

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 28 May 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 30 April 2020 Meeting
- E. Approval of Financial Reports for April 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
 - b. 2000 – 2021 Officer Nominating Committee - Mr. Dailey

- I. New Business
 - a. FY 19 Audit Report

- J. Adjournment

Next Scheduled Meeting – 25 June 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
April 30 2020

Chairman Bruce Mattingly called the meeting to order in the Terminal Building Conference Room at the Morehead-Rowan County Regional Airport. Other members present(via Zoom) were Aaron Roberts, Charles Derrickson, Porter Dailey, Tom Fossett, Wes Holland, Tim James, Ron Oliver, Mike Gray, and David Perkins. Guests present included Jack Holley - FBO; Earl Rogers – Board Attorney; Bob Helton – Executive Director, Morehead-Rowan County Economic Development Council; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the February 2020 Meeting and April 7, 2020 Special Meeting. The motion to approve the February 27, 2020 Meeting Minutes was made by Dr. Derrickson, seconded by Mr. Gray, and approved unanimously. The motion to approve the April 7, 2020 Special Meeting Minutes was made by Mr. James, seconded by Dr. Derrickson and approved unanimously.

Mr. Oliver presented the February and March financials which included the statement of financial position and statement of activity . The motion to accept the February and March financials was made by Mr. Dailey, seconded by Mr. Holland, and approved unanimously.

Public Comment: Mr. Helton reported that The Morehead News’ last issue was April 29, 2020. Mr. Rogers reported that legalities dictate that legal advertisements and notices be published in the nearest newspaper possible. Mr. Rogers will advise us of the proper venue for notices.

REPORTS

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

1. **Fuel Sales:** March-April fuel sales are down about 2/3 from a year ago due to the pandemic and less air travel.
2. **Pandemic Measures.** Social distancing and sanitizing are being observed regularly.
3. **Equipment Maintenance.** The John Deere Zero Turn tires were replaced.
4. **Terminal Building Repair.** Star Building sent the wrong color and profile metal for the repair. A comparison to original metal will be made tomorrow to see if taking metal from a less conspicuous place to make this repair would be acceptable.
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.

1. **Runway/Taxiway Airfield Electrical Project** has been awarded to Appalachian Foothills Contracting. The materials submittals were received today. The contractor advised there is a 6-8 week lead time once he has the material response back and places the purchase order. The contractor was advised that there is demolition work that can take place before all materials are on-site. A mid-June start is anticipated. Appalachian has submitted a fully compliant COI, so we are good to go to execute contracts at the preconstruction meeting.

2. **Runway Rehab Project** has been awarded to Walker Construction and Materials, LLC. No materials have been received yet, but they do not require significant lead times. Walker has

submitted a fully compliant COI, so we are good to go to execute contracts at the preconstruction meeting.

The preconstruction meeting for both projects has been set for May 7. Mr. Holley has advised tenants that tentative start dates will be first week of June. The exact dates will be provided at the pre-con meeting.

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. MSU Hay Agreement. Cutting will continue by MSU Agricultural Farm. We are discussing adding fertilizer.

d. Legal Report. Mr. Rogers
No update.

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

f. Chair Report: Dr. Mattingly

1. CARES Act-Coronavirus Aid, Relief, and Economic Security Act. General aviation airports were notified that they may apply for the stimulus for small businesses. A grant was submitted for \$30,000 which will go toward operational expenses. We can invoice back to March 12.
2. KDA Funding. The Kentucky Department of Aviation will be funding updates for the credit card terminal for the swipe system upgrade. The Fuel Farm Rehab grant included this upgrade (QTPod M4000.) Mr. Holley reported that QTPod did not have the plug in play capability for chip reader, which is more desirable. Mr. Roberts reported that the chip technology is a higher security. Since KDA is supporting upgrades to \$19,000, possibly another company might have the chip technology upgrade and that the inside desk card reader could be updated also. Mr. Holley will look into the possibilities and report back.
3. Enterprise Rent-A-Car. Our insurance carrier, KACo, reported that adding Enterprise to our policy under the hired and non-owned portion of our auto policy would be no charge. They would need a copy of the final executed agreement and will issue a certificate showing coverage per Sue Porter, agent, if needed. Holley Aviation will need to make the decision whether to move forward with an agreement with Enterprise.

OLD BUSINESS

FBO Screening Committee. Mr. James reported that little progress has been made due to the current social distancing recommendations.

NEW BUSINESS

Appointment of 2020-2021 Officer Nominating Committee. Dr. Mattingly appointed the following to serve on the nominating committee: Mr. Dailey, Chair; Dr. Fossett, Mr. Holland, Dr. Derrickson. If anyone would like to serve as an officer, please let the committee know of your wishes. In addition, Dr. Mattingly pointed out that just because you are on the committee does not mean you cannot be nominated for an office.

