

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 25 March 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 25 February 2021 Meeting
- E. Receive Financial Report for February 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
 - 1. Clarks Field – Letter of Agreement

- H. Old Business

- I. New Business:
 - 1. Chamber of Commerce Golf Scramble

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 29 April 2021

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
February 25, 2021

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

Dr. Mattingly presented the Minutes of the January 2021 Meeting. The motion to approve the January 28, 2021 Meeting Minutes was made by Mr. Dailey, seconded by Dr. Derrickson, and approved unanimously.

Mr. Oliver presented the January financials which included the Statements of Financial Position and Activity. The City of Morehead annual support was received in January. If the Board would like monthly reimbursements from the City instead of one annual check, a letter to Crissy Cunningham, City Clerk, needs to be sent in June for the coming FY22 (July 2021-June 2022). The motion to approve the January financials was made by Mr. Perkins, seconded by Mr. Holland, and approved unanimously.

Public Comment: Mr. Stevens reported that Mr. Eric Stinson has been approved for his CFI (Certified Flight Instructor) rating; Dr. Shannon Murphy is working toward his Private Pilots Certificate; the EAA has not received any word on the application for a \$10,000 flight training scholarship to be used toward a private pilot's certificate.

a. **FBO Activity Report.** Mr. Holley reported on fuel sales, maintenance, and airport activity.
1. **Fuel Sales.** For January: AvGas was 1000 gallons and JETA was 1630 gallons (double January).

2. **Community Hangar and Tie Down Tenants.** Community hangar tenants are Sean Johnson, Ron Beller, Rebeka Riley and Rotor Blade's MD500 helicopter with a saw boom, here for powerline clearing after the winter storm. Randy DeRaimo (rotor blade pipeline patrol helicopter for Kinder Morgan) was with us for two weeks and will be returning tomorrow for continuing work for Kinder Morgan. Tie downs are Charlie Hamilton, Johnnie Broughton, Kevin Mays, and Cova Cornett.

3. **Fuel Supplier Change.** Titan will be taking over national fuel sales from Shell this year. Titan will be transitioning signage and equipment soon.

b. **Garver Report.** Mr. Upchurch

1. **Airfield Electrical Project.** Mr. Upchurch and Garver are still working on getting the FAA flight check scheduled. Everything has been submitted to the FAA, but no date has been set at this time. Mr. Upchurch reported the PAPI circuits have been checked by the contractor, Appalachian Foothills. Mr. Upchurch reiterated to the Airport Board that Mr. Patton, Garver's Electrical Engineer, will run megger tests during the final walk through. Mr. Upchurch will coordinate with the contractor to ensure the Runway End Identifier Lights (REIL) Systems are re-installed after the warranty work was performed as well as the training dates for Airport Board members and Mr. Jack Holley to attend on the entire electrical system.

2. Runway Rehabilitation Project Phase I. Mr. Upchurch reported no significant updates at this time. Mr. Upchurch will coordinate directly with Walker Construction on tentative dates to complete the field work for the drainage grading (EXTRA WORK).

Runway Rehabilitation Project Phase II – Mr. Upchurch did NOT have a contract to present to the Airport Board. Despite not having a contract to present at the February Airport Board meeting, Mr. Upchurch did not foresee this being an issue with having “bids-in-hand” by May 1, 2021. Mr. Upchurch anticipates submitting the contract, scope, and fee to the Airport Board prior to March Airport Board Meeting (one week in advance of March 25).

c. **Buildings and Grounds Report.** Mr. Oliver, Chairman, and Dr. Derrickson
Mr. Oliver reported that Dr. Derrickson has driven over the perimeter road around the airport and reported that repair work will need to be done in the spring.

d. **Legal.** Mr. Rogers
None

e. **Communications and Security.** Mr. Roberts
None

f. **Chair Report.** Dr. Mattingly
Josh Clark’s New Airstrip. Dr. Mattingly was contacted by Mr. Clark who is installing a new airstrip at Maxey Flats. Because it is in our air space, the FAA will need a letter of agreement from the Morehead-Rowan County Airport Board. Dr. Mattingly has been trying to schedule a meeting with the FAA and the Executive Board. Once the meeting has been scheduled, he will inform the Board of the negotiations.

