

## **Morehead-Rowan County Airport Board Meeting Agenda**

**Thursday, 30 July 2020 – 6:00 PM**

*This will be by video teleconference*

*The primary location where all members can be seen and heard and the public may attend is at:*

**Morehead-Rowan County Clyde A. Thomas Regional Airport**

1800 Rodney Hitch Blvd., Morehead, Kentucky

- A. Call to Order
- B. Confirmation of a Quorum
- C. Recognition of Guests
- D. Approval of Minutes from the 25 June 2020 Meeting
- E. Receive Financial Report for June 2020
- 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
  
  - 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 Search Committee Update – Mr. James
  
- I. New Business
  - a. Approval of 2019-20 Final Budget
  - b. Approval of amended Financial Manual
  
- J. Adjournment

**Next Scheduled Meeting – 6:00 pm 27 August 2020**

**Morehead-Rowan County Airport Board**  
**Annual Meeting Minutes**  
**June 25, 2020**

Vice Chairman Tim James called the meeting to order via Zoom at 6:05pm. Other members present were Aaron Roberts, Porter Dailey, Tom Fossett, Ron Oliver, Mike Gray and David Perkins. Absent were Wes Holland, Bruce Mattingly, and Charles Derrickson. Guests present via Zoom included Jack Holley Jr. – FBO, Holly Aviation LLC; Earl Rogers – Attorney, Campbell & Rogers PLLC; Bob Helton – Executive Director, Morehead-Rowan County Economic Development Council; Mark Upchurch – PE, Garver; and Barbara Marsh - Assistant Secretary-Treasurer.

Mr. James presented the Minutes of the May 2020 Meeting. The motion to approve the May 28, 2020 Meeting Minutes was made by Dr. Fossett, seconded by Mr. Perkins, and approved unanimously.

Mr. Oliver presented the May financials which included the statement of financial position and statement of activity. In response to Mr. Dailey's request during the last meeting about moving certain funds to higher interest accounts, Mr. Oliver reported that The Citizens Bank is paying \$.05% interest on NOW accounts, and that Kentucky Bank is paying \$.07%. It is a low interest market currently. The motion to accept the May financials was made by Mr. Perkins, seconded by Dr. Fossett, and approved unanimously.

**Public Comment:** Mr. Helton reported that AppHarvest, which is building a greenhouse on KY 801, along with the Dutch government, and other Kentucky authorities were featured in a press release about their collaboration and signing in Frankfort. A task force has been named to shepherd the industry in the state. Current work at the greenhouse includes finishing their 10-acre rainwater retention pond and applying a whitewash material consisting of a lime-chalk binder to the roof. The substance will be sprayed by helicopter tomorrow.

## **REPORTS**

- a. **FBO Activity Report.** Mr. Holley reported on fuel sales, maintenance, and airport activity.
  1. **Fuel Sales:** May Avgas 100LL was 811 gallons and JET-A was 763 gallons. Air traffic is down due to the COVID19 pandemic. Stave pilots have begun flying in weekly in jets and Pilatus aircraft.
  2. **Windstream.** We had a phone outage on June 24 affecting the AWOS-credit card machine-phones-internet – scheduled to be repaired on June 26. The FBO was unable to process some purchases, including ConAgra, which had reportedly flown in to visit AppHarvest.
  3. **Manlift.** The City of Morehead, through Mr. Perkins' assistance, aided with repair work. He scheduled the city's bucket truck and operator for ½ day in order to repair one of the flag poles and community hangar door insulation repairs. We are grateful for the cooperation and support of Mayor White-Brown and all city council members.
  4. **Terminal Building Repair.** Mr. Noah Coblentz, our contractor repairing damage to the community hangar exterior wall, reinstalled the stone and the metal to complete the repairs.
  5. **Tenants: Community Hangar:** Kevin Mays – Comanche and Darrin Neuling – Cessna 172, Tim James, and Ron Beller. **Tie Downs** are Charlie Hamilton, John Broughton, and Cova Cornett.
  6. **Hangar B6.** Dr. Ryan Hubbard will be leaving the area and should vacate his hangar B6 by the end of July.
  7. **Rebel Services – Fuel Farm.** The contractor has been here working on their punch list.

8. Contractor Deliveries. We rejected 4 packages delivered for Appalachian Foothills Contracting, Mr. Hunter Davis. One was a 1000lb load. An earlier package was received. We didn't know it was for the contractor. Upon opening, we found a windsock addressed to Appalachian/Mr. Davis.

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

1. Pre-Con June 9 for Runway Rehab and Airfield Electrical. The Meeting Minutes are available for anyone who wishes to have them. They have been forwarded by email. It is disappointing that the Airfield Electrical contractor – Appalachian Foothills Contracting/Mr. Hunter Davis, had materials shipped to the airport before the job began. A representative must be on site to receive any materials. They can be rejected by the FBO. Both jobs will begin on Monday, July 6. Mr. Upchurch will issue a GO/NO GO on July 3 considering weather predictions.