ADJOURNMENT

The meeting was adjourned at 6:42pm.

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

April 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	20,989.00
Total 44500 Government Grants	20,989.00
45000 Investments	
45031 Interest, checking account	2.55
45040 Interest Income, savings account	316.49
Total 45000 Investments	319.04
47500 Rentals	
47520 T-Hangars	3,830.00
47570 Residence	500.00
Total 47500 Rentals	4,330.00
63060 Insurance Reimbursement-Fence/Bldg	723.75
Total Revenue	\$29,528.46
GROSS PROFIT	\$29,528.46
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62150 FBO	3,000.00
62170 Administrative	666.67
Total 62100 Contract Services	4,473.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	85.13
62840 Equipment, Repair, and Maintenance	263.00
Total 62800 Grounds and Facility Support	348.13
64400 Utilities	
64410 Electric	653.09
64420 Telecommunications	196.46
64430 Waste Disposal	36.19
64440 Water and Sewer	82.10
64450 TV	39.77
Total 64400 Utilities	1,007.61
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65040 Material & Supplies	1,863.14
65150 Memberships and Dues	200.00
Total 65000 General Administration	2,103.14
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	20,989.00
Total 80101 Capital Purchase 2020 Airfield Lighting	20,989.00
Total 80100 Capital Purchases	20,989.00
Total Expenditures	\$28,921.55
NET OPERATING REVENUE	\$606.91
NET REVENUE	\$606.91

Morehead-Rowan County Airport Board

STATEMENT OF FINANCIAL POSITION

As of April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct.	34,044.74
Citizens Bank Construction Account NOW	5,381.99
Citizens Bank Fuel Account NOW	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	47,472.78
Citizens Bank Operating Account NOW	49,972.23
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	\$205,257.64
Total Current Assets	\$205,257.64
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$205,901.58
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,291.66
Net Revenue	33,579.66
Total Equity	\$205,901.58
TOTAL LIABILITIES AND EQUITY	\$205,901.58

MOREHEAD-ROWAN COUNTY AIRPORT BOARD				
2019-2020 ALL FUNDS OPERATING BUDGET			Amended 5-27-2020	
REVENUES				
	UNRESTRICTED FUNDS			
	Prior Year Carry Forward - operating	\$0		
	Prior Year Carry Forward - fuel	\$0		
	Prior Year Carry Forward - construction	<u>\$0</u>		
	Total	\$0		
	Hangar Rentals	\$50,445		
	Investment income	\$2,300		
	Misc. -Rebates	\$0		
	Residence Rental - Oldham	\$4,500		
	City Contribution	\$35,000		
	County Contribution	<u>\$38,000</u>		
	Total	\$130,245		
	Total Unrestricted Funds	\$130,245		
	RESTRICTED FUNDS			
	Fuel	\$0		
	Transfers to Depreciation Reserves	-\$12,499		
	Government Grants-FAA	\$68,704		
	Government Grants-State	<u>\$2,495,853</u>		
	Total Restricted Funds	\$2,552,058		
	Total Funds	\$2,682,303		
EXPENSES				
	Contracted Services			
	Web Management	\$500		
	AWOS Maintenance	\$3,404		
	Legal	\$1,400		
	Attestation/Audit Fee	\$4,750		
	FBO Stipend	\$36,000		
	FBO Temp - December	\$0		
	Admin	<u>\$8,000</u>		
	Subtotal	\$54,054		
	Grounds and Facilities Support			
	Facility/Grounds repair and maintenance	\$20,000		
	Equipment Repair and Maintenance	\$5,000		
	Vehicle Registration/Repair/Maintenance	<u>\$3,677</u>		
	Subtotal	\$28,677		
	Insurance			
	Property/Liability	\$10,805		
	Surety Bond	<u>\$154</u>		
	Subtotal	\$10,959		
	Utilities			
	Electricity	\$12,900		
	Water, Sewer and waste disposal	\$1,500		
	Telecom	<u>\$1,200</u>		
	Subtotal	\$15,600		

	General Administration		
	Bookkeeping Software and subscriptions	\$900	
	Postage and mailing	\$350	
	Printing and Copying	\$100	
	Materials and Supplies	\$2,300	
	Promotions and advertising	\$200	
	Banking Fees	\$125	
	Memberships	\$700	
	Travel and Meetings	<u>\$2,000</u>	
	Subtotal	\$6,675	
	Fuel Expenses		
	Fuel Expenses	\$0	
	Capital		
	Debt Service	\$0	
	Runway Rehab Design	\$76,338	
	KDA Runway Rehabilitation	\$1,200,000	
	KDA Lighting Replacement Project	\$1,200,000	
	KDA Fuel Tank refurbishing	<u>\$90,000</u>	
	Subtotal	\$2,566,338	
	Total Expenses	\$2,682,303	
	Net Profit/Loss	\$0	