H. **Old Business**
None.

I. **New Business**
None.

J. **Adjournment**

The meeting was adjourned at 6:18pm.



Work Order No. 01-2021
to the
Master Agreement
For
Professional Services
Morehead-Rowan County Airport Board
Project No. 21A07170



This WORK ORDER ("Work Order") is made by and between the **Morehead-Rowan County Airport Board** (hereinafter referred to as "**Client**") and **Garver, LLC**, (hereinafter referred to as "**Garver**" or "**Engineer**") in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on August 15, 2015. (the "Agreement").

Under this Work Order, the Client intends to complete construction for Phase II – Mill and Overlay of Runway 2-20. The project was originally designed under FAA AIP 3-21-0087-009-2019 (Garver Project No. 19A07170). Phase I – Full Depth Repairs was constructed under KDA KY20-26 (Garver Project No. 20A07170).

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

SECTION 1 - SCOPE OF SERVICES

1.1 Garver shall provide the following Services:

1.1.1 As described in Appendix A.

1.2 In addition to those obligations set forth in the Agreement, Client shall:

1.2.1 Give thorough consideration to all documents and other information presented by Garver and informing Garver of all decisions within a reasonable time so as not to delay the Services.

1.2.2 Make provision for the Personnel of Garver to enter public and private lands as required for Garver to perform necessary preliminary surveys and other investigations required under the applicable Work Order.

1.2.3 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Client may require.

SECTION 2 – PAYMENT

For the Services set forth above, Client will pay Garver as follows:

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
Project Development and Grant Administration	\$7,996.00	LUMP SUM
Disadvantage Business Enterprise (DBE) Plan	\$4,344.00	LUMP SUM
Bidding Services	\$6,857.00	LUMP SUM
Construction Administration	\$12,587.00	LUMP SUM
On-Site Resident Project Representative (RPR)	\$31,234.00	LUMP SUM
Grant Closeout	\$2,515.00	LUMP SUM
Quality Assurance (QA) Testing	\$21,483.00	LUMP SUM
TOTAL FEE	\$87,016.00	

The lump sum amount to be paid under this Work Order is \$87,016.00. For informational purposes, a breakdown of Garver's estimated costs is included herein with approximate current hourly rates for each employee classification.



Any unused portion of the fee, due to delays beyond Garver's control, will be increased six percent (6%) annually with the first increase effective on or about July 1, 2022.

Expenses other than salary costs that are directly attributable to performance of our Services will be billed as follows:

1. Direct cost for travel, meals, and mail/courier expenses.
2. Direct cost-plus ten percent (10%) for subcontract/subconsultant fees.

SECTION 3 – APPENDICES

3.1 The following Appendices are attached to and made a part of this Work Order:

- 3.1.1 Appendix A – Scope of Services
- 3.1.2 Appendix B – Fee Spreadsheet
- 3.1.3 Appendix C – Certification of Engineer

This Work Order 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.

The effective date of this Work Order shall be the last date written below.

MOREHEAD-ROWAN
AIRPORT BOARD

COUNTY

GARVER, LLC

By: _____
Signature

By: _____
Signature

Name: Dr. Bruce Mattingly
Printed Name

Name: P. Ryan Sisemore
Printed Name

Title: Board Chairman

Title: Vice President

Date: _____

Date: _____

Attest: _____

Attest: _____



**APPENDIX A
SCOPE OF SERVICES**



APPENDIX A (SCOPE OF SERVICES)

Generally, the Scope of Services includes the following professional services for improvements to the Runway Rehabilitation Project (Phase II – Mill and Overlay) at Morehead-Rowan County, Clyde A. Thomas Regional Airport in Morehead, Kentucky. Improvements will consist primarily of mill and overlay of Runway 2-20 and placement of airfield markings. In general, the following services shall be provided by Garver to the Client:

- Project Administration
- Disadvantage Business Enterprise (DBE) Plan Development
- Bidding Services
- Construction Administration Services
- On-Site Resident Project Representative Services
- Materials Testing Services
- Project Closeout Services

It should be that noted planning, environmental, and design services were completed under Garver Project No. 19A07170 associated with AIP 3-21-0087-009-2019.

A.1 Project Administration and Grant Administration

Garver will serve as the Client's representative for the project and furnish consultation and advice to the Client during the performance of this service.

