

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

**Thursday, 10 December 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 29 October 2020 Meeting
- E. Receive Financial Report for October and November 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
  - 1. Hangar Lease Agreements

## **H. Old Business**

- a. FBO Contract Extension

## **I. New Business**

- a. 2022-26 Airport Capital Improvement Plan
- b. Broadband needs – David Perkins

## **J. Adjournment**

**Next Regularly Scheduled Meeting – 6:00 pm 28 January 2021**

**Morehead-Rowan County Airport Board Meeting  
Meeting Minutes  
October 29, 2020**

Chairman Bruce Mattingly called the meeting to order via Zoom at 6:03pm. Other members present were Tim James, Ron Oliver, Wes Holland Charles Derrickson, Mike Gray, Tom Fossett, Aaron Roberts, David Perkins, and Porter Dailey. Guests present via Zoom included Jack Holley Jr. – FBO, Holley Aviation LLC; Jim Stevens – EAA Vice President/Pilot/Hangar Tenant; Earl Rogers – Attorney, Campbell and Rogers PLLC; and Barbara Marsh – Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the September 2020 Meeting. The motion to approve the September 24, 2020 Meeting Minutes was made by Dr. Derrickson, seconded by Mr. James, and approved unanimously.

Mr. Oliver presented the September financials which included the Statements of Financial Position and Activity. Mr. Oliver reported that the 30-month CD at 2.68% interest had matured, and after seeking current interest rates, another CD was established at The Citizens Bank for .65% - 13 months. The motion to approve the September financial was made Mr. Perkins, seconded by Mr. James, and approved unanimously.

**Public Comment:** None.

## **REPORTS**

- a. **FBO Activity Report.** Mr. Holley reported on fuel sales, maintenance, and airport activity.
1. Fuel Sales. September Avgas is 1408 gallons and JETA is 5199 gallons.
  2. AWOS. Ed Leach performed the annual AWOS inspection and it passed with flying colors.
  3. AWOS Battery Backup. The battery backup (UPS) for the AWOS came to the end of its service life and was taken offline. We later realized that even minor outages would fail the AWOS, and with no attendant onsite, the unit would remain off for extended periods until it was manually reset. The replacement UPS will eliminate that problem. Ron approved a replacement, and it has been received today (October 29, 2020).
  4. MSU Farm. The final mowing for hay production was completed just in time for the AppHarvest Grand Opening on October 21, 2020.
  5. AppHarvest Grand Opening. Nine RVs (Richard VanGrunsven) airplanes assembled at the airport and flew over for the grand opening. AppHarvest paid for their re-fueling. A few guests, including US Ambassador to the United Nations, Kelly Craft flew in for the festivities.
  6. Project NOTAMs have all been cancelled except for the PAPIs and REILs which are still out. Mr. Upchurch arranged to have the REILs replaced as part of a three-year warranty on a previous project. Since the north end REILs failed, he convinced the manufacturer to replace the south end REIL components also. Once the REILs are operational, the FAA flight check can be performed and these lights made operational.
  7. Fuel Farm Rehab Project. A punch list item concerning faded fuel placards has not been addressed. The state will pay for the replacement. Mr. Holley will contact Mr. Steve Johnson at Titan for the replacement placards. Mr. Holley will forward the invoice to Mr. Oliver who will forward to Mr. Jake Dahl, Kentucky Department of Aviation, for payment.

8. Electrical. Mr. Danny Brewer is addressing ongoing electrical failures in the hangars. The GCI has been replaced at the fuel farm. He has also converted one hangar's failed fluorescent fixtures to LED by changing out the ballasts. Recommend we follow this fix in the future as we expect others to fail as aging occurs.

9. QTPod. We have had consistent modem outages for some time. Rebel Contracting (Mr. Tommy James) suggested a work around of rebooting the unit that worked for a while but became ineffective. Mr. Holley then contacted a QTPod tech who found that firmware updates were not occurring as they should. He updated the unit and placed a monitoring system to record and alert of any future failures. The monitoring began about two weeks ago, and we have had no further issues.

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

1. Runway Rehabilitation Project. The project is substantially completed and was completed on-time (45 days) and currently under budget. Walker Construction and Materials completed the pavement repairs to Taxiway Alpha north of the terminal area on Monday, October 26, 2020. I was on-site during this event. After the completion of their work, the pavement area was swept, and barricades were removed. Garver is currently working with Walker to schedule the ditching work on the west side of Runway 2-20. At this time, Walker cannot commit to a schedule of that work being completed. Due to that work being outside of the runway safety area, the runway may remain open when Walker mobilizes back in to complete the ditch work. Again, I will be on-site to visually escort Walker around the runway and into the project area. Additionally, ditch areas I would like them to improve are directly in front of the terminal apron. There are three flat ditches/swales that continually hold water. I will work with Walker to improve drainage in those areas as well, pending budgets.

2. Runway/Taxiway Airfield Lighting Electrical Rehabilitation Project. The project is substantially completed and was just on-time and is currently under budget. Appalachian Foothills Contracting (AFC) opened the entire airfield electrical system on Monday, October 26, 2020 after Walker completed the pavement repair. Previously, only Runway 2-20, a few connectors, and Taxiway Alpha South were opened. AFC is now in the phase where they are addressing punch list items. Since the initial opening, 5 bulbs have already been replaced and 3 more lights were out on Monday evening. Right now, it has only been a bulb issue, but if the problem persists, we will need to investigate the matter for fuse or additional issues. Additionally, the regulators were tested and 2 of the 3 regulators did not hit the minimum requirements for insulation. Therefore, AFC must troubleshoot the system to identify the leakage on the current and make the necessary adjustments. Furthermore, there are rocks littered throughout the trenches that I have noted for AFC to clean as well as their project area. I will check back in with them on a weekly basis to ensure this work is completed in a timely manner and before any final payments are released to AFC.

Mr. Oliver requested that he be informed of any bulbs due to warranty time period and noting tag #s. Possible conditions which may exist include runs that are too long or bare wire somewhere.

Both project site conditions – generally speaking, the hydro-seed was initially successful in some areas and not as successful in others. This is something we will monitor over the winter

to see what needs to be addressed in the spring. Additionally, both contractors need to completely demobilize from the site and cleanup the staging area prior to final payment.

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

Mowing. The grounds and fringe mowing were in very good shape in October due to the FBO and MSU mowing efforts.

**d. Legal.** Mr. Rogers

None

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

None

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

Mr. Bob Helton contacted Dr. Mattingly today to let him know this is his last week as Executive Director of Morehead-Rowan County Economic Development Council. He is taking a position with AppHarvest working to develop additional sites, two of which have been announced (Madison County: Richmond and Berea). Mr. Helton was very complimentary of the airport and board's operations. Dr. Mattingly sought Mr. Helton's advice regarding what efforts the airport could do to further facilitate economic development in the area (other than extending the runway). He did mention attracting helicopter charter business.

## **H. Old Business**

Mr. James informed the Board of the Search Committee's conclusions regarding the FBO search. He had sent a report to Chairman Mattingly earlier that the Chairman had shared with the full Board. Mr. Holland requested background regarding the FBO Search process. He apologized for missing the last meeting where the process was discussed. Mr. James reported that there were four applicants that were considered. In summary, no candidate fully met the search committee's requirements. Therefore, the Committee's recommendation was that the search be suspended at this time believing that economic conditions will improve in the future and a new search could be started. Also, the recent furloughs by two airlines may help to increase the talent pool of qualified applicants .