2. Fuel Farm Rehabilitation Project. Rebel Services will receive a marked-up punch list due to some items not being completed correctly including chipped paint and some paint on top of items but not on the bottom. Mr. Upchurch will visit the airport before close out of the project.

**c. Buildings and Grounds.** Mr. Oliver, Chairman, and Dr. Derrickson

1. Terminal Building Exterior Damage. The repair contractor has completed the repairs on the building.

2. Fertilizer. We purchased and spread fertilizer. Amending the soil improves our stand of grass which not only improves the land but helps with erosion control.

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

Conflict of Interest. We adopted the City of Morehead Ethics Code into our By-Laws. It is important to disclose if any relative has an interest in a company or business in which we may contract or conduct business. If there is a question, contact Mr. Rogers beforehand, and he will review for any board member. The big thing is the appearance – it doesn't have to be a true conflict.

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

FCC Business Radio Licenses. We have two licenses. An FCC license was granted ten years ago and is scheduled to expire next year (7.12.2021). Mr. Don Laferty and Mr. Gray secured the licenses in 2011. Mr. Roberts will share ID and PW, FRN code, etc. for our records.

**f. Chair Report:** No report.

**OLD BUSINESS**

FBO Search Committee. Mr. James reported the committee met on June 15. Mr. Dailey drafted the FBO ad and Position Description. Mr. Roberts will place the FBO ad in several venues: Rowan County News, AOPA, Barnstormers, Piper Forum, etc. Mr. James appreciates the committee for their hard work and dedication. Applications will be received through July 31.

Publication of Airport Rules and Regulations. Per Kentucky Revised Statutes, we must publish any rules and regulations relating to the airport. Mr. Rogers was asked to review vehicle, trailer, aircraft, and personal parking records, which were originally adopted in previous meetings. We are readopting or ratifying them this evening. The FBO has authority and discretion in issues relating to airport rules and regulations. Information in contractual leases was not incorporated as they are with individual tenants. The document will be published in the Rowan County News and be placed

on the bulletin board at the airport. In addition, it may be found on our website. The motion to publish the Airport Rules and Regulations as written was made by Mr. Oliver, seconded by Mr. Dailey, and approved unanimously.

## **NEW BUSINESS**

Approval of 2019-20 Amended Budget. Mr. Oliver presented the FY20 Amended Budget. The final budget will be presented at the next meeting. The motion to approve the FY20 Amended Budget was made by Mr. Perkins, seconded by Mr. Roberts, and approved unanimously.

Approval of 2020-21 Budget. Mr. Oliver presented the FY21 Budget. The motion to approve the FY21 Budget was made by Dr. Fossett, seconded by Mr. Dailey, and approved unanimously.

Approval of Financial Institutions. Mr. Oliver reported that The Citizens Bank holds five bank accounts and Kentucky Banks holds two CDs. There have been no issues with The Citizens Bank and all accounts are easily accessible. The motion to approve The Citizens Bank and Kentucky Bank as our financial institutions was made by Dr. Fossett, seconded by Mr. Perkins, and approved with Mr. Roberts recusing himself.

Approval of Secondary Signature Authority for Assistant Secretary/Treasurer: Ms. Barbara Marsh. The motion to approve secondary signature authority for Assistant Secretary/Treasurer: Ms. Barbara Marsh was made by Mr. Roberts, seconded by Mr. Perkins, and approved unanimously.

Approval for Assistant Secretary/Treasurer (Ms. Barbara Marsh) to access Financial Records. The motion to approve Assistant Secretary/Treasurer (Ms. Barbara Marsh) to access financial records was made by Mr. Perkins, seconded by Dr. Fossett, and approved unanimously.

Election of 2020-2021 Officers. The slate of officers recommended by the Nominating Committee was reported at the last meeting. Mr. Dailey made the motion to elect as Chairman: Dr. Mattingly; as Vice Chairman: Mr. James; and as Secretary/Treasurer, Mr. Oliver. The motion was seconded by Dr. Fossett. The call for any other nominations was made. Having heard no other nominations, the slate of officers was elected unanimously.

## **ADJOURNMENT**

The meeting was adjourned at 7:15pm.

# **MOREHEAD-ROWAN COUNTY AIRPORT BOARD**

## **FINANCIAL MANUAL**

**July 2020 (Amended)**

### **GENERAL COMMENTS and ORGANIZATION**

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The Morehead-Rowan County Airport Board recognizes that as a recipient of federal funds, the organization is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. The purpose of this manual is to set forth the accounting and financial management procedures employed by the Board in its general operations and specifically regarding FAA grants. Among the topics discussed in this manual are organization of the Board's financial process, internal controls, risk management, cash handling and disbursement procedures.

