

Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 24 September 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 27 August 2020 Meeting
- E. Receive Financial Report for August 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

- J. Adjournment

Next Scheduled Meeting – 6:00 pm 29 October 2020

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

Chairman Bruce Mattingly called the meeting to order via Zoom at 6:03pm from the Airport Conference Room. Dr. Charles Derrickson was present in the conference room, other members present via Zoom were Aaron Roberts, Porter Dailey, Tom Fossett, Tim James, Ron Oliver, Wes Holland, and David Perkins. Absent was Mike Gray. Guests present via Zoom included Jack Holley Jr. – FBO, Holly Aviation LLC; Bob Helton – Executive Director, Morehead-Rowan County Economic Development Council; Lee Lipps (present for a portion of the meeting)– EAA President/Pilot/Hangar Tenant; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the July 2020 Meeting. The motion to approve the July 30, 2020 Meeting Minutes was made by Mr. Perkins, seconded by Mr. James, and approved unanimously.

Mr. Oliver presented the July financials which included the statements of financial position and activity. The motion to approve the July financials was made by Mr. Holland, seconded by Mr. Dailey, and approved unanimously.

Public Comment: Mr. Helton reported that the AppHarvest greenhouse is hanging their indoor lights and wondered if there is a need for coordination with the airport regarding the interior light illumination. AppHarvest is erecting an 80' flagpole. Mr. Scott Glover, airport manager's representative, did get an email about this.

REPORTS

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

1. **Fuel Sales.** Fuel sales for July: JETA is 393 gallons and Avgas is 226. Sales for August so far: JETA 149 gallons and Avgas 208 gallons.

3. **Runway & Electrical Projects.** Runways and the southern half of the main taxiway were opened as planned and on schedule the evening of Thursday, August 20. Applicable NOTAMS were revised, activated and posted with clarifications, and distributed to local tenants that evening as well. The beacon, windsock and edge lighting for active runway and taxiway areas are energized and functioning properly. The PAPIs will be flight checked and operational by September 16. REIL lights at the north end of the runway have been in-operative since June 21 and are still not functioning with the upgraded circuitry. Mr. Upchurch is seeking a warranty replacement for both units. The REILs were installed in 2017 and have a four-year warranty per FAA requirements.

4. **Tie Down Tenants.** John Broughton, Cova Cornett, Kevin Mays, Charlie Hamilton, Rebekah Riley.

5. **Community Hangar Tenants.** Lance LLC, Larry Miller, Tyler Overly, Ronald Belle.

6. **AWOS.** New AWOS reporting equipment (motherboard) received and installed, and the old equipment has been returned to anyAWOS.

8. **Annual Inspection:** Airport Inspection report was very favorable.

- Emergency contact info placard will be upgraded this week.
- Emergency Shut Off stickers have been replaced.
- Original runway markings have been brightened up by Walker Construction.
- We are dealing with the fence vegetation with herbicide, weed eating and mowing.
- The beacon has faded painting. It will be repainted as part of Airfield Electrical contract.

9. Independent Stave Mill has resumed flights.

10. Fuel Farm/Truck Annual Maintenance. (Titan) Performed annual fuel farm and truck filter changes Tuesday, August 25.

b. **Garver Report.** Dr. Mattingly for Mr. Upchurch, PE – prepared report. Mr. Upchurch is enrolled in the last semester of an MBA which meets on Thursdays at 6pm. He will be able to rejoin our meetings in December.