## **I. New Business**

a. FBO Contract Extension. Dr. Mattingly reported that Holley Aviation LLC signed a 2-year contract: two years with 2 one-year extensions. Currently there is a one-year extension available on the contract. Mr. Holley requested to meet with airport officials to discuss the contract. The motion to allow the Executive Committee to meet with Holley Aviation LLC to re-negotiate their one-year contract extension, to be approved by the full board, was made by Mr. Holland, seconded by Mr. Roberts/Mr. James, and approved unanimously.

b. November and December Meeting Dates. Dr. Mattingly reported that November and December monthly meeting dates fall on holidays (November 26-Thanksgiving/December 31-New Year's Eve). The motion to cancel the regular November and December meetings and set a Special Meeting for Thursday, December 10, 2020 was made by Dr. Fossett, seconded by Mr. Oliver, and approved unanimously. The Special Meeting will have an agenda for which no other items may be brought up or added. The October and November financials will be reviewed at the December 10 meeting.

## **J. Adjournment**

The meeting was adjourned at 6:49pm.



**REQUEST FOR FEDERAL ASSISTANCE**  
FEDERAL AVIATION ADMINISTRATION  
AIRPORTS DIVISION, MEMPHIS ADO



**AIRPORT CAPITAL IMPROVEMENT PLAN DATA SHEET (ACIP DATA SHEET)**

An ACIP Data Sheet (see next page) must be submitted for each work item listed on the sponsor's ACIP for the current and next fiscal year - Include the name of the airport, the local priority of the requested work and the work item description. Contact the State Airport Planner responsible for your state regarding which fiscal year to use.

**SKETCH** - color-coded sketch that depicts and identifies the scope of the proposed project.

**JUSTIFICATION** - the justification should be brief and describe the need, objectives, method of accomplishment, and the benefit expected from the project.

**COST ESTIMATE** - the total cost estimate (including, engineering, administrative, legal, and appraisal costs, etc.) must show unit costs, aggregate in square yards (S.Y.), concrete paving in square yards (S.Y.) and asphalt paving in tons. Separate the costs for land acquired in fee and land acquired in easement. NOTE: cost estimates cannot include an amount for contingencies. Attach additional sheets if necessary.

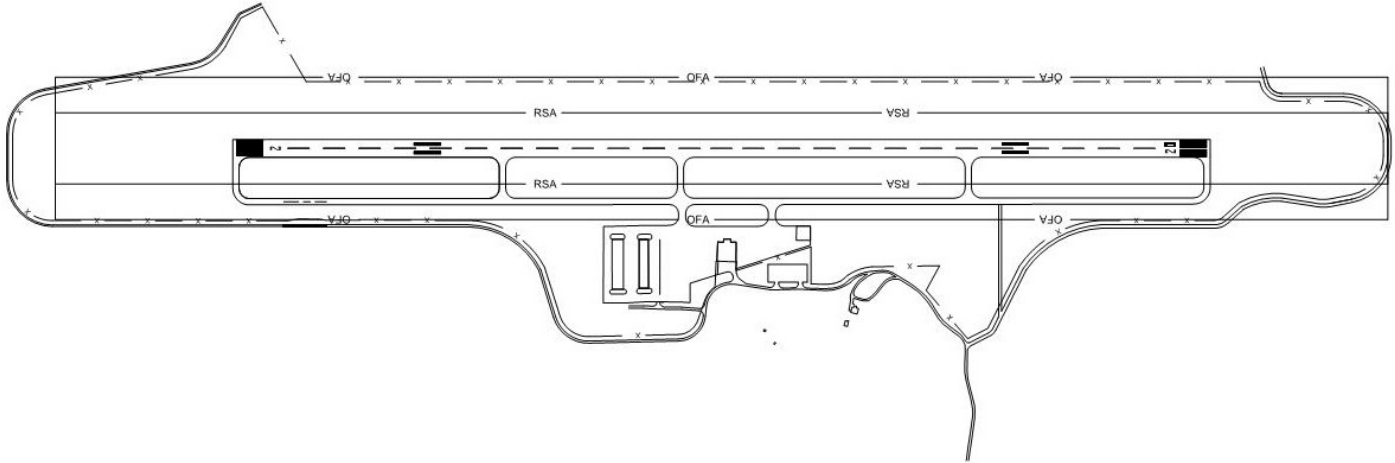
Satisfying environmental requirements and a current FAA-approved Airport Layout Plan (ALP) are prerequisite for work reflected in the current year and next year program.

If required, evidence of State and Regional Clearinghouse coordination should be provided with the ACIP Data Sheet. If requesting Federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment, AC 150/5220-20 showing the minimum equipment needed, along with the ACIP Data Sheet.

## ACIP DATA SHEET

<b>AIRPORT</b>	<b>Morehead-Rowan County Airport (SYM) – Clyde A. Thomas Regional Airport</b>	<b>LOCAL PRIORITY</b>	<b>1</b>	<b>UPDATED</b>	<b>2021</b>
<b>WORK ITEM</b>	<b>Grading Improvements Project (Environmental, Design, and Construction)</b>			<b>Identify FY that you desire to construct</b>	<b>2022</b>

**SKETCH:**



**JUSTIFICATION:** This project will include administration, environmental, survey, design, and construction to correct grading deficiencies around the airfield. These areas were previously identified during the FY19 runway rehabilitation design when a topographical survey was completed on for the runway safety area and most drainage ditches on the airfield.

SPONSOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: Dr. Bruce Mattingly

TITLE: Vice Chairman

**COST ESTIMATE: \$167,000**

### FAA USE ONLY

GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

**MOREHEAD-ROWAN COUNTY AIRPORT  
GRADING IMPROVEMENT PROJECT  
ENGINEER'S ESTIMATE OF PROBABLE COST  
FY2022**

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineer's Estimate of Probable Cost	
					UNIT PRICE	AMOUNT
1	GP-105	Mobilization	LS	1	\$6,559.00	\$6,559.00
2	C-102	Silt Fence	LS	1,000	\$4.50	\$4,500.00
3	C-102	Rock Check Dam	EACH	10	\$400.00	\$4,000.00
4	C-102	Erosion Control Blanket	SY	16,139	\$1.25	\$20,174.00
5	C-102	Rip Rap	SY	689	\$30.00	\$20,670.00
6	P-152	Earthwork	CY	7,610	\$4.50	\$34,245.00
7	T-901	Seeding	SY	16,139	\$0.75	\$12,104.00
8	T-905	Topsoil	SY	16,139	\$2.20	\$35,506.00
9						
10						

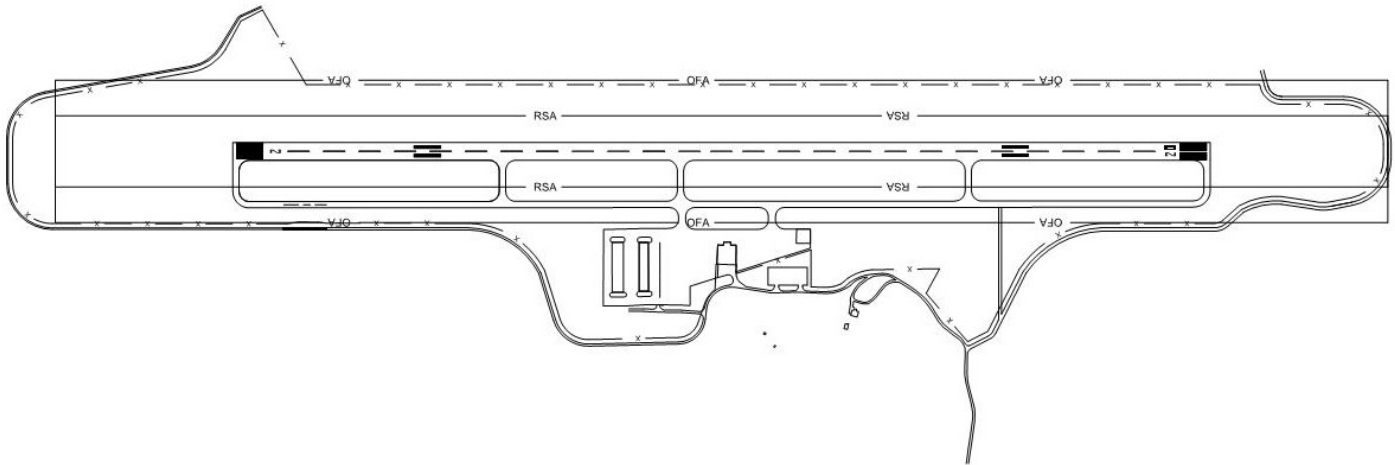
<b>ENGINEER'S ESTIMATE FY2022</b>	<u>\$137,758.00</u>
<b>Contingency (15%)</b>	<u>\$ 30,000.00</u>
<b>Total Project Cost</b>	<u><u>\$167,000.00</u></u>