Garver will draft and submit the Airport Capital Improvement Plan (ACIP) for FY2022-FY2026 to the Client for review and approval. The Client shall submit the ACIP to the FAA.

Garver will provide administrative services during the grant application to the Federal Aviation Administration (FAA). Garver will prepare the FAA grant application SF 424, Form 5100-100 (Parts II – IV), and the required supporting documents for the Client's execution and submission to the FAA.

When submitting the FAA grant application, Garver will draft and submit the Client a TC 56-57 Project Pre-Application for State Aid for Development of Public Airports. The Client shall review, execute, and submit fully executed TC56-57 to the Kentucky Department of Aviation (KDA).

Upon the Client receiving the FAA grant agreement, Garver will draft and submit the Client a TC 56-58 Project Application for State Aid for Development of Public Airports. The Client shall review, execute, and submit fully executed TC56-58 to the Kentucky Department of Aviation (KDA).

Garver will assist in development of all grant related correspondence (AIP schedule, quarterly reports, and financial reporting) for the duration of the project. Grant closeout documents shall be addressed in Section A13 of this Scope of Services.

Garver will assist in development of grant reimbursement packets for review, execution, and submittal to FAA and KDA by the Client.



A.2 Disadvantage Business Enterprise (DBE) Plan Development

Garver will prepare and submit to the FAA Office of Civil Rights (via DBE eConnect) a DBE plan and program for FY 2021 to FY2023 in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. This plan shall incorporate proposed activities to be performed using Federal and/or State Funding as appropriate. DBE Plan elements shall include:

- Existing DBE Firms Research and Assessment
- Data Gathering
- Current Projects and Analysis
- Determination of Base Figure for Goal
- Development of Goal Setting Process
- Goal Methodology
- Small Business Program Element

A.3 Bidding Services

Garver will assist the Client in advertising for and obtaining bids or negotiating proposals for one prime contract for construction, materials, equipment and services; and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference and receive and process deposits for Bidding Documents. Garver will pay for the advertising costs and receive direct reimbursement outside of this contract.

Garver will issue addenda as appropriate to interpret, clarify or expand the Bidding Documents. Garver will consult with and advise the Client as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called "Contractor(s)") for those portions of the work as to which such acceptability is required by the Bidding Documents. Garver will consult with the Client to determine the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contracts is allowed by the Bidding Documents.

Garver will attend the bid opening, prepare a bid tabulation, assist the Client in evaluating bids or proposals, and assist in assembling and awarding contracts for construction, materials, equipment, and services.

Garver will submit a Recommendation of Award Letter to the Airport Board for review and comment. Following the Airport Board's approval of the Recommendation of Award letter, a Notice of Award letter will be drafted and submitted to the winning bidder.

A.4 Construction Administration Services

A.4.1 Issued for Construction (IFC) Documents

Garver will compile bid addendums and any other necessary plan changes due to post-bid project updates and/or funding changes into a final Issued for Construction (IFC) set of plans and specifications.

A.4.2 Construction Management Plan

Garver will prepare a "Construction Management Plan" to be submitted to the Federal Aviation Administration (FAA) for approval. At a minimum, the plan shall list key construction personnel, qualifications of construction management personnel, and materials quality assurance information. The



plan will be reviewed by the FAA project manager and must be approved along with the final plans and specifications for construction.

A.4.3 Submittals

Garver will evaluate and respond to construction material submittals and shop drawings. Corrections or comments made by Garver on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. Garver's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, either directly or implied for a complete and workable system, Garver shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.

A.4.4 Notice to Proceed & Preconstruction Meeting

Garver will issue a Notice to Proceed letter to the Contractor and attend a preconstruction meeting. Garver will provide meeting minutes for submission to all parties at the conclusion of the meeting.

A.4.5 Progress Meetings (Pre-Paving Meeting)

At a minimum, Garver's subconsultant providing Resident Project Representative (RPR) will attend weekly progress meetings with the Client and Contractor. It is expected that meetings between the RPR and Contractor will be held on-site whereas, Garver's Project Manager will join the weekly meetings via teleconference. Due to sequence of construction, Garver's Project Manager shall attend one on-site meeting. This meeting shall coincide with the pre-paving meeting conducted by the Contractor. Furthermore, Garver's project manager will be available for additional on-site meetings at the Client's request. Garver's Project Manager will be available at all times work is in progress for telephone contact by the RPR. Garver's Project Manager shall direct, supervise, advise, and counsel the Resident Project Representative and construction observation personnel in the accomplishment of Garver's duties. Garver will prepare for and attend any utility pre-construction meetings as required.

