

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 30 April 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 28 February 2020 Meeting and 7 April 2020 Special Meeting
- E. Approval of Financial Reports for February & March 2020
- F. Public Comment

- G. Reports
 - a. FBO Activity Report: Mr. Holley

 - b. Garver Report:
 - 1. Runway/Taxiway Lighting Project
 - 2. Runway Rehabilitation Project

 - 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
 - a. FBO Screening Committee Update – Mr. James

- I. New Business
 - a. Appointment of 2000 – 2021 Officer Nominating Committee

- J. Adjournment

Next Scheduled Meeting – 28 May 2020

*Board members will be attending virtually via Zoom. Contact Bruce Mattingly at 606-776-1232 if you would like to attend the meeting via Zoom rather than at the Airport.

Morehead-Rowan County Airport Board
Meeting Minutes
February 27, 2020

Chairman Bruce Mattingly called the meeting to order at 6:00 PM in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present were Aaron Roberts, Charles Derrickson, Porter Dailey, Tom Fossett, Wes Holland, Tim James, and Ron Oliver (teleconference). Absent were Jim Lemaster and Mike Gray. Guests present included Jodi and Jack Holley - FBO; Earl Rogers – Attorney; James Stevens – EAA Vice President/Pilot/ Tenant; Sarah Garth, Amanda Midkiff, and Landon White – Enterprise Rent-A-Car; Ronald Beller – Guest/Pilot; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the January 2020 Meeting and February 2020 Special Meeting. A correction was made to the January Communications and Security report-Tier II: “Mr. Roberts has been appointed to the Morehead-Rowan County Local Emergency Planning Committee.” The motion to approve the January 30, 2020 Meeting Minutes as corrected was made by Mr. Roberts, seconded by Mr. James, and approved unanimously. A correction was made to the February Special Meeting Minutes to include the FBO Contract Extension through December 31, 2020. The motion to approve the February 11, 2020 Special Meeting Minutes was made by Mr. Dailey, seconded by Mr. James, and approved unanimously.

Mr. Oliver presented the January financials which included the profit/loss statements and balance sheet. The finances are running on balance with the budget. The motion to accept the January financials was made by Mr. Dailey, seconded by Dr. Derrickson, and approved unanimously.

Public Comment: Ms. Garth reported the five value points of providing Enterprise Rent-A-Car vehicles at the airport: brand, flexibility, cleanliness, safety, and customer service. Enterprise’s operating hours are M-F 8-6pm. The company wishes to have the airport sign a concessionaire agreement (at no cost from our insurance carrier KACo) to have a car rental on site at all times. The information would be advertised on FlightBridge (private aviation travel management) and AirNav (airport identifier, name, or city), and other venues/websites. Members of Enterprise who are Emerald Club Members can have a car delivered to the airport as part of Club membership at no charge. The airport wishes to have the FBO sign the agreement and manage the program, but Holley Aviation LLC has a comprehensive policy which does not include auto coverage. Because of this point, Enterprise wishes to have the airport add Enterprise to the Airport Board’s policy to be tied to the property/auto liability policy as an endorsement. The requirements needed for the concessionaire agreement are a 1M liability general policy. The board does not wish to be responsible, Enterprise submits the customer is taking responsibility when they sign for the auto, but if damage occurs to the rental auto other than by the customer, then the airport’s commercial auto policy would be liable.. The autos would be in a specific spot on the property. Ms. Midkiff reported that Fleming and Mt. Sterling airports have agreements with Enterprise. Mr. Holley reported that adding insurance without remuneration is burdensome for the Fixed Base Operators. Given the airport hours of operation., Holley Aviation LLC would need to evaluate staff beyond normal operating hours. There is a rate structure which provides commission for facilitating the process. Mr. White pointed out that they believe having Enterprise at the airport would increase fuel sales and aircraft using the airport. The agreement will be forwarded to the insurance company for review, other FBOs and airport managers will be contacted for their experience with this type of service.

REPORTS

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

1. January Fuel Sales: JETA – 349 gallons; 100LL – 317 gallons.

2. There are no lighting issues.

3. Equipment Maintenance. Kubota tractor maintenance has been completed by Thompson Tractor. The John Deere Zero Turn mower maintenance including oil change and blade sharpening will be completed by FBO.

4. Terminal Building Repair. A labor quote has been received on the building damage; however, the contractor is being requested to prepare a written estimate. We have a \$159.20 metal quote from Star Building, which provided metal on the the original installation. A contractor has located the exact stone replacement which is about \$250.

5. QTPod cover has been installed on the credit card terminal.

6. Additional Manager's representatives are now on staff and in training: Leesa and Scott Glover.

7. Terminal Building Floor Damage. Gateway Distributors (Joey White) removed the vending machine and damaged the floor. After several calls, Mr. White agreed to return and repair the floor. Mr. Shelby Mauk will return on Saturday, March 7, to return the composite floor to its original state "per manufacturer's recommended repair method."