## ACIP DATA SHEET

<b>AIRPORT</b>	<b>Morehead-Rowan County Airport (SYM) – Clyde A. Thomas Regional Airport</b>	<b>LOCAL PRIORITY</b>	<b>2</b>	<b>UPDATED</b>	<b>2021</b>
<b>WORK ITEM</b>	<b>Connector Taxilane/Hangar Apron Development Phase I</b>			<b>Identify FY that you desire to construct</b>	<b>2023</b>

**SKETCH:**



**JUSTIFICATION:** This project will include administration, environmental, survey, geotechnical investigation, engineering design (civil and electrical), and grant closeout services for the connector taxilane and supporting apron as shown on the current Airport Layout Plan (ALP). This project will also include the environmental assessment (anticipate a Categorical Exclusion document) for proposed site development. Phase I of this project will be for all services through design, while Phase II is scheduled to include bidding and construction services as a separate AIP grant. Excluded from this project is the development of an Airport DBE Plan update.

SPONSOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: Dr. Bruce Mattingly

TITLE: Chairman

**COST ESTIMATE: \$72,500.00**

Engineering Fee:

Administration & Planning - \$6,200.00

Environmental - \$3,800.00

Survey - \$10,000.00

Geotechnical - \$10,000.00

Preliminary and Final Design - \$40,000.00

Grant Closeout - \$2,500.00

Construction Costs: \$0 to be completed under separate AIP project (Phase II).

**FAA USE ONLY**

GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

## **FIXED BASE OPERATOR'S AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the MOREHEAD-ROWAN COUNTY AIRPORT BOARD, a Kentucky quasi-governmental agency pursuant to Kentucky Revised Statute 183.132, of 1800 Rodney Hitch Boulevard, P.O. Box 934, Morehead, KY 40351, hereinafter referred to as the "OWNER," and Holley Aviation, LLC, 685 Caudill Cemetary Road, Morehead, KY 40351, hereinafter referred to as the "OPERATOR;"

### **WITNESSETH:**

WHEREAS, Owner is a governmental agency, body politic and corporate organized and existing under and by virtue of the laws of the Commonwealth of Kentucky, specifically KRS 183.132, and is the owner of a public general aviation airport in Rowan County, Kentucky, and known as the Morehead-Rowan County, Clyde A. Thomas, Regional Airport, hereinafter referred to as the Airport, upon which Owner has constructed certain facilities consisting of a runway, taxiway, 'T' hangars, a commercial hangar, a Terminal building together with other facilities and appurtenances; and

WHEREAS, Operator and Owner, have agreed in respect to the management of the aforesaid operation as hereinafter specified.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, it is agreed by and between the Parties hereto as follows:

1. TERM. The term of this Agreement shall be for a period of twelve (12) consecutive months, commencing on January 1, 2021 and ending December 31, 2021, unless otherwise terminated or amended as provided in this Agreement.
  - (a) Either party may terminate this Agreement, with or without cause, prior to the end of the term by giving sixty (60) days written notice to the other party.
  - (b) The agreement may be further extended beyond the one-year contract by mutual agreement of the Parties.
  - (c) The Operator and the Executive Committee of the Board will meet at least semi-annually to discuss the administration of, and adherence to, this agreement by both Parties, and to discuss novel issues not addressed by this agreement.
- 2) PREMISES. As used in this Agreement the term "Airport" shall include the Morehead-Rowan County, Clyde A. Thomas, Regional Airport property and all buildings and fixtures thereto, including but not limited to hangars, Terminal building, and residence. Owner does hereby give and grant unto Operator exclusive rights of use and occupancy of facilities, equipment and improvements commonly known as the Terminal Building, attached hangar, and non-exclusive rights to use common areas of the Airport including parking areas, runways, taxiways, aprons, roadways, flood lights, landing lights, signals and other conveniences for the takeoff, flying and landing of aircraft.
- 3) Owner and Operator specifically agree further as follows:

- (a) Owner reserves for its own use and without charge, rebate, or increase in payments hereinafter provided to be made by Owner, the right and privilege to use or occupy so much of the Administration Building, as may be needed at any time hereafter, in the sole discretion of the Owner, for storage and/or meeting purposes. Owner's right of use for meeting purposes shall take priority over any other scheduled event of Operator.
- (b) That any right herein granted to install, operate, maintain, repair or store shall be subject to approval at all times of Owner in the interests of safety and convenience of all concerned, this paragraph not limited to but having reference in particular to any equipment necessary for the conduct of Operator's business.
- (c) Operator shall recommend and Owner shall approve upgrades, replacement or additions to the equipment and furnishings of the Terminal building as necessary for essential operational levels upon .
- (d) Operator shall not sublet, or allow the private use of, the Airport or any part thereof, without the express written consent of Owner. This requirement of prior written consent shall not apply to rental of the community hangar or tie-down space for aircraft storage, provided such storage is not part of a business operating from the Airport.
- (e) Operator shall manage, collect and retain all rental income from the Terminal, attached community hangar, trailer parking lot, and Tie Downs. The Operator shall present a Tie Down and community hangar rate schedule to the Board's Secretary/Treasurer Board at the beginning of each fiscal year and report occupancy quarterly to the Board at its regular meeting.
- (f) Operator shall not make any additions, alterations, and improvements in and to the buildings or structures or infrastructure of the Airport without the express written consent of Owner.
- (g) That any repairs, improvements, alterations, or fixtures other than those of a removable nature made or installed by Operator in any building or structure or infrastructure under this Agreement shall, from the date of such installation or making thereof be the property of Owner unless otherwise provided by agreement prior to said installation.
- (h) Operator shall be responsible for ordinary upkeep of all buildings, structures or infrastructure of the Airport, except that Owner shall pay the costs associated with said upkeep, such as repair costs involving materials, equipment, and contract labor.
- (i) Upon termination of this Agreement, Operator shall surrender and deliver the Airport together with all improvements thereon made by the Operator in as good order and repair as when first received or constructed by it, reasonable wear and tear in the use thereof and damage by fire and the elements excepted, unless caused by Operator's negligence, in which case the Operator shall be responsible.
- (j) That included in the rights herein granted are rights of ingress to and egress from the premises, which rights shall extend to Operators, employees, passengers, guests, invitees and patrons of Operator.
- (k) Operator shall be responsible for the control and issuance of airport facility exterior and interior keys, and shall maintain a current list of key holders. Operator shall make a quarterly report to the Secretary/Treasurer of keys issued.

3. PERMITTED USES. Operator shall use and occupy (in common with others) the aprons, space, facilities, taxiway, runways, etc. as set forth in Paragraph 2 hereof, in accordance with the limitations placed upon such use and occupancy herein for the following purposes, and only for the following purposes:

- (a) Operation and conduct of a primary and/or advanced flight school, which school shall include courses for the attaining of private, commercial and/or instructor's certificates;
- (b) Operation of the hangar as a service shop for repairs and service to aircraft for the convenience of said Airport and its patrons;
- (c) Conduct of private plane operations, which shall include the servicing, storing and repairing as hereinafter set forth;
- (d) Conduct of the sale of aircraft, aircraft accessories, aircraft parts, and products used in connection with the servicing, sale or handling of aircraft;
- (e) Conduct of charter service;
- (f) Custom Crop spraying, crop seeding, insect control program, aerial farm survey program, and aerial commercial advertising programs of all types; and
- (g) Conduct of such other activities as may be mutually agreed upon by the Owner and Operator.