The agency will comply with all federal and state regulations, including but not limited to A-122 Cost Principles for Non-Profit Organizations and 45 Code of Federal Regulations Part 74, when applicable.

The Board of Directors shall approve selection of an independent financial auditor who shall review and report on accounting policies and practices to the governing body.

The finance and accounting functions of the organization are the responsibility of the Treasurer. The Treasurer reports monthly to the Board. An Assistant Treasurer may be employed by the Board to assist the Treasurer.

The responsibilities of the Treasurer include the following:

- Responsible for the daily financial operations of the organization.
- Assist in the preparation of the budget and monitors and oversees the organization's grants.
- Provides monthly reports of the status of the financial operation, cash flow, and overall financial condition.
- Recommends, implements and maintains sound financial procedures within applicable restrictions of federal, state and local regulations.
- Responsible for evaluating and making recommendations as to the training needs of fiscal staff.
- Keeps the Chair of the Board informed and advised on questionable expenditures and fiscal status of the programs and other areas of responsibility.
- Report any deviation from terms of contracts and regulations to the Chair.

- In addition, the Treasurer shall be expected to advise the Board in all financial matters relating to grant and contract applications. Further, the Treasurer shall remain alert to changes in the organization's programs and policies and revise the accounting and financial management control systems periodically to meet changing conditions.

## **OVERVIEW**

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The Board of Directors sets policy. This manual describes the set of procedures designed to carry out that policy. No set of procedures can fully detail every necessary step in the system of financial management. Procedures can change due to computer software changes, personnel changes, grant requirements, or discovery of a more efficient and better method. Every attempt will be made to update this manual as procedures change.

This manual is part of the Board's 'Fiscal System', which includes applicable local, state, and federal regulations and procedures, and if necessary, written grant specific procedures.

- The Chair of the Board has responsibility of oversight of all operations and activities, including financial management and budget development.
- The Treasurer is responsible to the Chair for all financial operations.
- The lines of authority of the organization will be followed by any employee or agent of the Board.
- Current job descriptions will be maintained for any employees, indicating duties and responsibilities.
- Financial duties and responsibilities must be separated, to the extent feasible, so that no one individual has control over cash receipts, cash disbursements, payroll, bank account reconciliation, etc.
- The Board utilizes QuickBooks Online to track and report on multiple funds. The Board's financial records are backed up on a password protected cloud server upon each update. Access to QuickBooks is normally limited to the Treasurer, Assistant Treasurer, Chair, and Vice-Chair of the Board. The Treasurer may grant temporary access to others as warranted, i.e. Auditors, etc.
- The Treasurer generates all cash receipts and disbursements for the Board.
- Separate accounts and books are maintained as required by funding source regulations.
- The Treasurer shall insure that fidelity insurance coverage is maintained or a bond executed for the appropriate officials and employees in an amount no less than the Board's annual projected unrestricted operating funds, or an amount to be set by the Board, the cost of which shall be paid by the Board.

- All forms pertaining to financial operation will be in type or ink form.

## **Security**

### *Access to Electronically Stored Accounting Data*

The Treasurer controls access to accounting software and data. Only duly authorized personnel will be assigned passwords that allow access to the system. Authorized users are expected to keep their passwords secret.

### *Storage of Back-Up Files*

The Treasurer maintains back-up copies of electronic data files off-site. Access to back-up files is limited to authorized individuals. Files shall be backed-up when updated. In the event of systems failure, the Treasurer will assess the situation to determine the appropriate and most effective course of action.

## **Petty Cash**

The Board does not maintain a Petty Cash Fund.

## **Journal Entries**

All general ledger entries that do not originate from a subsidiary ledger shall be supported by journal vouchers or other documentation, including an explanation of such entry.

Examples of such journal entries are:

1. Recording of non-cash transactions
2. Corrections of posting errors
3. Nonrecurring accruals of income and expense
4. Fuel Sales

## **REVENUE**

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### **Sources of revenue**

The Board's primary sources of revenue are:

- Unrestricted local government grants.
- Reimbursement grants based on allowed, incurred expenses.
- Fee-for-service income – billed monthly according to contract requirements.

The Treasurer is responsible for the invoicing of funding sources and the collection of outstanding receivables.

The Treasurer strives to provide the Board, its agents and funding sources with timely and accurate financial reports applicable to their grants or reporting requirements.

## **Revenue Recognition**

The Board receives revenue from several types of transactions. Revenue from each of these types of transactions is recognized in the financial statements in the following manner.

1. Grant Income – Recognized when received.
2. Refunds/Qualifying Credits/Reimbursements – Recognized as a reduction in expenditures in the period in which it is received
3. Contract Income – Recognized when received

## **Invoicing policies**

The following policies shall apply to the preparation and submission of billings to Federal, State or Local agencies under awards to the Board.

