuel Farm AV Gas. The Differential Pressure Gauge was leaking on AVGas tank, so when Rebel Services came to install new hoses they repaired it.. In the October meeting, it was reported that the old faulty pump caused the circuit breaker to trip repeatedly, weakening its load bearing capability over time. Because of this, it continued to trip even after the new pump was installed so a new breaker was needed.
5. Community Hangar Tenants. Kevin Mays – Commanche; Jordan Keene – Bonanza Baron, twin engine; Darrin Neuling – 172 Cessna; Phillip Sullivan – PA-20, tail 4816A (new tenant).
6. Tie Down Tenants. Cova Cornett, Charlie Hamilton, John Broughton.
7. Screws in Paneling B End 2. To answer a question from the previous meeting: The previous tenant PHI hung paneling in this half hangar. There was no structural damage to the unit.
8. Phone Line Disconnected. The phone line for the fuel farm has been disconnected. It was replaced by a digital line which is part of the new QT Pod terminal.
9. Lift for Flag Pole. We haven't had any luck with finding a genie or scissor lift to install the new flag. It was suggested to contact Trent Hamilton, as he has helped us in the past.
10. JETA Fuel Truck has an issue with the pump system. It is hard to get it up to full throttle, and running at half throttle now.

b. **Garver Report**. Mr. Upchurch, PE

1. Runway/Taxiway Lighting Rehabilitation Project. Garver has requested the State to reconsider the use of a 4-Box PAPI unit at Morehead. It is expected KDA will make the decision within the next couple of days. This project will be 100% state funded and grant has been submitted for $1.2M. Garver has not begun the design phase of the project yet. Garver has slated Daniel Deegan to be the resident project representative for the project. Mr. Deegan is a registered engineer with over 20+ years of experience. Mr. Oliver stressed the need for professional as built plans when the projects are completed.

2. Runway Rehabilitation Project. Garver received design review comments from KDA regarding the preliminary design submittal. Note, this project will be split between two different construction grants. The state $1.2M (fully executed) in FY20 and most likely the FAA $1.0M in FY21.

3. Fuel Farm Rehabilitation Project. Mr. Upchurch inspected the site to develop a punch list. He will coordinate with the Mr. Holley regarding the punch list and gather any more items from the FBO. These additional items will be added to the punch list and submitted to Rebel Services. The yellow safety bollards will be painted in the spring. Mr. Oliver reported that the directional stickers were painted over and should be added to the punch list.

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

1. Fuel System. The system was addressed in the FBO report.
2. Taxiway/Runway Lighting. The issue was addressed in the FBO report.

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

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

f. **Chair Report**. Dr. Mattingly
No report.

OLD BUSINESS

City-County Strategic Planning. Last month, Mr. Dailey reported that the City-County Strategic Planning Committee had hired a consultant to do a 20-year plan. Mr. Dailey requested that they include the Airport in the planning process. Mr. Dailey reported that he hadn't been approached by anyone about the report. He urged everyone to complete the survey and to include the airport wherever it is appropriate in the report, i.e. transportation and infrastructure to make economic development compete more effectively. We have responded to Morehead-Rowan County Economic Development Council requests, and both times we have fallen short of the runway length – longer than 5500'. The needed runway length was 6500-7000'. What we have talked about previously is the need for a professional engineering feasibility study – *can we build out?* Do we need additional lands to build large hangars.....hire a professional planner? Garver has that capability. We haven't defined the scope. With Mr. Bob Helton, Executive Director, Economic Development Council, and Garver as a planning team, we could begin the process. Mr. Doug Hoff, Area Specialist. USDA Rural Development, has us qualified through his agency to apply for airport infrastructure planning. In the City-County Strategic Planning Report, we may get a mention, but it may not be strong. With Mr. Hoff's help as our first step, we can get a feasibility study, and with Garver's help, get an engineering report. These reports will lead to having a professional presentation.

NEW BUSINESS

1. Double-Wide Porch/Shed. Mr. Oldham would like to build a porch onto the doublewide mobile home. He would provide the labor and assist with locating a supplier for the materials at a reasonable price. He is proposing a gazebo type porch with a roof that connects the front and side doors. Just the front part of the structure would have a roof. Mr. Oldham will present a CAD drawing of the structure with a cost estimate. The Buildings and Grounds Committee will review the plans and approve/evaluate the project. A question of liability with Mr. Oldham will be reviewed. Mr. Oldham also requested permission to place a shed on the property near the DWMH. Ideally, it would be below hangar height and be aesthetically pleasing. The motion for Mr. Oldham to (1)create a porch/deck design and cost estimate to be approved by the Buildings and Grounds Committee, and (2) provide storage building plans at tenant cost, properly anchored for authorization by Mr. Oliver to approve both plans and cost, was made by Dr. Fossett, seconded by Mr. James, and approved unanimously.
2. Runway/Taxiway Lighting Project Garver Contract. We will wait to get the grant modified to a 4 box system. The state authorized a 2 box system which is standard with the KDA. The motion to authorize the Executive Committee to review the contract with changes, and to authorize the Chairman to sign, was made by Mr. Dailey, seconded by Mr. James, and approved unanimously.
3. FBO Contract Renewal. Our FBO contract is in effect January 1, 2018-December 31, 2019; however, it was not signed until March 4, 2018. The contract has two one-year extensions. The Executive Committee has not had time to sit down for negotiations, but has plans in the next couple of weeks to do so. We are proposing to extend the contract to March 31, 2020 in order to review the contract. Mr. Rogers will be consulted about the extension. The motion to allow an extension of 90 days to the FBO contract through March 31, 2020, was made by Mr. Oliver, seconded by Dr. Fossett, and approved unanimously (pending review by legal counsel).

