

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 29 October 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 24 September 2020 Meeting
- E. Receive Financial Report for September 2020
- F. Public Comment

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

 - b. Garver Report: Mr. Upchurch
 - 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

- I. New Business
 - a. FBO Contract Extension
 - b. November and December meeting dates

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 26 November 2020

Morehead-Rowan County Airport Board
Meeting Minutes
September 24, 2020

Chairman Bruce Mattingly called the meeting to order via Zoom at 6:02pm from the conference room of the Terminal Building. Members present via Zoom were Aaron Roberts, Porter Dailey, Tom Fossett, Tim James, Ron Oliver, Mike Gray, Charles Derrickson, and David Perkins. Absent was Wes Holland. Guests present via Zoom included Jack Holley Jr. – FBO, Holly Aviation LLC; Jim Stevens – EAA Vice President/Pilot/Hangar Tenant; and Barbara Marsh - Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the August 2020 Meeting. The motion to approve the August 27, 2020 Meeting Minutes was made by Mr. Roberts, seconded by Mr. Gray, and approved unanimously.

Mr. Oliver presented the August financials which included the statements of financial position and activity. Mr. Perkins questioned when the City of Morehead sends their support check. Instead of sending an invoice at the beginning of the year which is what the habit has been in the past, Mr. Oliver will contact city clerk Crissy Cunningham and request a once a month check to evenly balance the revenue. The motion to approve the August financials was made by Mr. Dailey, seconded by Mr. Perkins, and approved unanimously.

Public Comment: Mr. Stevens reported that the Experimental Aviation (EAA) had had a quiet summer due to COVID.

REPORTS

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

1. **Fuel Sales.** Fuel sales for August: JETA is 248 gallons and Avgas is 686.
2. **Runway & Electrical Projects.** The southern half of the main taxiways were re-opened as planned, and on schedule Thursday, September 17. Considering the potential for a prop strike we are keeping the taxiways north of Charlie closed until Walker Construction is able to repair the dip in the pavement. All applicable NOTAMS are revised to reflect the current configuration. The PAPIs that we thought would be checked by September 16, will now be flight checked after the replacement of the northern REILs.
4. **Tie Down Tenants.** John Broughton, Cova Cornett, Kevin Mays, Charlie Hamilton, Rebekah Riley.
5. **Community Hangar Tenants.** Greg Johnson, Larry Miller, Tyler Overly, Ronald Belle.
6. **AWOS Inspection.** Mr. Ed Leach, technician, will conduct the AWOS inspection one day next week.
7. **AWOS Outages.** An AWOS outage was reported by Mr. Gray. We discovered that unlike the old unit, the new AWOS reporting equipment requires re-boot after power interruptions.
8. **Fuel Farm Placards.** Rebel Services has said that our fuel supplier, Titan, should provide the placards.
9. **QTPod** continues to experience offline events which require modem re-boot for cell reception.
10. **Deer Inside the Fence.** There have been several reports of deer inside the fence and we have activated a NOTAM for that. Mr. Holley provided fencing materials for the area believed to be responsible for deer intrusion and will have it installed tomorrow. The NOTAM will be active until we are confident of a fix.
11. **Stinson Lights.** Mr. Danny Brewer will configure them to LED next week as well as repair/replace wall packs as necessary.
12. **Fence Line.** The herbicide is treating the fence vegetation effectively.

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

1. **Fuel Farm Rehabilitation Project.** The project is complete; however, the Airport Board will need to replace the placards on both the AVGas and the JETA system. I have reached out to Titan Fuels for replacement placards, but to no avail. Once these are replaced, we can submit the final invoice to Mr. Jake Dahl and he will close out the project from his end.
2. **Airfield Electrical Rehabilitation Project.** The project is on-time and currently underbudget. Appalachian Foothills Contracting (Prime Contractor) has completed Phase 1 and Phase 2 other than seeding and mulching the disturbed trenches. They are working on the third and final phase of the project. They are currently working on the south end of the parallel taxiway, wind cone, and beacon. Garver has begun the process of coordinating the FAA Flight Check. The FAA Flight Check crew will come out and fly the airfield and check the lights and PAPIs prior to commissioning the PAPIs. I will provide an update on when that will be scheduled.
3. **Runway Rehabilitation Project.** The project is substantially completed from the original scope of work perspective. Walker Construction (Prime Contractor) will be remobilizing back to the airfield in October to complete the seeding and mulching, final striping, and any extra work items. Some of the extra work items include ditch grading on the west side of the airfield, as well as pavement repairs on the taxiway outside the original scope of work. Additionally, there was a need for additional quality assurance testing than originally anticipated on the project due to the construction sequencing. Garver is presenting a Work Order Amendment in the amount of \$7,382.49 for the extra work associated with the ditch grading, drainage inspections, and QA Testing. The motion to approve Runway Rehab CONSTRUCTION Amendment 1 for Walker Construction for: 1) west side runway grading and erosion control, 2) drainage inspections, 3) repair of north end taxiway dips over culverts south of fueling area, and 4) quality assurance testing in the amount of \$7,382.49, was made by Mr. Oliver, seconded by Dr. Fossett, and approved unanimously. The Runway Rehabilitation Project should be completed by the next Airport Board meeting. I will coordinate with the Executive Committee and State to schedule a walk thru sometime in October.