1. The Board will request reimbursement after expenditures have been incurred unless an award specifies another method.
2. The Board will strive to minimize the time between receipt and disbursement of grant funds.
3. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts (unless contract mandates different procedure).

## **Cash-Draw down procedures**

Cash drawdowns through electronic transfer from Federal, State or Local agencies shall be made based on need. All federal funds shall be deposited into a Board restricted cash account under the cash receipts policies and procedures described in this manual. The Board strives to disburse federal fund supported in accordance with their requirements.

1. Upon receipt of the funds in the restricted cash account, the Treasurer will have prepared a check or checks to the appropriate vendor(s).
2. The Treasurer or the Assistant Treasurer and one other Board officer shall sign the check if \$500 or greater.
3. All documentation related to the draw-down shall be maintained by the Treasurer.
4. Checks of \$499 or less requires only the signature of one Board officer.

## **CASH RECEIPTS**

Cash receipts may be received at the Airport by the FBO or mailed directly to the Board's post office box. Upon receipt, the amount is duly recorded, and deposited within a timely manner.

1. All cash and checks are deposited by the Treasurer or Assistant Treasurer but may



also be deposited by any Board Officer.

2. A deposit slip will be completed in duplicate by the depositor. The deposit slip will include the bank account number, amount of receipt, and source.
3. All cash receipts will be duly noted.

## **PURCHASING**

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The Board follows state and local purchasing procedures in order to maintain a general, coherent set of controls governing purchasing. The system of purchasing however shall comply with applicable grant requirements, state law and regulation, and federal requirements including 45 CFR Part 74 and OMB Circular A-122 when applicable. All procurement transactions, whether negotiated or advertised, and regardless of dollar value must be conducted in a manner providing maximum open and free competition.

The Board shall avoid purchasing items that are not necessary for the performance of the activities required by applicable award.

### **Free and Open Competition**

In order to promote free and open competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate or restrain trade.
- Award contracts to bidders whose product/service is the most advantageous in terms of price, quality, and other factors.
- Reserve the right to reject any and all bids when it is in the Board's best interest.

### **Affirmative Action (Minority, Small Business, & Women-Owned Businesses)**

Positive efforts shall be made by the Board and its agents to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchase and contracts to encourage and facilitate participation by small business, minority-owned firms and women's business enterprises.

### **Purchase Orders**

3. Purchase orders may be used to procure goods and services for the agency except in cases of rents, utilities, contracts, and certain services.

### **Bid and Award Procedures**

4. Any expenditures or contract for materials, supplies (except perishables), equipment, or

contract services other than professional, involving expenditures of more than Thirty Thousand (\$30,000) shall be subject to competitive bidding.

5. The Board Treasurer shall advertise for bids in the newspaper of jurisdiction in the County at least once, not less than seven (7) days, nor more than twenty-one (21) days before bid opening. The advertisement shall include the place where the specifications may be obtained.
6. The Board Treasurer or his/her representative shall open all bids publicly at the time and place stated in the advertisement. Opening of bids need not occur at a Board meeting.
7. The Board Chair ensures compliance with bid specifications and that all bids are considered equally. The Board may rely on its Consulting Engineer to conduct the bid opening and bid review. A written recommendation is then prepared as to the best bid by the responsible and qualified bidder for consideration by the Board. If the lowest bid is not selected the reasons are to be stated in writing. The Board may choose to reject any and all bids when it is in the Board's best interest.

### **Purchase Process**

The Treasurer is responsible for approving a purchase. In their absence, another Board officer may be given the authority by the Chairman or Executive Committee to authorize a purchase. The following conditions must be met for all purchases:

- a. Determine if vendor is on the approved bid list, if applicable.
- b. Determine if funds are available for the expenditure.
- c. Determine, if applicable, if the expenditure is allowable under the terms of a Grant.
- d. Determine if the expenditure is necessary to the program and if the cost is reasonable.

After the above conditions are satisfied, a purchase may be authorized by the Treasurer or other designated Board officer.

The Treasurer and/or Chair have approval authority over all purchases and contractual commitments.

### **Special Purchasing Conditions**

#### *Emergencies:*

Where equipment, materials, parts, and/or services are needed, bids will not be necessary if the health, welfare, safety, etc., of the public, staff or agents and protection of Board property is involved.

In the absence of the Treasurer, another Board Officer may approve purchases on a need be basis.

#### *Sole Source*

Sole source purchases will be made only when solicitation of multiple vendors is not feasible and/or the item is only available from one source and/or competition is deemed inadequate (insufficient bidders). (If mandated, prior approval will be obtained from funding source to purchase from a sole source).