1. Fuel Farm Rehabilitation Project. Final invoice has been submitted to the State for work completed by Rebel Services (Contractor) and Garver (Engineer). I have spoken with Rebel Services about their painting over the previous labels, rather than removing and replacing like they should have (poor workmanship). I have talked to them about repercussions in the event the paint/label does come off as result of the workmanship. At that time, I would recommend to the Airport Board to pursue the warranty that Rebel Services provided to the Airport Board. (After discussion, the Board agreed to abide by Mr. Upchurch's recommendation and seek warranty when and if the issues arise.) There is a 10-year paint warranty for the project.
2. Airfield Electrical Rehabilitation Project. Appalachian Foothills Contracting (AFC) continues to proceed as scheduled. AFC completed the runway lights, PAPIs (navigational aid used to aid pilots in landing), runway distance remaining signs, and provided temporary airfield lighting to the rest of the airfield. The runway became operational last Thursday afternoon. Temporary airfield lighting was completed on Monday, August 24, 2020. AFC is continuing to work on the north end of Taxiway Alpha. No current change orders/request for proposals (RFPs) have been initiated with AFC.
3. Runway Rehabilitation Project. Walker Construction (Walker) has completed their initial scope of work, other than seeding and permanent striping. Walker and AFC are both using the same subcontractor to complete the seeding of the airfield, so I have elected to allow the subcontractor to come seed the airfield at the end of the job when weather is more acceptable to seeding practices. As an update to the pavement section and subgrade encountered during the excavation process: While I was on-site, the pavement section did in fact match what was shown in the geotechnical report albeit a slight modification. The runway pavement did have 4-6 inches of asphalt, 6 inches of dense grade aggregate (stone), and 6 inches of cement treated base (stone + cement), followed by lime treated subgrade. When we got to the lime treated subgrade, we did note inconsistencies with the depths of the lime treated subgrade and the material underneath the lime treated subgrade. On average, the lime treated subgrade was around 6 inches. Ideally, you want to treat the lime treated subgrade somewhere around 12-16 inches. So, initially some of us believe the heaving issue could be due to saturated subgrade and not enough lime in the mix. However, we do not have a copy of the initial geotech report of the airfield. After we removed the cement treated base, I had Walker excavate out the lime treated subgrade to a total depth of 27 inches and proof roll the area. It was at this depth the subgrade was inconsistent throughout the whole project area. On the south end of the airfield at this depth the subgrade was muck, grayish-blue, and full of organic (tree roots and topsoil). All of which is NOT ideal to build a pavement on. So, I instructed Walker to remove the next 12 inches of subgrade and we bridged the area with geotextile fabric, larger rock, geotextile fabric again, followed by our standard pavement section for the project of KYTC No. 2 Stone (rock drainage layer), Crushed Aggregate Base Course (FAA), and Hot Mix Asphalt (FAA). We ended up undercutting the entire south end of the runway dig out at the Runway 2-20/Taxiway Bravo intersection. As the Contractor moved north on the site, the subgrade got better. Only a small portion of the Runway

2-20/Taxiway Charlie intersection was undercut. In this particular intersection a pocket of water was encountered on the southeast corner of the dig out area. We undercut this section and replaced with the fabric and rock stabilization. The recently installed under drainage is working and flowing properly. We are currently underbudget on the project and the KDA State Engineer, Mr. Jake Dahl, has stated I may use the remaining project funds to complete other acceptable work around the airfield. I am working on two additional requests for proposals with Walker. RFP No.2 is to address the poor drainage on the west side airfield. I currently have put together an RFP for Walker to provide pricing to clean out the ditches and provide positive drainage between the outlet pipe and down the airfield runway. Walker has already provided me pricing to complete the work and it is deemed within reason. However, before I pull the trigger and execute RFP No. 2, there are two dips in Taxiway Alpha directly over existing culverts. Our RPR, Mr. Cody Baxter, actually crawled in the pipes to see what the issue may be. It was noted cracking has developed in the pipes, joints are separating, and fines (soil) are migrating through pick holes (not allowed by Garver specs) in the culvert. Based on these visual inspections, my initial diagnosis for the dips is the loss of fines in the subgrade have weakened the subgrade and repetitive loading over time has caused the dip to increase in severity. PipeCheck (subcontractor to Walker) has inspected the pipes and will be providing me a video/report of their findings. Based on these findings, I will make a formal RFP request to Walker to complete repair work on the pipe. Just know, the deeper we go down to fix the pipes, including pipe repair, the more expensive the repair becomes. This is where I am grateful Mr. Dahl has stated we may use the underruns on the project to offset the costs. Before any RFP is executed, I would like to have a formal discussion/recommendation to the Executive Committee. It would be my goal to get these repairs completed prior to AFC completing the north end of the taxiway (within the next two/three weeks), so I unfortunately cannot make my formal recommendation to the entire Airport Board without causing some delays in reopening the taxiway. However, whatever the result of the repair method I will report to the entire Airport Board in September the findings and solution.

4. City Help. There are dips over pipes in the taxiway. Dips are due to loss of fines in subgrade. Pipes have been inspected with a camera. Walker will be asked to provide an estimate (RFP) for the dip repairs which have gotten worse with traffic on it. Mr. Perkins asked if funds are not available, could city workers provide help and get relevant operators to review. Also, there is ponding in some places. Mr. Oliver also mentioned about southwest end where there is a lot of silt. Some areas need to be filled in and dozer work may be needed. Mr. Perkins suggested city workers could be used if repairs can not be taken care of in RFPs.