4. OWNER SUBSIDY. It is the express intent of Owner that the operation of the Morehead-Rowan County Airport become and be financially viable for Operator, so much so that at some future point Operator may pay Owner for the right to operate. However, at this time, Owner understands that operations cannot be financially self-sustaining. Therefore, Owner agrees to pay unto Operator as consideration to subsidize Operator's income from the operation of the Airport, the sum of three-thousand dollars (\$3,000) each month.

5. FUEL SYSTEM. ~~The Operator and Owner agree that the Operator shall purchase from the Owner the Owner's fuel inventory and assume responsibility for the management and support of all future fuel sales from the Airport. All fuel currently owned by the Owner and held in the fuel trucks shall be transferred from the trucks to the fuel farm tanks and a manual and joint measurement by the Parties of the inventory in the tanks will be taken on or before January 31, 2018. If the joint measurement occurs prior to January 31, 2018, the Parties may adjust the inventory calculations based on documented fuel sales to arrive at the final gallons to be purchased by the Operator.~~

~~The total purchase price for each type fuel shall be determined based on the fuel inventory in each tank. The manual measurement will be applied to the tank capacity conversion table to determine the actual fuel level in each tank. The per gallon purchase price of each fuel shall be based on the Owner's last fuel purchase invoice from Eastern Aviation Fuels, Inc. The per gallon cost is comprised of the unit price per gallon plus all state and federal taxes and fees per the invoice. This calculated per gallon rate shall be multiplied by the agreed upon inventoried fuel in the respective tank at the time of the purchase transaction. T-~~

~~Upon purchase of the fuel by the Operator~~ owns the fuel and is ~~the Operator shall immediately become~~ responsible for the management and operational costs of the fueling systems, ~~to include~~ ing replacement of fuel filters and routine maintenance of the fueling systems. The Operator ~~is~~ shall become responsible for insuring the quality of the fuel sold ~~and. The Operator shall become responsible for~~ establishing the retail price of each fuel type, its resell and the marketing of the fuel to potential purchasers. The Owner shall remain responsible for the capital replacement costs and non-routine repair and maintenance on the fueling vehicles and the fuel farm.

It is the responsibility of the Operator to perform annual preventive maintenance of the newly painted fuel tanks in order to maximize the tank finish paint application.

In the event the Operator and the Owner terminate its contractual relationship, and if necessary, the Owner shall repurchase the fuel in the tanks from the Operator under the following ~~the same~~ inventory verification and per gallon cost calculation as described ~~below:~~ above.

The total purchase price for each type fuel shall be determined based on the fuel inventory in each tank including the Jet A fuel truck. The manual measurement will be applied to the tank capacity conversion table to determine the actual fuel level in each tank. The per gallon purchase price of each fuel shall be based on the Operator's last fuel purchase invoice from Eastern Aviation Fuels, Inc. The per gallon cost is comprised of the unit price per gallon plus all state and federal taxes and fees per the invoice. This calculated per gallon rate shall be multiplied by the agreed upon inventoried fuel in the respective tank at the time of the purchase transaction.

6. T HANGARS AND RESIDENCE. The Owner possess twenty-four (24) T hangars and a 1,300 SF double wide mobile home. Owner shall receive all rental income from the T hangars and residence and will be responsible for leasing and collecting the rentals. Operator agrees as part of the consideration for this Agreement that he and his employees shall and will oversee the hangars and residence as to routine maintenance and upkeep, provided that any cost of materials for such maintenance and upkeep shall be paid by Owner. Further Operator will assist and cooperate with Owner in the promotion and marketing of the T hangar rentals. Nothing herein shall prohibit Operator from providing any additional services to T hangar lessees and residence lease holder as may be reasonable and charging for said services, provided such services are approved by Owner.

7. TIE-DOWNS AND TRAILER PARKING. Owner and Operator agree there is now in existence at the Airport ten (10) Tie Down spaces. Owner and Operator agree that these spaces shall be available for monthly rental. Operator may charge a daily fee for transient tie-downs. In addition, space is available for trailers in the designated parking

lot. Management of the Tie-Down and Trailer Parking space ~~space~~ is the responsibility of the Operator, who shall retain the rental income derived therefrom.

8. UTILITIES. Owner shall pay the Airport's utility bills, including but not limited to electric, water, voice, and data, waste water and solid waste removal associated with the T hangars, regulator building, security lights, and Terminal building and hangar. However, with respect to the Terminal building and attached hangar Operator shall remain aware at all times of the cost of said utility costs in order to minimize those costs to the Owner.

9. OPERATOR'S DUTIES. As further consideration for this Agreement:

(a) Operator and its employees shall and will assist all patrons of the Airport, whether its customers or not: the assistance to include the handling of the aircraft, tying down of aircraft, and all other incidentals common to airport operation.

(b) Operator agrees to use its best efforts to promote and advertise for the use of the airport and its facilities. Operator shall submit for Owner's approval no later than March 1<sup>st</sup> of each year plans to promote the Airport through fly-ins and other public activities and events.

(c) Operator shall at all times keep a uniform set of books in which shall be recorded a full, complete and accurate record of all transactions of Operator, including all receipts, charges, open accounts, contracts, notes, expenses and disbursements. Operator shall deposit all receipts in a bank of his choice and all disbursements shall be made by check. Operator shall provide and make available such books to Owner in a legible format upon demand with reasonable notice.

(d) Operator shall provide or coordinate flight instruction, both primary and advanced.

(e) Operator shall provide or coordinate the provision of an aircraft suitable for rental and training purposes.

(f) Operator shall provide or coordinate the provision of a maintenance shop and service for general aviation aircraft.

(g) Operator will generally maintain a minimum 8 hours/day operating schedule from Monday through Friday. The operating schedule during weekends shall be 10:00 a.m. to 4:00 pm on Saturday and 1:00 PM to 4:00 pm on Sunday, excluding Christmas Day and Thanksgiving. Operator shall post hours of operation and contact information daily on the appropriate web sites and at the Terminal Building. The Operator or designee shall be available at all times to answer the Terminal Building phone during normal operating hours.

(h) The Operator shall at all time keep the Board Chair informed of absences from the site and planned staffing strategies regarding the absence.

(i) The Operator shall immediately inform the Chair, or in the absence of the Chair, the Vice Chair or Secretary/Treasurer, of any and all visits to the airport by state, federal or local officials and dignitaries, planned or otherwise.

(j) At all times the Operator shall keep the Board informed regarding items of interest.

(k) Operator will provide or provide the personnel for all ground maintenance and management including but not limited to mowing, snow removal, parking areas management and maintenance, and building maintenance and cleaning. Owner will provide unto Operator operable grounds maintenance equipment, including mowing and snow removal equipment, and will reimburse for, or provide fuel for, the use of such equipment. Owner may purchase additional equipment for Operator's use as needed and replace as necessary existing equipment. Operator shall regularly advise the Owner of the state of it's grounds equipment with recommendations related to maintenance or replacement.

l) Operator will take charge of the Airport grounds and all facilities and shall provide for the safety and security of the grounds and facilities themselves and Airport patrons. The Operator is responsible for the cutting and trimming of Airport lands and fencing and yards, i.e. those areas not cut by the holder of the "hay franchise," except the leaseholder of the residence shall provide its yard care.

(m) Operator will maintain membership in the Morehead-Rowan County Chamber of Commerce. Owner will pay on behalf of Operator, Operator's membership fee.