### *State Bid List*

By virtue of Kentucky Law, the Board is a 'special district', therefore is considered 'quasi-governmental'. This classification enables the Board to utilize State, City and County resources, including their respective bid list. For vendors/materials on the bid lists, no further comparison will be required to be conducted by the Board. Vendors shall be required to provide documentation that their products or services are indeed on said lists in the current fiscal period.

## **CASH DISBURSEMENTS**

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The Treasurer prepares checks as needed. The Assistant Treasurer shall be directed by the Treasurer to prepare a check and obtain the authorized signatures.

### **Check Authorization**

1. Original invoices will be immediately forwarded to the Assistant Treasurer for review and processing. The Assistant Treasurer will record the invoice in accounting software and will attach all backup (invoice, purchase order, other supporting documentation).
2. Once all approvals are in place, the Assistant Treasurer will prepare the check. The invoice, purchase order, check stub, and other supporting documentation will be maintained by the Assistant Treasurer.

### **Checks**

3. The Treasurer or Assistant Treasurer will be responsible for all blank checks, which will be secured at all times.
4. The Assistant Treasurer will prepare the check and stub based on the check authorization and supporting documentation. Each stub will detail information such as the vendor name, date, amount, check number, and a brief description.
5. Two signatures are required on all checks \$500 or greater. Board Officers and the Assistant Treasurer are authorized signees. One officer may sign checks less than \$500.

### **Disbursement/Mailing Checks**

After signature, checks are to be mailed or delivered by any Board Officers or the Assistant Treasurer.

6. Supporting documentation must always be attached to each disbursement or the invoice number noted on the check.

### **Outstanding and Unclaimed Checks (VOID)**

7. Voided checks will have "VOID" boldly written across the face of the check and the

signature portion of the check will be perforated or cut out. The original or duplicate of the voided check with backup will be placed in the invoices paid file numerically.

8. In no event will:
  - a. Checks be prepared unless these procedures are followed.
  - b. Checks be prepared from monthly statements
  - c. Checks be prepared or signed in advance.
  - d. Checks be made out to "CASH", "BEARER", etc.

### **Bank Reconciliations**

- Bank statements will be received by the Treasurer, or Assistant Treasurer.
- Bank reconciliations are performed monthly by the Assistant Treasurer for review and approval of the Treasurer.
- The Treasurer will initial the bank statements upon completion of the reconciliation.
- The reconciled bank balance will be compared to the Cash in Bank Account in the General Ledger.

### **Quarterly Review**

- On a quarterly basis, both the detailed general ledger and check reports will be reviewed to ensure accuracy, to strengthen internal control, and to reveal any questionable journal entries.
- The Treasurer is responsible for investigating any findings and take follow up action if necessary.

## **TRAVEL**

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Mileage to and from residence will not be paid by the Board.

### **Authorized Travel**

1. Travel must be approved in advance by the Chair.
2. Board Members will be reimbursed for allowable expenses related to agency functions applicable to their positions.
3. Each employee or agent traveling on official business will complete a mileage reimbursement form to the Treasurer.
4. Per Diem is provided to an employee, director or agent who is in travel status. Reimbursement requests shall include a copy of the agenda.
5. Payment will be based upon actual mileage and approved rates.

## **CONSULTANTS AND CONTRACT SERVICES**

Consideration will be made of in-house capabilities to accomplish services before contracting for them.

- Written contracts clearly defining work to be performed will be maintained for all consultant and contract services.
- The qualifications of the consultant and reasonableness of fees will be considered in hiring consultants.
- Consultant and professional services will be approved by Board and paid for, as work is performed.
- All contracts, work authorizations and auditing agencies with a cost greater than \$2,000 (amount to be discussed) will be approved by the Board and signed by the Chair. In the event a contract or work authorization needs to be approved in a timely manner, the Executive Committee can approve, and the Board ratify at the next meeting.

### **Provisions Included in All Contracts**

The Board shall include all the following provisions, as applicable, in all contracts charged to Federal awards with vendors:

1. *Equal Employment Opportunity*: All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. *Copeland "Anti-Kickback" Act* (18 U.S.C. 874 and 40 U.S.C. 276c): All contracts and sub grants in excess of \$2,000 for construction or repair awarded by Board and its sub recipients shall contain a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations 29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States." This Act provides that each contractor or sub recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Board will report all suspected or reported violations to the Federal awarding agency.
3. *Davis-Bacon Act, as amended* (40 U.S.C. 276a to a-7): If included in the Federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by The Board and its sub recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act,

contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The Board will place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. Example GFP shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. The Board shall report all suspected or reported violations to the Federal awarding agency.

4. *Contract Work Hours and Safety Standards Act* (40 U.S.C. 327-333): [Where applicable] All contracts awarded by The Board in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Works Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor is required to compute wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

## **EQUIPMENT**

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Equipment categorized as fixed assets shall be defined as an item (purchased, government excess, or donated) with a unit cost of \$2,500 or more (or any lesser amount as specified by the funding source). Prior approval must be obtained from funding source if required by contract.