8. Vending Machines. We have a mechanical vending machine now (all items are \$1) and we are searching for a soda machine. Dr. Fossett requested that soda size have an option for less than 20 oz.

9. Tenants: Community Hangar: Kevin Mays – Comanche and Darrin Neuling – Cessna 172. Tie Downs are Charlie Hamilton, John Broughton, and Cova Cornett.

b. **Garver Report.** Dr. Mattingly for Mr. Upchurch, PE, from prepared remarks.

Funding Help Action Requested by Garver. *"The \$10M in aviation funding which we have enjoyed in the annual state budget is in jeopardy. We need you all to contact your state representatives and senators to let them know how vital this funding is to the health and safety of the state's airports. The budget is currently in the House and will be moving to the Senate soon. We need these legislators to contact Rep. Steven Rudy (Chair of the Standing Committee on Transportation) and Rep. Sal Santoro (Chair of the Subcommittee on Transportation) to let them know how important this is to be maintained. The state's airports can simply not be run any cheaper than they are – thousands of volunteer hours from the Board members essentially run the GA system across the state."* Mr. Dailey suggested a letter from airport board Chairman would be appropriate to address the aviation funding budget jeopardy issue. The Chair will be out of the country beginning tomorrow and requested help from Mr. James and Mr. Dailey.

1. Runway/Taxiway Lighting Project. A design review meeting was held on Tuesday, February 18, 2020 at the airport. Attendees included Mr. Holley, Dr. Mattingly, Mr. Dailey, Mr. James, Mr. Oliver (via teleconference), Mr. Jake Dahl (KDA), Mr. Todd Bloch (KDA), Mr. Joe Carter (KDA), Mr. Mark Upchurch (Garver), Mr. Dakota Ellis (Garver), and Mr. Ryan Patton (Garver). All parties completed a page turn of the design and contract documents. It was discussed and agreed upon to go with LED PAPIs. In addition, it was recommended by Mr. Carter to include the rehabilitation of the beacon tower in the contract documents. This will be additive alternate no. 2. The project will be bid as follows:

- a) Base Bid – Airfield LED lighting including signs
- b) Additive Alternate No. 1 – LED PAPIs
- c) Additive Alternate No. 2 – Beacon

d) Additive Alternate No. 3 – Generator

Other design comments and questions were discussed during the meeting and Garver will be more than happy to share those with the Airport Board. Pending no further comments, the project will be advertized in the Louisville Courier Journal on Wednesday, March 4, 2020 with a bid opening set for Wednesday, March 25, 2020 with an anticipated Recommendation of Award Letter to the Airport Board on Thursday, March 26 (next board meeting).

2. Runway Rehabilitation Project. The design portion of the State only funded project is being finalized and will be advertised for bid in the Louisville Courier Journal on Wednesday, March 4, 2020 with a bid opening set for Wednesday, March 25, 2020 with an anticipated Recommendation of Award Letter to the Airport Board on Thursday, March 26 (next board meeting).

Construction Closures. Mr. Holley requested information on the amount of time construction would occur for the Airfield Electrical and Runway Rehab jobs and for airport closure. There will be staggered closures. The runway will be closed first, then a partial taxiway closure. The amount of time for construction is estimated to be 30-45 days.

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

1. Terminal Building Exterior Damage. We are progressing on repair of the building. (see FBO report.)

2. Right of Way. Mr. Holland reported that one of the right of ways is getting ready to be sold, part of the estate of Russell Williams. Airport property was extended to the property line and we have verbal approval for 12 feet behind the line. We have been maintaining and clearing the area periodically. Dr. Derrickson will call a brother to Mr. Williams to discuss the verbal right of way.

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

Trim Trees South End. Mr. Rogers has been waiting on a report from Mr. Upchurch about the tree issues which was mentioned on Mr. Joe Carters' KDA report in the summer of 2019. The report needs to address if the trees infringe on air space.

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

No update.

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

1. Grants. Governor Beshear and Mr. Rocky Adkins flew in to the airport on February 14 to present three grants at the Maysville Community & Technical College, Rowan Campus. Dr. Mattingly and Mr. James accepted the two 1.2M grants from the Kentucky Department of Aviation.

2. Radio Interview. Mr. Roberts arranged for several public service announcements about funding. Dr. Mattingly was interviewed for the segments.

3. Jim LeMaster Resignation. Mr. LeMaster sent a resignation letter to Dr. Mattingly this afternoon. A copy of the letter was sent to Mayor Laura White-Brown about the city appointed vacancy.