A.4.6 Client Coordination

Garver will consult with and advise the Client during the construction period. Garver will submit, when requested by the Client, written reports to the Client on the progress of the construction including any problem areas that have developed or are anticipated to develop. In addition, Garver shall supply to Client such periodic reports and information as may be required by the FAA, including FAA Form 5370-1, Construction Progress and Inspection Report, or equivalent form to the Client on a weekly basis.

A.4.7 RFIs

Garver will issue instructions to the Contractor on behalf of the Client and issue necessary clarifications (respond to RFIs) regarding the construction contract documents.



A.4.8 Progress Payments

Garver will prepare Contractor's progress payment requests based on the actual quantities of contract items completed and accepted and will make a recommendation to the Client regarding payment. Garver's recommendation for payment shall not be a representation that Garver has made exhaustive or continuous inspections to (1) check the quality or exact quantities of the Work; (2) to review billings from Subcontractors and material suppliers to substantiate the Contractor's right to payment; or (3) to ascertain how the Contractor has used money previously paid to the Contractor.

A.4.9 Payroll Reviews

Garver will assist the Client in the observation of the Contractor's operations for proper classification of workers, review of the Contractor's payroll as necessary to determine compliance with Davis Bacon requirements, and conduct contractor employee interviews to determine compliance with Davis Bacon requirements. Garver will keep the Contractor's payroll records on file demonstrating compliance with the Davis Bacon requirements. In addition, Garver will monitor the contractor's posting of the required EEO notice and provide general oversight of any obvious instance of a segregated workplace. Garver will submit Contractor's certified payroll records to Client at the completion of the project.

A.4.10 DBE Compliance

Garver will assist the Client in the review of the Contractor's compliance with the DBE goals established during bidding including preparing the monthly DBE payment log.

A.4.11 Record Drawings

Garver will maintain a set of working drawings and provide information for preparation of record drawings of the completed project. This information will be incorporated into final record drawings completed as part of Closeout Services and final record drawings will be provided to the Client after project completion.

A.4.12 Change Orders

When authorized by the Client, Garver will prepare change orders or supplemental agreements for changes in the work from that originally provided for in the construction contract documents. If redesign or substantial engineering or surveying is required in the preparation of these change order documents, the Client will pay Garver an additional fee to be agreed upon by the Client and Garver.

A.4.13 Final Inspection

Garver will participate in a pre-final walkthrough with the Client. Garver will also participate in a final project inspection with the Client and Contractor, prepare a punch list, review final project closeout documents, and submit the final pay request.

A.5 On-Site Resident Project Representative Services

Garver will subcontract with Thoroughbred Engineering, out of Lexington, Kentucky, to provide full-time Resident Project Representative (RPR) services for the duration of the project. The proposed fee is based on approximately 20 calendar days with an estimated 50 hours per week during the construction contract performance time for the RPR, plus additional time for Thoroughbred Engineering's Senior Project Manager. Thoroughbred Engineering is prequalified to perform Airport Inspections/Observations. If the construction time extends beyond the time established in this



agreement or if the Client wishes to increase the time or frequency of the observation, the Client will pay Garver an additional fee agreed to by the Client and Garver. All RPR personnel shall have the appropriate experience and qualifications.

During the construction period, the RPR will provide or accomplish the following:

1. Consult with and advise the Client during the construction period. Garver will submit, when requested by the Client, written reports to the Client on the progress of the construction including any problem areas that have developed or are anticipated to develop. In addition, Garver shall supply to the Client such periodic reports and information as may be required by the FAA
2. As necessary, conduct safety meetings with the Contractor.
3. Coordinate with the firm providing construction materials quality assurance testing. Coordinate with this firm to ensure that all material tests required for construction are scheduled and accomplished in a manner that will not delay the Contractor unnecessarily and will meet specification requirements as to location and frequency.
4. Perform intermediate inspections in advance of the final inspection.
5. Maintain a file of quantities incorporated into the work, test reports, certifications, shop drawings and submittals, and other appropriate information.
6. In accordance with FAA AC 150/5370-12A, maintain a project diary which will contain information pertinent to each site visit.
7. Administer the "Construction Management Plan" prepared by Garver.
8. Monitor the contractor's conformance to the approved construction safety and phasing plan.
9. Prepare a Construction Materials Quality Control Summary. At a minimum, the summary shall include a list of all tests performed showing the date, location, pass or fail, results of retests, and whether the test is eligible or ineligible under the A.I.P. program. The Summary will include a certification that all testing was completed in accordance with the "Construction Management Plan."

In performing construction observation services, Garver/Thoroughbred will endeavor to protect the Client against defects and deficiencies in the work of the Contractor(s); but Garver/Thoroughbred does not guarantee the performance of the Contractor(s), nor is Garver responsible for the actual supervision of construction operations. Garver/Thoroughbred does not guarantee the performance of the contracts by the Contractors nor assume any duty to supervise safety procedures followed by any Contractor or subcontractor or their respective employees or by any other person at the job site. However, if at any time during construction Garver/Thoroughbred observes that the Contractor's work does not comply with the construction contract documents, Garver/Thoroughbred will notify the Contractor of such non-compliance and instruct him to correct the deficiency and/or stop work, as appropriate for the situation. Garver/Thoroughbred will also record the observance, the discussion, and the actions taken. If the Contractor continues without satisfactory corrective action, Garver will notify the Client immediately, so that appropriate action under the Client's contract with the Contractor can be taken.

A.6 Materials Testing Services

Through Thoroughbred Engineering, Garver shall provide the quality assurance testing for the project as required by the Plans and Specifications in accordance with FAA and the Client's requirements. It is anticipated the quality assurance testing will be for FAA Items P-401 only. A complete copy of Thoroughbred Engineering's scope of work will be made available upon request. The material testing services will include technicians laboratory time, travel, and expenses. Thoroughbred Engineering is a qualified materials testing group with the Kentucky Transportation Cabinet (KYTC).



A.7 Project Closeout Services

At the conclusion of construction, Garver will assist the Client with project closeout by providing a final project report which will include all necessary documents required for FAA grant closeout. Closeout documentation will be provided within 90 days of the final payment to the Contractor.

In addition to the project closeout report, Garver will also assist the Client with development and submission of the FAA closeout forms.

Garver will submit all final DBE reporting via the DBE Connect portal.

A.8 Project Deliverables

The following deliverables will be submitted to the parties identified below. Unless otherwise noted below, all deliverables shall be electronic.

1. Issued for Construction Plans and Specifications to the Client, Contractor, KDA and FAA.
 - a. Three hard copies to the Contractor
 - b. One copy to the Client, KDA, and FAA.
2. Construction Management Plan to the Client and FAA
3. Approved submittals to the Contractor.
4. Record Plans and Specifications to the Client and FAA.
 - a. One hard copy to the Client.
5. Other electronic files as requested.

A.9 Additional Services

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Client.

1. Engineering, architectural, or other professional services beyond those listed herein.
2. Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

A.10 Schedule

Garver shall begin work under this Agreement upon execution of this Agreement and shall complete the work within a mutually agreeable schedule with the Client. As requested by the FAA, the Client shall submit the FAA grant application by May 1, 2021 with "bids in hand".



**APPENDIX B
FEE SPREADSHEET**

Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

FEE SUMMARY

Title I Service	Estimated Fees
Project Development and Grant Administration	\$ 7,996.00
Disadvantage Business Enterprise (DBE) Plan	\$ 4,344.00
Bidding Services	\$ 6,857.00
Grant Closeout	\$ 2,515.00
Subtotal for Title I Service	\$ 21,712.00
Title II Service	Estimated Fees
Construction Administration	\$ 12,587.00
On-Site Resident Project	\$ 31,234.00
Quality Assurance Testing	\$ 21,483.00
Subtotal for Title II Service	\$ 65,304.00
Total All Services	\$ 87,016.00

Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Project Development and Grant Administration