The Treasurer, or designee, will prepare a property inventory list for all equipment. All new equipment may be properly marked with the agency name, the program purchasing the equipment if applicable, and the identifying number. The purchase of equipment will comply with purchasing procedures previously outlined in this manual.

### **Physical Inventory**

- The Treasurer, or designee, will prepare a property inventory listing of all equipment in excess of \$1,000.
- The Treasurer, or designee, will reconcile the physical inventory with the property record and the prior year's inventory. All discrepancies must be properly explained.

### **Loss, Damage or Destruction**

- The Chair will be immediately notified of all cases of loss, damage, or destruction of equipment.

## **LEASES**

The Board will assess the value of leases according to all applicable financial requirements. All Hangar and Tie Down Leases must be approved by the Secretary/Treasurer. All other leases related to land or facilities must be approved by the Board.

- All leases will correspond to the Board's fiscal year program when possible.
- Copies of all leases will be immediately forwarded to the Treasurer and maintained by the Treasurer.

## **GRANTS/CONTRACTS**

1. The Chair must present all new and continuous grants to the Board of Directors for approval.
2. The Board will rely primarily on its Engineering Consultants to gather project specific grant information, to include, but not limited to project estimates, potential fund sources, validation of bids and bidder qualifications and the validation of all information prior to submission to the grant sponsor.
3. The Board will rely on its Engineering Consultants to provide timely information to the Board and the project sponsor regarding project development.
4. The Board may establish a committee to work with the Engineering Consultant and/or grant sponsor to insure the timely start-up and completion of a project and close out of the grant.
5. The Treasurer will ensure that all requests for the draw-down of grant funds and project disbursements are performed in accordance with its internal procedures and in accord with grant guidelines.
6. Original of all grants and contracts, after acceptance or approval will be maintained by the Treasurer.
7. The Treasurer will record the budget for each grant.
8. The Treasurer will carefully review each grant proposal to ensure that all financial provisions can be complied with.

## **OTHER**

### **Minutes of Meetings**

- Minutes of all meetings of the Board of Directors will be prepared by the Secretary.

The Chair will review the minutes. The minutes will then be presented at the next board meeting for review and approval by the Board of Directors.

### **Financial Procedures Revisions**

- Financial procedures will be reviewed annually by the Treasurer. Changes to the financial procedure manual will be approved by the Board of Directors.

### **Governing Bodies**

- Financial reports will be submitted monthly to the Board of Directors.

### **Reports to Funding Sources**

- The Treasurer will prepare and submit financial reports as required by the Funding Sources.
- It will be the responsibility of the Treasurer and Chair to ensure that all reports are submitted on a timely basis.

### **Reports to Public**

- The Secretary/Treasurer shall insure that the monthly meeting minutes and the monthly financial report are posted to the Board's web site for the public's review.

## **BUDGET PLANNING**

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### **Budget Planning**

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial and human resource terms. Budgets are also prepared for funding sources.

The budget planning process is performed by the Board officers. The budgets reflect the values of the governing elements and form a guide for carrying out efficient and cost-effective delivery of services. Budgets are designed to form a framework for the expense of services and material acquisitions. As a monitoring tool, it allows for oversight by the Board of Directors, restricts spending to acceptable levels, prevents overspending, and maintains the highest possible level of service delivery.

### **Annual Budget**

The Board shall approve the annual budget and shall be presented within a timeframe to allow the Treasurer to comply with local and state reporting requirements.

### **Budget Modifications**

After a budget has been approved by the Board of Directors, reclassifications of budgeted



expense amounts may be made by the Treasurer with approval or ratification by the board.

### **Budget Monitoring**

The Treasurer will monitor each line item of the budget to ensure adequate funds are available to cover necessary program expenses.

# Morehead-Rowan County Airport Board

## STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	38,000.00
43440 City Operating Support	35,000.00
<b>Total 43400 Direct Public Support</b>	<b>73,000.00</b>
44500 Government Grants	
44520 Federal Grants	56,233.00
44540 State Grants	205,209.00
<b>Total 44500 Government Grants</b>	<b>261,442.00</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	714.85
45031 Interest, checking account	22.06
45040 Interest Income, savings account	1,722.58
<b>Total 45000 Investments</b>	<b>2,459.49</b>
47500 Rentals	
47520 T-Hangars	53,270.00
47570 Residence	4,500.00
<b>Total 47500 Rentals</b>	<b>57,770.00</b>
<b>Total Revenue</b>	<b>\$394,671.49</b>
<b>GROSS PROFIT</b>	<b>\$394,671.49</b>
Expenditures	
62100 Contract Services	
62111 Attestation/Audit	4,750.00
62112 AWOS Maintenance	3,228.00
62120 Web Fees	500.00
62140 Legal Fees	1,180.00
62150 FBO	36,000.00
62170 Administrative	7,999.95
<b>Total 62100 Contract Services</b>	<b>53,657.95</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	16,354.07
62840 Equipment, Repair, and Maintenance	4,218.94
62870 Vehicle Registration/Repair/Mainte	21.00
<b>Total 62800 Grounds and Facility Support</b>	<b>20,594.01</b>
63000 Insurance	
63010 Insurance - Property, Er/Omis	6,677.55
63040 Surety Bond	153.72
63050 Liability Insurance	4,127.00
<b>Total 63000 Insurance</b>	<b>10,958.27</b>