(n) Operator will have a designee present at all regularly scheduled meetings of the Owner's Board and provide an operation report to include fuel sales and comparison information to previous periods.

(o) That Operator shall and will keep the Airport grounds, community hanger, T-Hangars and fuel farm in a safe, sanitary and clean condition and shall dispose of all debris and other waste matter which may accumulate, and shall provide proper containers, with proper covers, for any waste. Owner's Board may designate one of its members as Director of Buildings and Grounds. Such Director, along with Operator, shall determine the best possible practices and/or needs for maintenance, upkeep and improvement of the Airport grounds and buildings. When deemed necessary, proposals will be presented to Owner's Board for approval. Operator will be responsible for completion of such plans.

(p) Operator will submit to the Secretary/Treasurer, a quarterly accounting of all community hanger, Tie-down, and parking lot tenants and rents.

(q) Operator will maintain a T-hangar and Tie-down waiting list and report the waiting list to the Secretary/Treasurer at least quarterly. The Operator will immediately advise the Secretary/Treasurer of any new T-hangar tenants in order that leases may be prepared. Access to a T-hangar shall not be allowed absent an approved lease agreement with the Owner. The Operator shall be responsible for leases related to Tie-Downs and Large Hangar occupancy.

(r) Operator will notify the Secretary/Treasurer or Assistant Secretary/Treasurer within 48 hours of the receipt of a T-hangar rental payment it has received on behalf of Owner.

(s) Operator must have the prior approval of Owner's Board, or an Officer, for any expense incurred on behalf of Owner that is Two-Hundred and Fifty (\$250) Dollars or greater. Operator will provide invoices related to all transactions or charges that are Owner's responsibility and all transactions in which Operator anticipates reimbursement from Owner.

(t) Operator will provide Secretary/Treasurer a list of employees or contractors under its supervision and report any changes at monthly Board meetings. The Owner reserves the right to approve Operator's employees and contractors.

10. REGULATORY COMPLIANCE. As part of the consideration for this Agreement, Owner and Operator further specifically agree as follows:

(a) Operator, its authorized agents, representatives, servants and employees, will act at all times under and consistent with the rules, regulations and mandates of the Federal Government, the Federal Aviation Administration, the Commonwealth of Kentucky, and the rules and regulations of Owner, or the rules and regulations of any other proper authority having jurisdiction now or hereafter over conduct of operations the Airport.

(b) Operator will obtain and maintain any and all federal, state, and/or local licenses and permits.

(c) Operator will operate the Airport within the terms and conditions of any contractual obligations of Owner, specifically, and not as a limitation, Operator will operate and maintain the fueling system consistent with any contractual requirements of the fuel supplier.

(d) Operator will, if required, maintain such flight records or other records of operations of the Airport and such other data as may be required by the Federal Aviation Administration, any other agency of the Federal Government, the State of Kentucky or any other public agency.

(e) Operator, its owners, officers, directors, and/or agents shall engage in personal behavior and/or business conduct, whether related or separate from this Agreement, in such a manner to promote the goodwill of Owner.

11. INSURANCE. Operator shall maintain public liability insurance to fully protect the Owner against any loss, property damage or injury to person due to any operations carried on by the Operator in the conduct of his business as a fixed-base Operator. Operator shall also carry adequate Workmen's Compensation Insurance, if required under Kentucky law. Operator shall provide a general liability policy of not less than \$1,000,000.00, to cover all aspects of Operator's intended business including but not limited to property damage, bodily injury, negligence, environmental liabilities and all other aspects of the intended use and operation of the Airport and provide the following:

(a) Name the Owner on policies as an additional insured;

(b) Require insurance company to provide Owner with fifteen (15) days minimum notice, in writing prior to cancellation or discontinuance of any insurance coverage; and

(c) The insurance company or Operator shall provide the Owner with a certificate of insurance prior to the execution of this Agreement.

Operator acknowledges and agrees that the liability policy maintained by Operator as set forth above shall in no event be considered as limiting the liability of Operator under this Agreement.

Owner shall maintain property and casualty insurance coverage upon buildings and assets owned by it and located at the Airport, insuring said buildings and assets against loss by fire, wind and other hazards. Owner shall further maintain a general



liability insurance policy of not less than \$1,000,000 and shall name Operator as a co-insured.

12. INDEMNIFICATION. Operator shall defend, indemnify and hold harmless Owner, its members, agents, and creating authorities, the City of Morehead, Kentucky and the County of Rowan, Kentucky from and against any and all claims, demands, actions, suits, proceedings, damages, losses, liabilities, obligations, costs and expenses (collectively "claims"), including, without limitation, attorney's fees arising from or relating to the use, operation, maintenance or occupancy of the Airport, except to the extent legally caused by Owner's negligence or willful misconduct.

13. EXCULPATION. Operator, on behalf of itself and its directors, officers, employees, agents, representatives, contractors, and customers waives all claims against Owner, its members, agents, and creating authorities, the City of Morehead, Kentucky and the County of Rowan, Kentucky, who shall not be liable, for any injury or death to persons, or any damage or loss to any property in, on, or about the Airport, arising out of, resulting from, or relating to patent defects in the construction or condition of the Airport; acts of God; riot, civil commotion, aircraft, vehicles, smoke, vandalism, malicious mischief; ; the use or occupancy of the Airport by Operator or any of its directors, officers, partners, employees, agents, representatives, contractors, and customers, whether said damage or injury results from conditions arising upon the Airport or from other sources; or any damage or loss arising from any act or neglect of any licensee, concessionaire, customer, or invitee of the Airport, or any other person or entity.

14. RELATIONSHIP OF THE PARTIES. The Parties expressly agree that for all purposes Operator will be acting as an independent contractor and not as an employee of Owner, including for purposes of withholding, social security, unemployment insurance, and any other federal, state, or local statute or regulation governing the relationship between an employer and its employees.

15. NON-ASSIGNMENT. Operator shall not and will not at any time during the terms of this Agreement assign, hypothecate or transfer this Agreement or any interest therein, without the written consent of Owner. Such consent of Owner may be granted or withheld, in Owner's sole discretion. Any such assignment, hypothecation or transfer without the express consent of Owner shall at Owner's sole discretion be voidable.

16. NON-DISCRIMINATION. The Operator, its directors, officers, employees, agents, and representatives as part of the consideration hereof, do hereby covenant and agree that (1) no person on the grounds of race, color, national origin, religion, gender or sexual orientation shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the grounds of race, color, national origin, religion, gender or sexual shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Operator shall use the premises in compliance

with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

17. NON-SEVERABILITY. It is specifically agreed between Owner and Operator that if any provision of this Agreement or the application of any provisions hereof to any situation, person or circumstance is held to be invalid, such provision, as to such situation, person or circumstance, shall be deemed to be exorcised from this Agreement, and the invalidity thereof as to such situation, person or circumstance shall not affect any of the other provisions of this Agreement or the application of such provision to situations, persons or circumstances other than those to which it is invalid. This Agreement shall be applied and shall be effective in every situation and circumstance and to every person insofar as its validity extends.

18. DEFAULT. Operator and Owner further agree that in case of failure on the part of the Operator to comply fully with settlement and payment of all accounts at regular accounting periods, or Operator's failure to diligently and faithfully perform the terms of this Agreement to the end that such operations shall be operated efficiently and properly, at the sole subjective judgment of Owner, such failure shall constitute grounds for the cancellation and termination of this Agreement by Owner at its option and shall give the right to re-enter and take possession of premises of the Airport; provided however, that before so canceling or terminating the contract, Owner shall give written notice to Operator specifying particulars in which Operator has failed to comply with the terms of this Agreement and shall extend to Operator a reasonable time, but not less than fifteen (15) days, in which to correct the objections made and assigned as ground for cancellation and termination of this contract. If Operator fails to correct or remedy the deficiency as set forth in Owners notice to the satisfaction of Owner, then Owner may at that time declare this Agreement terminated and retake possession of the Airport its facilities and equipment. At such time, in such an event, Operator shall cease all operations at the Airport. Termination hereunder shall not in any way operate to waive or terminate any financial obligations of Operator to Owner. Nor shall this provision affect the right of either party to voluntarily terminate this Agreement under paragraph 1 of this Agreement.