OLD BUSINESS Mr. Dailey

a. City-County 20-Year Strategic Plan Update. Several weeks ago, several persons attended a Strategic Plan open meeting. Mr. Thomas Miller briefed the audience on the plan. The airport did not get a mention in the plan. The next morning, several airport members (Mr. Dailey, Mr. James, Dr. Mattingly and Ron Oliver), Mr. Jason Slone, President/CEO, Morehead-Rowan County Chamber of Commerce, and Mr. Bob Helton, Executive Director, Morehead-Rowan County Economic

Development Council, met with the planners. Mr. Slone and Mr. Helton carried the conversation with the importance of the airport to the community. The airport was well represented.

The Strategic Plan steering committee can solicit outside input. Members are Mr. Bill Redwine, Dr. William Melahn, Mr. Jason Slone, Mr. Bob Helton, Ms. Joy Brown, Ms. Laura White-Brown, Mr. Harry Clark, Mr. Tyler Brown, Mr. Wes Holland, Dr. John Ernst, and Mr. Russ Ward.

b. Airport Expansion Feasibility Study. In order to expand the airport, we need to find what kind of businesses need a runway for their needs. Garver is assisting with an analysis of businesses. There will be a Phase II of the City-County 20-Year Strategic Plan. There may be ARC (Appalachian Regional Commission) money available. Perhaps we could use Garver during that time to get our Feasibility Study performed. This would be an appropriate use of Phase II money. We will be a part of the Strategic Plan as we are a key economic driver. Mr. Holland is on the steering committee for Phase II whose task it is to get objectives and strategies. What do we want to see out of objectives? We would like to develop the north end ramp and expand.

NEW BUSINESS

1. Video Conference Equipment. Dr. Mattingly proposed additional equipment to facilitate meetings with use of video equipment. We have had several meetings where guests and members attended by cell phone (audio) and with connection through Facebook projected on the conference room screen. Several members travel throughout the year. In order to keep everyone in attendance while traveling, a system called The Meeting Owl was proposed. The motion to purchase The Meeting Owl was made by Mr. Oliver, seconded by Dr. Derrickson, and approved unanimously.

2. Mobile Lift. Mr. Dailey proposed that purchasing a used electric lift will be beneficial for the airport. The needs at present include hanging insulation on a hangar door and installing a new chain on the flag pole. It could also be used to replace lights in the high bay hangar. We have borrowed lifts in the past but have not been able to recently. Mr. Holley will investigate and bring back estimates.

3. FBO Screening Committee. Dr. Mattingly appointed an FBO Screening Committee: Mr. James, Chair, with members Mr. Dailey, Mr. Oliver, and Mr. Roberts. The timeframe will be decided by the committee. Possible advertisements will be placed on Kentucky Aviation Association website, Barnstormers, The Morehead News, etc. It is understood that Holley Aviation LLC doesn't need to apply; that they have another extension in place and are automatically considered.

ADJOURNMENT.

The meeting was adjourned at 7:54pm.

Morehead-Rowan County Airport Board

STATEMENT OF FINANCIAL POSITION

As of February 29, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct.	34,041.85
Citizens Bank Construction Account NOW	5,380.69
Citizens Bank Fuel Account NOW	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	47,157.69
Citizens Bank Operating Account NOW	46,676.83
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	62,617.29
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,562.05
Total Bank Accounts	\$201,490.34
Total Current Assets	\$201,490.34
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$202,134.28
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,291.66
Net Revenue	29,812.36
Total Equity	\$202,134.28
TOTAL LIABILITIES AND EQUITY	\$202,134.28

Morehead-Rowan County Airport Board

STATEMENT OF FINANCIAL POSITION

As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct.	34,043.34
Citizens Bank Construction Account NOW	5,381.60
Citizens Bank Fuel Account NOW	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	47,157.69
Citizens Bank Operating Account NOW	49,682.20
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	62,757.46
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,574.50
Total Bank Accounts	\$204,650.73
Total Current Assets	\$204,650.73
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$205,294.67
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,291.66
Net Revenue	32,972.75
Total Equity	\$205,294.67
TOTAL LIABILITIES AND EQUITY	\$205,294.67

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

February 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	6,333.34
Total 43400 Direct Public Support	6,333.34
44500 Government Grants	
44520 Federal Grants	2,970.00
44540 State Grants	7,784.00
Total 44500 Government Grants	10,754.00
45000 Investments	
45030 Interest-Savings, Short-term CD	102.91
45031 Interest, checking account	2.12
45040 Interest Income, savings account	1.31
Total 45000 Investments	106.34
47500 Rentals	
47520 T-Hangars	2,980.00
47570 Residence	500.00
Total 47500 Rentals	3,480.00
Total Revenue	\$20,673.68
GROSS PROFIT	\$20,673.68
Expenditures	
62100 Contract Services	
62140 Legal Fees	205.00
62150 FBO	3,000.00
62170 Administrative	666.67
Total 62100 Contract Services	3,871.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	261.54
62840 Equipment, Repair, and Maintenance	929.97
Total 62800 Grounds and Facility Support	1,191.51
64400 Utilities	
64410 Electric	975.54
64420 Telecommunications	40.38
64440 Water and Sewer	36.66
64450 TV	24.67
Total 64400 Utilities	1,077.25
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	145.99
65040 Material & Supplies	7.14
65130 Business Registration Fee	25.75
65150 Memberships and Dues	200.00
Total 65000 General Administration	378.88