# Morehead-Rowan County Airport Board

## STATEMENT OF ACTIVITY

July 2019 - June 2020

	TOTAL
64400 Utilities	
64410 Electric	8,645.99
64420 Telecommunications	2,703.58
64430 Waste Disposal	144.39
64440 Water and Sewer	1,312.63
64450 TV	437.22
<b>Total 64400 Utilities</b>	<b>13,243.81</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	744.88
65020 Postage, Mailing Service	316.93
65040 Material & Supplies	3,228.52
65110 Promotions and Advertising Expenses	43.75
65130 Business Registration Fee	275.75
65140 Bank Fees	76.94
65150 Memberships and Dues	627.00
65890 Events, Ceremonies, & Meetings	1,988.87
<b>Total 65000 General Administration</b>	<b>7,302.64</b>
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
65112 Legal & Professional Fees	740.54
80150 Professional Engineering	101,607.46
<b>Total 80101 Capital Purchase 2020 Airfield Lighting</b>	<b>102,348.00</b>
80196 Capital Purchase 2019 Runway Rehab DESIGN \$77,777	62,451.00
80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY	20,697.00
80199 Capital Purchase 2019 Fuel Farm Rehab	67,416.38
80152 Professional Engineering	8,756.76
<b>Total 80199 Capital Purchase 2019 Fuel Farm Rehab</b>	<b>76,173.14</b>
<b>Total 80100 Capital Purchases</b>	<b>261,669.14</b>
<b>Total Expenditures</b>	<b>\$367,425.82</b>
NET OPERATING REVENUE	<b>\$27,245.67</b>
Other Revenue	
46450 Vending Revenue	21.50
<b>Total Other Revenue</b>	<b>\$21.50</b>
NET OTHER REVENUE	<b>\$21.50</b>
NET REVENUE	<b>\$27,267.17</b>

# Morehead-Rowan County Airport Board

## STATEMENT OF ACTIVITY

June 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.63
<b>Total 43400 Direct Public Support</b>	<b>3,166.63</b>
44500 Government Grants	
44540 State Grants	1,042.00
<b>Total 44500 Government Grants</b>	<b>1,042.00</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	182.09
45031 Interest, checking account	2.92
45040 Interest Income, savings account	1.49
<b>Total 45000 Investments</b>	<b>186.50</b>
47500 Rentals	
47520 T-Hangars	5,275.00
47570 Residence	500.00
<b>Total 47500 Rentals</b>	<b>5,775.00</b>
<b>Total Revenue</b>	<b>\$10,170.13</b>
<b>GROSS PROFIT</b>	<b>\$10,170.13</b>
Expenditures	
62100 Contract Services	
62111 Attestation/Audit	1,900.00
62140 Legal Fees	150.00
62150 FBO	3,000.00
62170 Administrative	666.67
<b>Total 62100 Contract Services</b>	<b>5,716.67</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	7,214.96
62840 Equipment, Repair, and Maintenance	153.36
<b>Total 62800 Grounds and Facility Support</b>	<b>7,368.32</b>
64400 Utilities	
64410 Electric	609.01
64420 Telecommunications	54.99
64440 Water and Sewer	91.68
64450 TV	39.77
<b>Total 64400 Utilities</b>	<b>795.45</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65040 Material & Supplies	1,026.98
<b>Total 65000 General Administration</b>	<b>1,066.98</b>
<b>Total Expenditures</b>	<b>\$14,947.42</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -4,777.29</b>
<b>NET REVENUE</b>	<b>\$ -4,777.29</b>

# Morehead-Rowan County Airport Board

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct.	34,047.58
Citizens Bank Construction Account NOW	6,424.94
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	42,264.48
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	63,078.42
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,603.01
<b>Total Bank Accounts</b>	<b>\$198,945.15</b>
<b>Total Current Assets</b>	<b>\$198,945.15</b>
Fixed Assets	
15000 Furniture and Equipment	643.94
<b>Total Fixed Assets</b>	<b>\$643.94</b>
<b>TOTAL ASSETS</b>	<b>\$199,589.09</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-149,291.66
Net Revenue	27,267.17
<b>Total Equity</b>	<b>\$199,589.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$199,589.09</b>