19. ATTORNEY'S FEES. In the event that Owner is compelled to take legal action against Operator to assert any legal right under this Agreement, Operator shall pay Owner's reasonable legal fees and expenses so incurred. In the event Operator prevails in the legal action initiated by the Owner, the Owner shall pay the Operator's reasonable legal fees and expenses so incurred.

20. GOVERNING LAW AND JURISDICTION. This Agreement is made, executed and entered into in the Commonwealth of Kentucky and shall be construed and enforced under the laws of the Commonwealth of Kentucky. It is acknowledged and agreed that any legal action to construe, interpret, and/or enforce the terms of this Agreement shall be

subject to the jurisdiction of the Commonwealth of Kentucky and specifically, the Rowan Circuit Court.

IN WITNESS whereof, intending to be legally bound, the Parties have caused this Agreement to be duly executed on the date above written.

**MOREHEAD-ROWAN COUNTY AIRPORT BOARD  
OWNER**

\_\_\_\_\_  
**By: BRUCE A. MATTINGLY, CHAIRMAN**

**HOLLEY AVIATION, LLC  
OPERATOR**

\_\_\_\_\_  
**By: , PRESIDENT**

STATE OF KENTUCKY  
SS  
COUNTY OF ROWAN

Subscribed, sworn to, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Timothy C. James, Chairman, Morehead-Rowan County Airport Board.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF KENTUCKY  
SS  
COUNTY OF ROWAN

Subscribed, sworn to, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

My Commission expires: \_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC



Barbara Marsh <barbaramarsh1200@gmail.com>

## Morehead Rowan County Airport Board Special Meeting 10 December 2020

4 messages

**Bruce A. Mattingly** <b.mattingly@moreheadstate.edu>

Tue, Dec 8, 2020 at 4:43 PM

To: Ron Olliver <rvoliver54@gmail.com>, "Porter Dailey" <porterdailey455@yahoo.com>, Tim James <Timothyjames@aol.com>, "wes.holland@edwardjones.com" <wes.holland@edwardjones.com>, Aaron Roberts <carsbyaaron@hotmail.com>, Tom Fossett <rtfossett@roadrunner.com>, Charles derrickson <cmderrickson@hotmail.com>, Mike Gray <pilotgray2002@yahoo.com>, Holley Aviation <holleyaviation@windstream.net>, Barbara Marsh <barbaramarsh1200@gmail.com>, "prsisemore@garverusa.com" <prsisemore@garverusa.com>, Mark Upchurch <MDUpchurch@garverusa.com>, Harry Clark <hteeclark@aol.com>, Laura White-Brown <mayor.whitebrown@morehead-ky.gov>, Earl Rogers <earlrogers@windstream.net>, Lee Lipps <cllipps@msn.com>, David Perkins <dperkins@morehead-ky.gov>, Jim Stevens <jamesstevens45@gmail.com>  
Cc: "Bruce A. Mattingly" <b.mattingly@moreheadstate.edu>

Good afternoon!

Please find the agenda for our meeting at 6:00 pm on Thursday, 10 December 2020 in the attached file. I have also attached the FBO contract extension agreement for your consideration.

In addition, for background information, I have copied below an email I sent to all tenants on June 3, 2019 concerning the Hangar Lease Agreements. I plan to discuss the responses (or lack thereof) that we have received from tenants related to this agreement at the meeting Thursday.

While I will be in the conference room in case any unexpected guests arrive, the meeting will be conducted virtually via Zoom

I will send everyone a Zoom link via email to join the meeting about 30 minutes before the meeting. You should be able to join with a smartphone, tablet, laptop, or desktop computer that has a camera and mic.

The public is welcome to join this meeting. Anyone interested should send me an email so that I can send them the Zoom link.

Hope everyone is well and staying safe!

Cheers,

Bruce

++++  
++++

**From:** "Bruce A. Mattingly" <b.mattingly@moreheadstate.edu>

**Date:** Monday, June 3, 2019 at 9:46 PM

**To:** Ron Oliver <rvoliver54@gmail.com>

**Cc:** Dave Leguire <superdav@windstream.net>, aroberts <aroBERTs@bestonetire.com>, John Maxey <maxey@windstream.net>, "j.holbrook@rowancountysheriff.net" <j.holbrook@rowancountysheriff.net>, Dean Owen <vargapilot@yahoo.com>, Kevin Brown <kbrown303@gmail.com>, Brandon Hamilton <kentuckytanning@gmail.com>, Jack Holley <holley798@windstream.net>, Tim James <Timothycjames@aol.com>, Jim Fluty <jfluty@roadrunner.com>, Rick Phillips <raphillips@hrfhost.com>, Tom Fossett <rtfossett@roadrunner.com>, Lee Lipps <cllipps@msn.com>, Jim Stevens <jamesstevens45@gmail.com>, ched crouse <CECrouse@st-claire.org>, Mark Bailey <markebailey@windstream.net>, Danny Mabry <starbuck1955@windstream.net>, Mike Gray <pilotgray2002@yahoo.com>, ""Porter Dailey"" <porterdailey455@yahoo.com>, Barbara Marsh <barbaramarsh1200@gmail.com>, Harry Clark <hteeclark@aol.com>, "jlemaster@windstream.net" <jlemaster@windstream.net>, Charles derrickson <cmderrickson@hotmail.com>, "roliver@teamreliable.com" <roliver@teamreliable.com>, Aaron Roberts <Carsbyaaron@hotmail.com>, MICHAEL OSBORNE <mwosborne@debconinc.com>, Josh Clark <joshclark45@gmail.com>, kim Bozarth <kimberlybozarth@aol.com>, Ryan Hubbard <markaviation16@gmail.com>, holleyaviation <holleyaviation@windstream.net>, Wes Holland <wes.holland@edwardjones.com>, "Bruce A. Mattingly" <b.mattingly@moreheadstate.edu>

**Subject:** Annual Appreciation Picnic and Hangar Lease Agreements

Dear Morehead Airport Hangar Tenants:

I am writing to invite you to attend our annual appreciation picnic which will be held at 5 p.m. in the Community Hangar prior to our Board meeting on Thursday, June 27, 2019. The picnic will be catered by Pop's Barbeque and we will host officials of City, County, and State government, the Kentucky Department of Aviation as well as others who have provided support to the airport over the past year. You are welcome to bring family members for this event. For planning purposes, I would appreciate it if you could let Jack or Jodi know the number in your party planning to attend.

I also wanted to alert you to some recently approved changes to your hangar lease agreement. As you are aware, the t-hangars are intended to be used to house privately owned aircraft. As such, there are a number of restriction included in the hangar lease including:

**5) Use:** The Hangar Space is intended to be utilized exclusively for the storage of aircraft owned or under the exclusive control of Lessee, and equipment relative to the operation of that aircraft.