c. **Buildings and Grounds.** Mr. Oliver, Chairman, and Dr. Derrickson
None.

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, Chair, Mr. Dailey, Mr. Roberts

1. To date, we have advertised the FBO position on numerous venues such as aviation magazines, our local newspaper, websites, bulletin boards and word of mouth. Aaron has done a good job of getting the word out to the aviation community.
2. We have extended our initial due date for proposal/inquiries from 31 July to 30 September 2020 in an attempt to attract additional applicants.
3. To date, we have received 3 proposals from:
 - Holley Aviation
 - Midwest Aviation
 - AMS
4. AMS representatives conducted a site visit to SYM and our community on 9 September. The following documents were provided to AMS at their request:
 - Comments and Notes about the Airport
 - Two Year side-by-side Statement of Financial Activities:
 - Detailed Schedule of Facility Repair and Maintenance for 2 years
5. AMS submitted their formal proposal to the Search Committee on 22 September.
6. Mr. Trey Perleman visited the airport on 21 September. Upon his request for additional information, he was provided with the same financial documents. We are awaiting receipt of his formal proposal.
7. The Search Committee received a new inquiry from Mr. Kyle Eiserer on Monday of this week. In response to his questions, he was provided with the financial documents listed above, as well as an invitation to visit the airport.
8. Mr. Miller, from Winchester, KY has apparently withdrawn from the selection process. We have not heard from him.
9. As Holley Aviation and Midwest Aviation are familiar with the airport and its operation, we did not feel it was necessary to offer them a site visit.

Mr. James thanked the committee for their considerable time spent on this project, and in the effort of fielding inquiries.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 6:37m.

Morehead-Rowan County Airport Board

STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	34,051.88
Citizens Bank Construction Account NOW .03%	5,034.33
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%	41,477.96
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	63,371.33
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,629.02
Total Bank Accounts	\$197,408.44
Total Current Assets	\$197,408.44
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$198,052.38
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,024.49
Net Revenue	-1,536.71
Total Equity	\$198,052.38
TOTAL LIABILITIES AND EQUITY	\$198,052.38

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

September 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	1,129,517.35
Total 44500 Government Grants	1,129,517.35
45000 Investments	
45030 Interest-Savings, Short-term CD	114.83
45031 Interest, checking account	12.20
45040 Interest Income, savings account	1.40
Total 45000 Investments	128.43
47500 Rentals	
47520 T-Hangars	3,400.00
47550 Late Fee	17.00
47570 Residence	500.00
Total 47500 Rentals	3,917.00
Total Revenue	\$1,136,729.45
GROSS PROFIT	\$1,136,729.45
Expenditures	
62100 Contract Services	
62140 Legal Fees	100.00
62150 FBO	3,000.00
62170 Administrative	687.67
Total 62100 Contract Services	3,787.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	89.63
62831 Facility Repair & Maintenance Reserve	20.00
62840 Equipment, Repair, and Maintenance	144.84
Total 62800 Grounds and Facility Support	254.47
63000 Insurance	
63010 Insurance - Property, Er/Omis	-51.90
Total 63000 Insurance	-51.90
64400 Utilities	
64410 Electric	656.25
64420 Telecommunications	167.63
64440 Water and Sewer	83.54
64450 TV	39.77
Total 64400 Utilities	947.19

Morehead-Rowan County Airport Board

STATEMENT OF ACTIVITY

September 2020

	TOTAL
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	22.00
65040 Material & Supplies	66.52
65110 Promotions and Advertising Expenses	48.00
65140 Bank Fees	20.00
Total 65000 General Administration	196.52
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	16,000.00
80156 Construction	175,536.38
Total 80101 Capital Purchase 2020 Airfield Lighting	191,536.38
80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY	666,060.52
80155 Professional Engineering CONSTRUCTION ONLY	271,920.45
Total 80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY	937,980.97
Total 80100 Capital Purchases	1,129,517.35
Total Expenditures	\$1,134,651.30
NET OPERATING REVENUE	\$2,078.15
NET REVENUE	\$2,078.15