Adjournment

The meeting was adjourned at 7:28pm.

Morehead-Rowan County Airport Board

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CD Certificate of Deposit	46,841.27
Construction Account	5,462.38
Depreciation Reserve	34,039.09
Fuel Account	53.94
KY Bank Bldgs & Grounds Dep Reserve	62,421.89
KY Bank CD Fuel Reserves	5,544.69
Money Market Account	0.00
Money Market Whitaker Bank Closed	0.00
Operating Account	8,890.50
Republic Bank Dep Reserve	0.00
Republic Bank Fuel Reserve	0.00
Total Bank Accounts	**$163,253.76**
Total Current Assets	**$163,253.76**
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	**$643.94**
TOTAL ASSETS	**$163,897.70**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,291.66
Net Income	-8,424.22
Total Equity	**$163,897.70**
TOTAL LIABILITIES AND EQUITY	**$163,897.70**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

December 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
Total 43400 Direct Public Support	**3,166.67**
44500 Government Grants	
44540 State Grants	75,202.00
Total 44500 Government Grants	**75,202.00**
45000 Investments	
45031 Interest, checking account	1.51
45040 Interest Income, savings account	52.96
Total 45000 Investments	**54.47**
47500 Rentals	
47520 T-Hangars	4,510.00
47570 Residence	500.00
Total 47500 Rentals	**5,010.00**
Total Income	**$83,433.14**
GROSS PROFIT	**$83,433.14**
Expenses	
62100 Contract Services	
62120 Web Fees	500.00
62150 FBO	6,000.00
62170 Administrative	1,333.34
Total 62100 Contract Services	**7,833.34**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	791.96
62840 Equipment, Repair, and Maintenance	1,955.30
Total 62800 Grounds and Facility Support	**2,747.26**
64400 Utilities	
64410 Electric	760.49
64420 Telecommunications	307.98
64440 Water and Sewer	86.97
64450 TV	36.21
Total 64400 Utilities	**1,191.65**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	5.75
65040 Material & Supplies	102.47
Total 65000 General Administration	**148.22**
80100 Capital Purchases	
80199 Capital Purchase 2019 Fuel Farm Rehab	74,937.14
Total 80100 Capital Purchases	**74,937.14**
Total Expenses	**$86,857.61**

	TOTAL
NET OPERATING INCOME	**$ -3,424.47**
NET INCOME	**$ -3,424.47**

Morehead-Rowan County Airport Board

PROFIT AND LOSS

July - December, 2019

	TOTAL
Income	
43400 Direct Public Support	
43420 County Operating Support	19,000.02
Total 43400 Direct Public Support	**19,000.02**
44500 Government Grants	
44520 Federal Grants	53,263.00
44540 State Grants	79,638.00
Total 44500 Government Grants	**132,901.00**
45000 Investments	
45031 Interest, checking account	7.80
45040 Interest Income, savings account	1,082.58
Total 45000 Investments	**1,090.38**
47500 Rentals	
47520 T-Hangars	28,420.00
47570 Residence	1,500.00
Total 47500 Rentals	**29,920.00**
Total Income	**$182,911.40**
GROSS PROFIT	**$182,911.40**
Expenses	
60900 Business Expenses	
60920 Business Registration Fees	250.00
Total 60900 Business Expenses	**250.00**
62100 Contract Services	
62112 AWOS Maintenance	1,614.00
62120 Web Fees	500.00
62140 Legal Fees	375.00
62150 FBO	18,000.00
62170 Administrative	4,000.02
Total 62100 Contract Services	**24,489.02**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	9,347.44
62840 Equipment, Repair, and Maintenance	2,465.17
Total 62800 Grounds and Facility Support	**11,812.61**
63000 Insurance	
63010 Insurance - Property, Er/Omis	6,677.55
63040 Surety Bond	153.72
63050 Liability Insurance	4,127.00
Total 63000 Insurance	**10,958.27**
64400 Utilities	
64410 Electric	3,987.71
64420 Telecommunications	1,772.31
64430 Waste Disposal	71.59

	TOTAL
64440 Water and Sewer	744.02
64450 TV	217.26
Total 64400 Utilities	**6,792.89**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	240.00
65020 Postage, Mailing Service	195.48
65040 Material & Supplies	237.59
65110 Promotions and Advertising Expenses	43.75
65140 Bank Fees	12.00
65150 Memberships and Dues	227.00
65890 Events, Ceremonies, & Meetings	1,988.87
Total 65000 General Administration	**2,944.69**
80100 Capital Purchases	
80196 Capital Purchase 2019 Runway Rehab	59,151.00
80199 Capital Purchase 2019 Fuel Farm Rehab	74,937.14
Total 80100 Capital Purchases	**134,088.14**
Total Expenses	**$191,335.62**
NET OPERATING INCOME	**$ -8,424.22**
NET INCOME	**$ -8,424.22**