*Only routine owner maintenance not requiring the service of a licensed A/P mechanic is permitted within the Hangar Space without the written approval of the Airport Board.*

*No commercial activities, expressly including commercial aviation activities such as aircraft leasing, charter, maintenance, equipment sales and/or installation, flight instruction, and aerial surveying/photography work, etc. may be based on the Airport Premises without the prior written approval of the Airport Board.*

**7) Assignment of Rights:** The Airport Board reserves the right to assign its interest under this Agreement. *Lessee may not sublet or assign its rights to any party without prior written approval of the Airport Board. For the purpose of this agreement, Lessee shall be considered to be subletting the Hangar Space if Lessee permits anyone other than himself or herself to store any object or material in the Hangar Space.*

Previously, to engage in any of the restricted activities listed above (A/P maintenance in hangars, commercial activities, subletting) required you to obtain written permission from the Board. At our meeting on 30 May 2019, we amended this clause to require obtaining “*written permission from the Airport Board or the airport managers*” (Holley Aviation: Jack or Jodi Holley). So now, rather than having to wait until a monthly Board meeting to request permission, requests can be made on a daily basis at the FBO.

In the past, a number of individuals received verbal, rather than written approval to conduct commercial activities (e.g., flight instruction, etc.). However, due to some misunderstandings in the past year, the Board decided that the more formal approach with written approvals was necessary and we have approved several addendums to lease agreements in the past few months.

With respect to maintenance in the hangars, the board has routinely approved having annuals and other maintenance performed in t-hangars by qualified A&Ps for the hangar tenant’s personal aircraft. However, we will not approve the use of personal hangars for any commercial maintenance activities on non-owned airplanes. We have a Community hangar available for this purpose.

Another restriction that has not been rigidly enforced in the past, is the subletting of hangar space. As noted above in item 7) **Assignment of Rights:** ..... *Lessee may not sublet or assign its rights to any party without prior written approval of the Airport Board. For the purpose of this agreement, Lessee shall be considered to be subletting the Hangar Space if Lessee permits anyone other than himself or herself to store any object or material in the Hangar Space.* (Note that this definition does not require any payments to the hangar tenant). No one has requested permission to sublet their hangar, yet there are now several hangar tenants that are currently allowing others to occupy their hangar space. While there may be legitimate reasons to allow this on a short term basis, without permission it is a violation of the lease agreement and creates a number of issues for the Board. For example, we currently have a number of individuals on a waiting list that desire to house their flyable airplanes in a hangar. When a current tenant allows someone else to house a plane in their hangar it creates the perception that the hangar waiting list is being manipulated. We have actually received complaints to this effect. In addition, without approval, the Airport Manager and Board have no record or control of whose planes are on the grounds or who is allowed to enter personal hangars. **If you are currently allowing someone else to occupy your hangar, please seek the appropriate approvals asap.** As noted previously, the community hangar has space available for maintenance activities for aircraft owners that do not currently have a t-hangar. Because of the long wait list for t-hangars, we will likely not approve any long term subletting arrangements.

Since these amendments are not more restrictive than the your currently signed lease agreement, the Board's attorney, Mr. Earl Rogers, indicated that it is not necessary for you sign a new lease agreement.

If you have any questions or concerns, please feel free to contact me.

Hope to see you at the Appreciation Picnic!

Best,

Bruce

Bruce Mattingly, Chair

Morehead-Rowan County Airport Board

606-776-1232

---

**2 attachments**



**Airport\_Board\_Special\_Meeting\_Agenda\_10 December 2020.docx**

23K



**FBO CONTRACT 2021 extension.doc**

76K

---

**Barbara Marsh** <barbaramarsh1200@gmail.com>  
To: "Bruce A. Mattingly" <b.mattingly@moreheadstate.edu>

Sat, Dec 12, 2020 at 11:35 AM

The email you sent with the June 2019 email background to tenants: shall I place that with the Meeting Materials we put online?

b

[Quoted text hidden]

---

**Bruce A. Mattingly** <b.mattingly@moreheadstate.edu>  
To: Barbara Marsh <barbaramarsh1200@gmail.com>

Sat, Dec 12, 2020 at 11:46 AM

Yes!

[Quoted text hidden]

---

**Barbara Marsh** <barbaramarsh1200@gmail.com>  
To: "Bruce A. Mattingly" <b.mattingly@moreheadstate.edu>

Sat, Dec 12, 2020 at 11:46 AM



ty

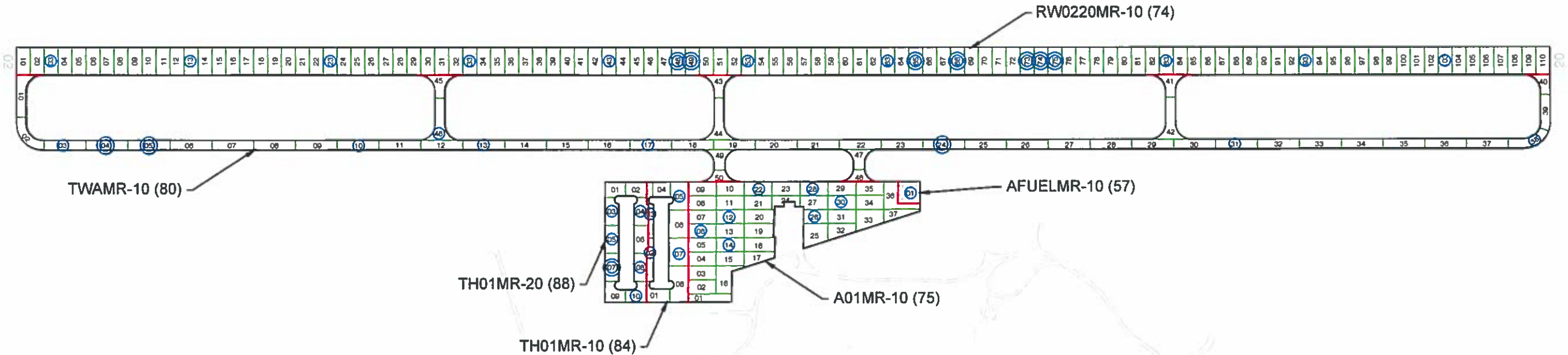
[Quoted text hidden]

**Airport Capital Improvement Program (ACIP) Project List  
FY2022-FY2026**

Airport:	Morehead-Rowan County Airport, Clyde A. Thomas, Regional Airport	LOCID:	SYM	State:	KY	Date Submitted:	December 18, 2020	
Sponsor Contact:	Dr. Bruce Mattingly	Tele. Ph #	606-776-1232	E-mail:	<a href="mailto:b.mattingly@morehead-st.edu">b.mattingly@morehead-st.edu</a>			
Consultant Contact:	Mark D. Upchurch, Garver	Tele. Ph #	859-410-2603	E-mail:	<a href="mailto:mdupchurch@garverusa.com">mdupchurch@garverusa.com</a>			
<b>Project Description &amp; Cost Estimate</b>								
FY	Project Description	Project reflected on ALP	Sponsor Priority Number	Estimated Total Cost of Project	Cost Allocation \$			
					AIP Entitlements	AIP Discretionary/ State Apportionment/ Other	State Participation	Sponsor Participation
<b>Federally Funded Projects</b>					90.0%	90.0%	5-7.5%	2.5-5%
2022	Grading Improvements Project - (Environmental, Design, and Construction)	NO	1	\$ 166,667	\$ 150,000	\$ -	\$ 12,500	\$ 4,167
2023	Connector Taxilane/Hangar Apron Development Phase I (Planning/Environmental/Design)	YES	2	\$ 72,500	\$ 65,250	\$ -	\$ 5,438	\$ 1,813
2023	Carry over remaining NPE to 2024			\$ -	\$ (84,750)	\$ -	\$ -	\$ -
2024	Connector Taxilane/Hangar Apron Development Phase II (Bidding and Construction)	YES	3	\$ 1,283,074	\$ 234,750	\$ 920,017	\$ 64,154	\$ 64,154
2025	Apron Expansion for T-Hangar Development Phase I (Planning/Environmental/Design)	YES	4	\$ 72,500	\$ 65,250	\$ -	\$ 5,438	\$ 1,813
2025	Carry over remaining NPE to 2026			\$ -	\$ (84,750)	\$ -	\$ -	\$ -
2026	Apron Expansion for T-Hangar Development Phase I (Bidding and Construction)	YES	5	\$ 1,100,000	\$ 234,750	\$ 755,250	\$ 82,500	\$ 27,500
<b>Participation Totals</b>				<b>\$ 2,528,074</b>	<b>\$ 750,000</b>	<b>\$ 1,675,267</b>	<b>\$ 170,029</b>	<b>\$ 99,445</b>
<b>State Funded Projects</b>							100.0%	0.0%
							\$ -	
<b>Participation Totals</b>				<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>
Note: Attach additional sheets as necessary to fully describe projects or to add information needed for a full understanding of project scope, location and costs. Please indicate phasing of projects within project description.								

