

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 25 February 2021– 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 28 January 2021 Meeting
- E. Receive Financial Report for January 2021
- 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 Phase I and II

 - 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

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 25 March 2021

**Morehead-Rowan County Airport Board Meeting
Meeting Minutes
January 28, 2021**

Chairman Bruce Mattingly called the meeting to order via Zoom at 6:02pm. Other members present were Tim James, Ron Oliver, Wes Holland, Tom Fossett, Aaron Roberts, David Perkins, Porter Dailey, Charles Derrickson, and Mike Gray. Guests present via Zoom included Jack Holley Jr. – FBO, Holley Aviation LLC; Josh Clark – Pilot/Tenant/Clark Aviation (in person) ; Earl Rogers – Attorney, Campbell and Rogers PLLC; Jason Slone – Interim Director, Morehead-Rowan County Economic Development Council & President/CEO – Morehead-Rowan County Chamber of Commerce; Mark Upchurch – PE, Garver; and Barbara Marsh – Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the December 2020 Meeting. The motion to approve the December 10, 2020 Special Meeting Minutes was made by Dr. Derrickson, seconded by Mr. Dailey, and approved unanimously.

Mr. Oliver presented the December financials which included the Statements of Financial Position and Activity. The motion to approve the December financials was made by Mr. Perkins, seconded by Mr. Holland, and approved unanimously.

Public Comment: Mr. Slone has been exploring options with various grants which would require the standard match, to continue to find beneficial projects to grow the airport. He considers the airport a jewel and is using it to explore at a high level for opportunities to expand our abilities. The ad in the latest Chamber of Commerce newsletter was designed by Mr. Slone and is considered a token for us for being a member of the Chamber. Mr. Slone stated that he will continue to lift the airport up.

Mr. Clark's business, Clark Aviation, is doing very well with many students. He has designed a banner and tee shirt advertising his business. Mr. Clark instructs students who want to learn to fly. The tee shirt mentions that the student soloed with Clark Aviation, Morehead, KY. He would like to place the banner on the outside fence at the airport as long as there is no conflict. Comments were positive with "it would be good to draw interest to the airport." The size of the banner is either 4x6 or 3x4. The graphics may be found on Mr. Clark's Facebook page. The motion to allow Clark Aviation to place a banner on the outside fence was made by Dr. Fossett, seconded by Mr. Gray, and approved unanimously.

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

1. Fuel Sales. For December: AvGas was 975 gallons and JETA was 810 gallons.

2. Community Hangar and Tie Down Tenants. Current community hangar tenants are Ron Beller, Rebeka Riley and the Stave company jet. Tie-downs are Charlie Hamilton, Johnnie Broughton, Kevin Mays, and Cova Cornett.

3. Hangar Status. Mr. Holley spoke with Dr. Ched Crouse (A5), Dr. Mark Bailey (A6), and Mr. Kevin Brown (B7) regarding their plans to house planes in their T-Hangars. Dr. Crouse and Dr. Bailey agree that if they haven't secured planes by March 31st, they will vacate. Mr. Brown has sold his plane and relocated to Florida and is giving up his hangar no later than March 31.

4. **Terminal Building HVAC.** Mr. Roy McGuire, Big Store Appliance, assessed the HVAC system and determined that it is not configured properly and running in a highly inefficient manner. According to him, the system is set up with a common return for all zones, forcing the unit to treat unconditioned air from the attic rather than recirculate conditioned air from the occupied areas. He also found that there is an open ended 12" duct which wastes conditioned air into the attic with each cycle. Mr. Holley has asked him to work up a reconfiguration quote for the Board's consideration. Mr. Oliver requested that Mr. Upchurch also have a Garver HVAC professional assess the system and compare it against original plans for the building.

5. **Lounge Furniture.** Ms. Holley has noticed a deteriorating condition of the pilot lounge couch and chairs. She would like reupholster the unit at cost. Dr. Mattingly said this was an offer we couldn't refuse.

b. Garver Report. Mr. Upchurch

1. **Airfield Electrical Project.** The south end REILs which were removed and shipped off for manufacturing repairs, have been received back by Appalachian Foothills Contracting, the Airfield Electrical contractor. Once they are re-installed, we will be good to go for a flight check. AFC anticipates to have these installed next week (week of February 1, 2021). Based on lead time for the FAA, Mr. Upchurch has contacted the FAA to schedule the flight check.