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

February 2020

	TOTAL
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	6,300.00
80196 Capital Purchase 2019 Runway Rehab	3,300.00
80199 Capital Purchase 2019 Fuel Farm Rehab	1,236.00
Total 80100 Capital Purchases	10,836.00
Total Expenditures	\$17,355.31
NET OPERATING REVENUE	\$3,318.37
NET REVENUE	\$3,318.37

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

March 2020

	TOTAL
Revenue	
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	68,000.00
Total 44500 Government Grants	68,000.00
45000 Investments	
45030 Interest-Savings, Short-term CD	152.62
45031 Interest, checking account	3.07
45040 Interest Income, savings account	1.49
Total 45000 Investments	157.18
47500 Rentals	
47520 T-Hangars	4,510.00
47570 Residence	500.00
Total 47500 Rentals	5,010.00
Total Revenue	\$76,333.85
GROSS PROFIT	\$76,333.85
Expenditures	
62100 Contract Services	
62140 Legal Fees	150.00
62150 FBO	3,000.00
62170 Administrative	666.58
Total 62100 Contract Services	3,816.58
64400 Utilities	
64410 Electric	857.82
64420 Telecommunications	193.96
64440 Water and Sewer	74.94
64450 TV	39.77
Total 64400 Utilities	1,166.49
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	198.89
Total 65000 General Administration	198.89
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	68,000.00
Total 80100 Capital Purchases	68,000.00
Total Expenditures	\$73,181.96
NET OPERATING REVENUE	\$3,151.89

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

March 2020

	TOTAL
Other Revenue	
46450 Vending Revenue	8.50
Total Other Revenue	\$8.50
NET OTHER REVENUE	\$8.50
NET REVENUE	\$3,160.39

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

July 1, 2019 - April 26, 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	31,666.70
43440 City Operating Support	35,000.00
Total 43400 Direct Public Support	66,666.70
44500 Government Grants	
44520 Federal Grants	56,233.00
44540 State Grants	176,411.00
Total 44500 Government Grants	232,644.00
45000 Investments	
45030 Interest-Savings, Short-term CD	365.38
45031 Interest, checking account	14.19
45040 Interest Income, savings account	1,718.34
Total 45000 Investments	2,097.91
47500 Rentals	
47520 T-Hangars	45,270.00
47570 Residence	3,500.00
Total 47500 Rentals	48,770.00
63060 Insurance Reimbursement-Fence/Bldg	723.75
Total Revenue	\$350,902.36
GROSS PROFIT	\$350,902.36
Expenditures	
60900 Business Expenses	
60920 Business Registration Fees	250.00
Total 60900 Business Expenses	250.00
62100 Contract Services	
62112 AWOS Maintenance	3,228.00
62120 Web Fees	500.00
62140 Legal Fees	855.00
62150 FBO	27,000.00
62170 Administrative	5,999.94
Total 62100 Contract Services	37,582.94
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	9,694.11
62840 Equipment, Repair, and Maintenance	3,916.71
62870 Vehicle Registration/Repair/Mainte	21.00
Total 62800 Grounds and Facility Support	13,631.82

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

July 1, 2019 - April 26, 2020

	TOTAL
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	7,407.23
64420 Telecommunications	2,452.85
64430 Waste Disposal	144.39
64440 Water and Sewer	983.18
64450 TV	357.68
Total 64400 Utilities	11,345.33
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	823.77
65020 Postage, Mailing Service	197.93
65040 Material & Supplies	2,151.62
65110 Promotions and Advertising Expenses	43.75
65130 Business Registration Fee	25.75
65140 Bank Fees	76.94
65150 Memberships and Dues	627.00
65890 Events, Ceremonies, & Meetings	1,988.87
Total 65000 General Administration	5,935.63
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	95,289.00
80196 Capital Purchase 2019 Runway Rehab	62,451.00
80199 Capital Purchase 2019 Fuel Farm Rehab	76,173.14
Total 80100 Capital Purchases	233,913.14
Total Expenditures	\$313,617.13
NET OPERATING REVENUE	\$37,285.23
Other Revenue	
46450 Vending Revenue	21.50
Total Other Revenue	\$21.50
NET OTHER REVENUE	\$21.50
NET REVENUE	\$37,306.73