Other Engineering New Business

- 1a. KY Dept of Aviation (KDA) Annual Inspection Report. The Airport Board did receive a KDA State Inspection. Most of those items are already being completed or will be completed under current contract work with the exception of the placards required by the State on the fuel tanks. I have spoken with Rebel Services about how to acquire the placards and they pointed me to the direction of Steve Johnson (Titan Aviation/Shell Aviation). Rebel said typically these placards are replaced by the provider. Rebel also stated if I cannot get in touch with Steve to call Rebel back and they will see what they can do. Again, I talked to Mr. Dahl about the placards. He said any costs the Airport Board endures as a result of the placards (an invoice) may be sent to KDA. (See p1, #8 for update.)
- 2a. CARES Grant. Dr. Bruce Mattingly has requested Mr. Upchurch to provide a standard invoice for the CARES grant. I will be more than happy to come meet with Dr. Mattingly and help him populate the invoice.

Action Items: Allow the Executive Committee to meet with Garver to discuss/approve repair methods and costs associated with dips on Taxiway Alpha. Mr. James suggested that the Buildings & Grounds Committee and Mr. Perkins work with Mr. Upchurch to investigate/make a proposal for the RFP from Walker Construction. Dr. Mattingly reported that Garver's RFP would need the board's approval and would like Committee's recommendations including the flow component. The motion for the Buildings & Grounds Committee and Mr. Perkins to work together with Mr. Upchurch for an RFP logical solution and authorize 1) the solving of the drain problems and 2) repair of north end taxiway dips south of fueling area, was made by Mr. James, seconded by Mr. Roberts, and approved unanimously.

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

1. Fertilizer. Dr. Derrickson reported that the funds and time spent in maintaining the hay and grass fields are paying off. We have established better ground coverage with the manure and fertilizer applications. We estimate that the good grass growth at about 50% better. MSU noted a lot of additional growth and yields. We are fortunate to have MSU as a partner. Mr. James commented that he was pleased at the appearance of freshly mowed grass and especially the good ground coverage on the banks and in front of the office. It has been a long-term effort.

2. Water Damage – Conference Room. Mr. Oliver reported that Mr. Holley has done considerable work to repair the water entry and damage to the conference room. We appreciate his work.

3. Bush Hog Work Offered. Mr. Helton inquired about airport bush hog needs. Mr. Bob Reynolds who does work at the Industrial Park is available for bush hog/dual wheel John Deere mower. He is also an employee of the Rowan County Road Department.

4. Community Hangar Door Insulation. Mr. Holley reported that the adhesive repair of the community hangar high door insulation was not successful. In addition, it presents a poor appearance. He thanked Mr. Perkins for his previous help with getting a city lift for the project. Another method suggested to attach the insulation to the door is chicken wire between sections for permanent fix and inexpensive. Mr. Holley will investigate the costs and contact Mr. Perkins for lift help again for installing.

5. South End of Perimeter Road. Dr. Derrickson thanked Mr. Holley for work in removing overgrown areas at the end of the field. There is a need for additional work again. At the south end, outside the county road in back, south of the perimeter road, about 15-20 acres are in need of additional work. He requested that we take bids on bush hogging and bring recommendations to the next meeting.

d. Legal Report. Mr. Rogers

None.

e. Communications and Security. Mr. Roberts

None.

f. Chair Report: Dr. Mattingly

None.

OLD BUSINESS

FBO Search Committee. Mr. James reported that the committee had decided to extend the FBO application deadline to September 30, 2020. Applications received include an engineering office but did not have A&P or AI capabilities. Since then two applications have been added (this was later determined to be two representatives of the same company) which requested additional information. Both are corporations which specialize in running airports. They have been referred

to our website for additional information. In the future, we would like to meet some interested people and report back. We need some sort of scoring method to compare candidates. At least two of the candidates specialize in running FBOs and should have extensive knowledge including flight instruction and, hopefully, which would produce pilots that buy fuel.

NEW BUSINESS

Managing Open Records 2020 Revised. Rowan County Judge Executive Clark sent information about open records for each board member. Your Duty Under the Law-Managing Open Records represents Kentucky's KRS law for transparency for government and elected officials, and appointed members of boards and committees. Each board member is requested to sign the Proof of Receipt. Ms. Marsh will collect the records and return a copy of the five appointed county board members' forms to Judge Clark's office.

2020 KDA Airport Inspection Report. Most of the items on the report are being taken care of with the current construction projects. See above p3, #2a; p1, #8.

ADJOURNMENT

The meeting was adjourned at 7:00pm.



AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES
Morehead-Rowan County Airport Board
Morehead, Kentucky
Project No. 20A07170

CONTRACT AMENDMENT NO. 1

This Contract Amendment No. 1, effective on the date last written below, shall amend the original contract between the Morehead-Rowan County Airport Board (Client) and GARVER, LLC (GARVER), dated April 15, 2020 referred to in the following paragraphs as the original contract.

This Contract Amendment No. 1 modifies professional services for the:

Runway 2-20 Rehabilitation (Phase II – Full Depth Repairs)

The original contract is hereby modified as follows:

SECTION 1 – SCOPE OF SERVICES

Section 1 of the original contract is hereby amended as follows:

GARVER will provide engineering and direction to the Prime Contractor (Walker Construction) for ditch grade along the west side of Runway 2-20. The ditch grading design was outside the original scope of work for the project, but has been approved by the Kentucky Department of Aviation to be included in the Runway Rehabilitation project as approved by the Client. Garver will provide engineering inspection and design considerations to the two drainage culverts located under Taxiway Alpha at approximate station locations 43+20.00 and 50+15.00. During construction, there were two dips developed directly over the two culverts. GARVER will coordinate and make recommendations to the Morehead-Rowan County Airport Board. GARVER will coordinate with Walker Construction (Prime Contractor) and review the videography completed by PipeCheck (subcontractor to Walker Construction). GARVER will provide Prime Contractor with any field directives and/or drawings required to complete the work.

GARVER will perform quality assurance testing as required by the Federal Aviation Administration (FAA) on FAA Item P-209, FAA Item P-403, and FAA Item P-401. This amendment is to cover the additional testing required due to construction sequencing.

SECTION 2 – PAYMENT

Section 2 of the original contract is hereby amended as follows:

Construction Administration amended up (+\$3500) from \$11,870.00 to \$15,370.00.

QA Materials Testing amended up (+\$3882.49) from \$8,660.00 to \$12,542.49.

Lump sum amount amended up (+\$7,382.49) from \$91,780.00 to \$99,162.49.00



This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, Client and GARVER have executed this Amendment effective as of the date last written below.

MOREHEAD-ROWAN COUNTY
AIRPORT BOARD

GARVER, LLC

By: _____
Signature

By: 
Signature

Name: _____
Printed Name

Name: P. Ryan Sisemore
Printed Name

Title: _____

Title: Vice President

Date: _____

Date: September 21, 2020

Attest: _____

Attest: 

Morehead-Rowan County Airport Board

STATEMENT OF FINANCIAL POSITION

As of August 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	34,050.48
Citizens Bank Construction Account NOW .03%	5,044.06
Citizens Bank Fuel Account NOW .00%	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	47,789.98
Citizens Bank Operating Account NOW .05%	39,506.31
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	63,265.86
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,619.66
Total Bank Accounts	\$195,330.29
Total Current Assets	\$195,330.29
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$195,974.23
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,024.49
Net Revenue	-3,614.86
Total Equity	\$195,974.23
TOTAL LIABILITIES AND EQUITY	\$195,974.23

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

August 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	515,956.49
Total 44500 Government Grants	515,956.49
45000 Investments	
45030 Interest-Savings, Short-term CD	111.07
45031 Interest, checking account	8.25
45040 Interest Income, savings account	1.45
Total 45000 Investments	120.77
47500 Rentals	
47520 T-Hangars	2,385.00
47550 Late Fee	17.00
47570 Residence	500.00
Total 47500 Rentals	2,902.00
Total Revenue	\$522,145.93
GROSS PROFIT	\$522,145.93
Expenditures	
62100 Contract Services	
62150 FBO	3,000.00
62170 Administrative	687.67
Total 62100 Contract Services	3,687.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	602.37
Total 62800 Grounds and Facility Support	602.37
64400 Utilities	
64410 Electric	766.42
64420 Telecommunications	183.40
64440 Water and Sewer	60.59
64450 TV	39.77
Total 64400 Utilities	1,050.18
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65040 Material & Supplies	77.20
65110 Promotions and Advertising Expenses	16.00
Total 65000 General Administration	133.20

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

August 2020

	TOTAL
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	22,430.00
80156 Construction	480,981.57
Total 80101 Capital Purchase 2020 Airfield Lighting	503,411.57
80199 Capital Purchase 2019 Fuel Farm Rehab	
80152 Professional Engineering	775.10
80155 Construction	11,769.82
Total 80199 Capital Purchase 2019 Fuel Farm Rehab	12,544.92
Total 80100 Capital Purchases	515,956.49
Total Expenditures	\$521,429.91
NET OPERATING REVENUE	\$716.02
NET REVENUE	\$716.02