The runway and taxiway regulators have checked out. The PAPI regulators will be checked next week by the contractor. The malfunction issue concerned the many jumpers in the cables installed temporarily during construction. The PAPIs passed inspection back in October, but will be checked out one more time. Mr. Ryan Patton, Garver's lead Electrical Engineer, will perform a final inspection on the entire system this spring. Mr. Patton has megger equipment to measure insulation resistance in electrical wiring. Mr. Oliver requested Mr. Patton to perform the megger testing when on-site for final inspection. Mr. Clark confirmed the windsock light is out. Mr. Clark reported that manhole covers beside the fuel farm were left off. This should not hurt the system as it is waterproof. But is a concern for safety. Mr. Upchurch will contact the contractor about the manhole covers.

2. **Runway Rehab Project.** The Runway Project – Phase 1 is in a holding pattern at this time due to weather. After improvement in conditions, ditch work will be completed this spring. The Runway Project Phase II entitlement money is available per the Memphis FAA office. In order to meet the 2021 schedule, the grant application will need to be submitted by May 1, 2021. We will move forward with a Garver Scope of Work before the next board meeting (one week in advance of February 25). If approval is given, we will have sufficient time to have bids in place and grant application ready by May 1. There is \$586,000 accumulated in the ACIP. We can expect the cost of Phase II to be around \$1.2M. The FAA has slated the remaining funding to come from State Apportionment. It was noted at this time, we do not have a program manager with the FAA.

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

d. Legal. Mr. Rogers
None

e. Communications and Security. Mr. Roberts

None

f. Chair Report. Dr. Mattingly

Kentuckians for Better Transportation Conference. Dr. Mattingly was invited to make a round table presentation for the conference. Also presenting were Richmond and Danville airport personnel. Mr. Todd Bloch, Commissioner, Kentucky Department of Aviation with approximately 130 participants, attended the virtual conference. Mr. Bloch was complimentary of our airport.

H. Old Business

None.

I. New Business

Whitaker Bank. Mr. Oliver reported that our two CDs at Kentucky Bank matured on 12.20.20. After comparing rates and discovering that rates had dropped dramatically at local institutions, Whitaker Bank offered the highest rate. The motion to approve Whitaker Bank as a financial institution for deposits was made by Mr. Roberts, seconded by Mr. Dailey, and approved unanimously.

J. Adjournment

The meeting was adjourned at 6:49pm.

Morehead-Rowan County Airport Board

Statement of Activity

January 2021

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43440 City Operating Support	35,000.00
Total 43400 Direct Public Support	38,166.67
44500 Government Grants	
44540 State Grants	96,454.39
Total 44500 Government Grants	96,454.39
45000 Investments	
45030 Interest-Savings, Short-term CD	78.84
45031 Interest, checking account	2.38
45040 Interest Income, savings account	0.81
Total 45000 Investments	82.03
47500 Rentals	
47520 T-Hangars	6,120.00
47550 Late Fee	51.00
47570 Residence	500.00
Total 47500 Rentals	6,671.00
Total Revenue	\$141,374.09
GROSS PROFIT	\$141,374.09
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	600.00
62170 Administrative	687.67
Total 62100 Contract Services	1,287.67
62800 Grounds and Facility Support	
62870 Vehicle Registration/Repair/Mainte	21.00
Total 62800 Grounds and Facility Support	21.00
64400 Utilities	
64410 Electric	983.29
64420 Telecommunications	183.36
64430 Waste Disposal	36.57
64440 Water and Sewer	72.25
64450 TV	39.77
Total 64400 Utilities	1,315.24
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	22.00
Total 65000 General Administration	62.00
80100 Capital Purchases	
80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY	
80155 Professional Engineering CONSTRUCTION ONLY	8,944.49
80157 CONSTRUCTION Runway Rehab Phase II	87,509.90
Total 80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY	96,454.39
Total 80100 Capital Purchases	96,454.39
Total Expenditures	\$99,140.30
NET OPERATING REVENUE	\$42,233.79
NET REVENUE	\$42,233.79

Morehead-Rowan County Airport Board

Statement of Financial Position

As of January 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	34,056.67
Citizens Bank CD Fuel Reserves .65% 13mo matures 11.14.21	48,198.23
Citizens Bank Construction Account NOW .03%	5,037.22
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 .03%	83,524.56
KY Bank CD Bldgs & Grds Dep Reserve 12.20.20 - 1 Yr 1.9%	0.00
KY Bank CD Fuel Reserves 12.20.19 - 1 Yr 1.9%	0.00
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	5,651.63
Whitaker Bank CD Bldgs/Grds Res 12.21.20 -12 mo .30%	63,625.83
Total Bank Accounts	\$240,148.08
Total Current Assets	\$240,148.08
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$240,792.02
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,231.49
Net Revenue	41,409.93
Total Equity	\$240,792.02
TOTAL LIABILITIES AND EQUITY	\$240,792.02