MOREHEAD-ROWAN COUNTY AIRPORT BOARD				
2019-2020 ALL FUNDS OPERATING BUDGET				
	Approved	Amended	Final	
	2019-2020	2019-2020	2019-2020	
<b>REVENUES</b>				
<b>UNRESTRICTED FUNDS</b>				
Hangar Rentals	\$45,000	\$53,370	\$53,270	
Investment income	\$1,200	\$2,300	\$2,459	
Residence Rental - PHI	\$0	\$4,500	\$4,500	
City Contribution	\$35,000	\$35,000	\$35,000	
County Contribution	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$38,000</u>	
<b>Total</b>	<b>\$119,200</b>	<b>\$133,170</b>	<b>\$133,229</b>	
<b>Total Unrestricted Funds</b>	<b>\$119,200</b>	<b>\$133,170</b>	<b>\$133,229</b>	
<b>RESTRICTED FUNDS</b>				
Fuel *	\$0	\$0	\$0	
<b>Transfer FAA Grant Local Match Fund</b>	\$0	(\$24,657)	(\$27,230)	
Transfers to Depreciation Reserves	\$0	\$0	\$0	
Government Grants-FAA	\$68,704	\$70,000	\$56,223	
Government Grants-State	<u>\$1,229,299</u>	<u>\$205,316</u>	<u>\$205,209</u>	
CARES Act Grant				
<b>Total Restricted Funds</b>	<b>\$1,298,003</b>	<b>\$250,659</b>	<b>\$234,202</b>	
<b>Total Funds</b>	<b>\$1,417,203</b>	<b>\$383,829</b>	<b>\$367,431</b>	
<b>EXPENSES</b>				
<b>Contracted Services</b>				
Web Management	\$500	\$500	\$500	
AWOS Maintenance	\$3,404	\$3,404	\$3,228	
Legal	\$1,400	\$1,400	\$1,180	
Attestation/Audit Fee	\$5,500	\$4,750	\$4,750	
FBO Stipend	\$36,000	\$36,000	\$36,000	
Admin	<u>\$8,000</u>	<u>\$8,000</u>	<u>\$8,000</u>	
Subtotal	<b>\$54,804</b>	<b>\$54,054</b>	<b>\$53,658</b>	
<b>Grounds and Facilities Support</b>				
Facility repair and maintenance	\$15,000	\$17,000	\$16,354	
Equipment Repair and Maintenance	\$5,000	\$5,000	\$4,219	
Vehicle Registration/Repair/Maintenance	\$677	\$21	\$21	
Facilities and Grounds Improvement Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Subtotal	<b>\$20,677</b>	<b>\$22,021</b>	<b>\$20,594</b>	
<b>Insurance</b>				
Property/Liability	\$13,000	\$10,805	\$10,805	
Surety Bond	<u>\$400</u>	<u>\$154</u>	<u>\$154</u>	
Subtotal	<b>\$13,400</b>	<b>\$10,959</b>	<b>\$10,959</b>	
<b>Utilities</b>				
Electricity	\$13,200	\$8,650	\$8,650	
Water, Sewer and waste disposal	\$1,200	\$1,500	\$1,457	
Telecom	<u>\$4,200</u>	<u>\$3,100</u>	<u>\$3,141</u>	
Subtotal	<b>\$18,600</b>	<b>\$13,250</b>	<b>\$13,248</b>	
<b>General Administration</b>				
Bookkeeping Software and subscriptions	\$500	\$900	\$745	
Postage and mailing	\$350	\$350	\$317	

	Printing and Copying	\$100	\$100	\$0	
	Materials and Supplies	\$500	\$2,300	\$3,228	
	Promotions and advertising	\$550	\$100	\$44	
	Banking Fees	\$210	\$100	\$77	
	Memberships	\$1,000	\$700	\$903	
	Travel and Meetings	<u>\$3,600</u>	<u>\$2,000</u>	<u>\$1,989</u>	
	Subtotal	<b>\$6,810</b>	<b>\$6,550</b>	<b>\$7,303</b>	
	<b>Fuel Expenses</b>				
	Fuel Expenses	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	
	<b>Capital</b>				
	Runway Rehab Design	\$76,338	\$77,777	\$62,451	
	KDA Runway Rehabilitation	\$1,200,000	\$20,697	\$20,697	
	KDA Lighting Replacement Project	\$1,133,574	\$102,348	\$102,348	
	KDA Fuel Tank refurbishing	\$90,000	\$76,173	\$76,173	
	Runway Rehab Phase II	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
	Subtotal	<b>\$2,499,912</b>	<b>\$276,995</b>	<b>\$261,669</b>	
	<b>Total Expenses</b>	<b>\$2,617,203</b>	<b>\$383,829</b>	<b>\$367,431</b>	
	Net Profit/Loss	<b>-\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	