**M&R Recommendations**  
**A01MR-10**  
2019 Preventive Maintenance  
**AFUELMR-10**  
2019 Major Rehabilitation  
**RW0220MR-10**  
2021 Major Rehabilitation  
**TH01MR-20**  
2019 Preventive Maintenance

**Surface Treatment Candidates**  
None



**NETWORK DEFINITION LEGEND**

	BRANCH IDENTIFIER
	SECTION IDENTIFIER
	PCI VALUE
	RW0220MR-10 (74)
	SECTION BREAK LINE
	SAMPLE UNIT BREAK LINE
	SLAB JOINT
	SAMPLE UNIT NUMBER
	SAMPLE UNIT INSPECTED
	ADDITIONAL SAMPLE UNIT

**applied pavement**  
TECHNOLOGY

1111 W Main Street, Suite 400  
Urbana, IL 61801  
Tel: (217) 399-3677  
Fax: (217) 399-4127

AGENCY: Kentucky Transportation Cabinet Department of Aviation			
LOCATION: Morehead-Rowan County-Clyde A. Thomas Airport Morehead, KY			
PAGE TITLE: Network Definition Map			
PROJECT DATE: FEB. 2018	CREATION DATE: FEB. 2018	PROJECT MANAGER: LJR	JOB NUMBER: 17-083-AM01
DRAWING SCALE: 1" = 400'	LAST MODIFIED DATE: MAY 2018	REVISED BY: KEW	DRAWN BY: KEW
FILENAME: Morehead.dwg		LAYOUT NAME/NUMBER: NET. DEF.	PAGE NUMBER: 1

# Morehead-Rowan County Airport Board

## STATEMENT OF ACTIVITY

November 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
<b>Total 43400 Direct Public Support</b>	<b>3,166.67</b>
44500 Government Grants	
44540 State Grants	299,500.79
<b>Total 44500 Government Grants</b>	<b>299,500.79</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	107.94
45031 Interest, checking account	3.13
45040 Interest Income, savings account	1.45
<b>Total 45000 Investments</b>	<b>112.52</b>
47500 Rentals	
47520 T-Hangars	3,235.00
47550 Late Fee	17.00
47570 Residence	500.00
<b>Total 47500 Rentals</b>	<b>3,752.00</b>
<b>Total Revenue</b>	<b>\$306,531.98</b>
<b>GROSS PROFIT</b>	<b>\$306,531.98</b>
Expenditures	
62100 Contract Services	
62120 Web Fees	500.00
62150 FBO	3,000.00
62170 Administrative	687.67
<b>Total 62100 Contract Services</b>	<b>4,187.67</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	300.00
62840 Equipment, Repair, and Maintenance	1,477.00
<b>Total 62800 Grounds and Facility Support</b>	<b>1,777.00</b>
64400 Utilities	
64410 Electric	573.61
64420 Telecommunications	183.39
64440 Water and Sewer	54.84
64450 TV	39.77
<b>Total 64400 Utilities</b>	<b>851.61</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	97.00
65150 Memberships and Dues	200.00
<b>Total 65000 General Administration</b>	<b>337.00</b>

	TOTAL
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	33,484.00
80156 Construction	266,016.79
<b>Total 80101 Capital Purchase 2020 Airfield Lighting</b>	<b>299,500.79</b>
<b>Total 80100 Capital Purchases</b>	<b>299,500.79</b>
<b>Total Expenditures</b>	<b>\$306,654.07</b>
NET OPERATING REVENUE	\$ -122.09
NET REVENUE	\$ -122.09

# Morehead-Rowan County Airport Board

## STATEMENT OF ACTIVITY

October 2020

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
<b>Total 43400 Direct Public Support</b>	<b>3,166.67</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	97.09
45031 Interest, checking account	2.51
45040 Interest Income, savings account	330.81
<b>Total 45000 Investments</b>	<b>430.41</b>
47500 Rentals	
47520 T-Hangars	5,185.00
47550 Late Fee	17.00
47570 Residence	500.00
<b>Total 47500 Rentals</b>	<b>5,702.00</b>
<b>Total Revenue</b>	<b>\$9,299.08</b>
GROSS PROFIT	<b>\$9,299.08</b>
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	25.00
62150 FBO	3,000.00
62170 Administrative	687.67
<b>Total 62100 Contract Services</b>	<b>4,519.67</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	167.98
62840 Equipment, Repair, and Maintenance	456.47
<b>Total 62800 Grounds and Facility Support</b>	<b>624.45</b>
63000 Insurance	
63050 Liability Insurance	4,127.00
<b>Total 63000 Insurance</b>	<b>4,127.00</b>
64400 Utilities	
64410 Electric	586.23
64420 Telecommunications	183.10
64430 Waste Disposal	35.12
64440 Water and Sewer	94.68
64450 TV	39.77
<b>Total 64400 Utilities</b>	<b>938.90</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65040 Material & Supplies	-39.28
<b>Total 65000 General Administration</b>	<b>0.72</b>
<b>Total Expenditures</b>	<b>\$10,210.74</b>
NET OPERATING REVENUE	<b>\$ -911.66</b>
NET REVENUE	<b>\$ -911.66</b>

# Morehead-Rowan County Airport Board

## STATEMENT OF FINANCIAL POSITION

As of October 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	34,053.28
Citizens Bank CD Fuel Reserves .65% 13mo matures 11.14.21	48,119.39
Citizens Bank Construction Account NOW .03%	5,034.86
Citizens Bank Fuel Account NOW .00%	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	0.00
Citizens Bank Operating Account NOW .05%	40,137.87
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	63,460.49
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,636.95
<b>Total Bank Accounts</b>	<b>\$196,496.78</b>
<b>Total Current Assets</b>	<b>\$196,496.78</b>
Fixed Assets	
15000 Furniture and Equipment	643.94
<b>Total Fixed Assets</b>	<b>\$643.94</b>
<b>TOTAL ASSETS</b>	<b>\$197,140.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,024.49
Net Revenue	-2,448.37
<b>Total Equity</b>	<b>\$197,140.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$197,140.72</b>

# Morehead-Rowan County Airport Board

## STATEMENT OF FINANCIAL POSITION

As of November 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	34,054.73
Citizens Bank CD Fuel Reserves .65% 13mo matures 11.14.21	48,119.39
Citizens Bank Construction Account NOW .03%	5,036.11
Citizens Bank Fuel Account NOW .00%	53.94
Citizens Bank Fuel Reserves 4.3.18 - CD 30 Mo. 2.68%	0.00
Citizens Bank Operating Account NOW .05%	39,905.14
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	63,559.63
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	5,645.75
<b>Total Bank Accounts</b>	<b>\$196,374.69</b>
<b>Total Current Assets</b>	<b>\$196,374.69</b>
Fixed Assets	
15000 Furniture and Equipment	643.94
<b>Total Fixed Assets</b>	<b>\$643.94</b>
<b>TOTAL ASSETS</b>	<b>\$197,018.63</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,024.49
Net Revenue	-2,570.46
<b>Total Equity</b>	<b>\$197,018.63</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$197,018.63</b>