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Project Development and Grant Administration				
Coordination with Client/FAA/KDA	12			
Draft and Submit Airport Capital Improvement Plan (ACIP) for FY2022-FY2026	8			
Draft and Submit FAA Grant Application Packet	6			
Draft and Submit KDA TC56-57 Pre-Application	2			
Draft and Submit KDA TC56-58 Grant Application	2			
Draft and Submit grant related correspondence (AIP Schedule, Quarterly Reports, and Financial Reports)	8			
Draft and Submit Grant Reimbursement Packets	5		10	
Administration	43	0	10	0

Hours	43	0	10	0
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Salary Costs	\$6,966.00	\$0.00	\$860.00	\$0.00
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SUBTOTAL - SALARIES:	\$7,826.00
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DIRECT NON-LABOR EXPENSES

Travel Costs	\$170.00	Travel Costs: Two round trips from Lexington office (134 miles/trip) at \$0.56/mi. plus meals (\$10/meal)
SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$170.00	

SUBTOTAL:	\$7,996.00
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SUBCONSULTANTS FEE:	\$0.00
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TOTAL FEE:	\$7,996.00
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Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Disadvantage Business Enterprise (DBE) Plan

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Disadvantage Business Enterprise (DBE) Plan				
Draft and Submit Disadvantaged Business Enterprise (DBE) Plan for FY2021-FY2023	24	4		
(DBE) Plan	24	4	0	0

Hours	24	4	0	0
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Salary Costs	\$3,888.00	\$416.00	\$0.00	\$0.00
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SUBTOTAL - SALARIES:	\$4,304.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$25.00
Postage/Freight/Courier	\$15.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$40.00
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SUBTOTAL:	\$4,344.00
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SUBCONSULTANTS FEE:	\$0.00
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TOTAL FEE:	\$4,344.00
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Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Bidding Services

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Project Management				
Advertisement Coordination and Administration	1		4	
bidders	6			
Meeting	12			
Addendums/Inquiries	8			
Bid Opening	6			
Prepare bid tabulation	2			
Evaluate bids and recommend award	4			
Subtotal - Project Management	39	0	4	0

Hours	39	0	4	0
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Salary Costs	\$6,318.00	\$0.00	\$344.00	\$0.00
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SUBTOTAL - SALARIES:	\$6,662.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$25.00
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Travel Costs	\$170.00
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SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$195.00
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Travel Costs: Two round trips from Lexington office (134 miles/trip) at \$0.56/mi. plus meals (\$10/meal)

SUBTOTAL:	\$6,857.00
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SUBCONSULTANTS FEE:	\$0.00
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TOTAL FEE:	\$6,857.00
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Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Construction Administration

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Construction Administration				
Issue Notice of Award	1			
Issued for Construction (IFC) Document Preparation	4			
Construction Management Plan (CMP) Development	6			
Submittals Review and Response	10			
Notice to Proceed (NTP) and Preconstruction Meeting	12			
Progress Meetings (Pre-Paving Meeting)	6			
Client Coordination	2			
RFI Responses	2			
Progress Payments (anticipated monthly)	8		4	
Payroll Reviews	1		6	
DBE Compliance	4			
Record Drawings	2	4		
Change Orders	2			
Final Inspection	8			
Subtotal - Construction Administration	68	4	10	0

Hours	68	4	10	0
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Salary Costs	\$11,016.00	\$416.00	\$860.00	\$0.00
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SUBTOTAL - SALARIES: \$12,292.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly \$40.00

Travel Costs \$255.00

Travel Costs: Three round trips from Lexington office (134 miles/trip) at \$0.56/mi. plus meals (\$10/meal)

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$295.00

SUBTOTAL: \$12,587.00

SUBCONSULTANTS FEE: \$0.00

TOTAL FEE: \$12,587.00

Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

On-Site Resident Project Representative (RPR)

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. On-Site Resident Project Representative (RPR)				
Construction Observation & Support (anticipated 2 hr/week)	6			
Walk Thru with Contractor	6			
Representative (RPR)	12	0	0	0

Hours	12	0	0	0
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Salary Costs	\$1,944.00	\$0.00	\$0.00	\$0.00
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SUBTOTAL - SALARIES: \$1,944.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly \$40.00

Postage/Freight/Courier \$15.00

Travel Costs \$85.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$140.00

Travel Costs: One round trip from Lexington office (134 miles/trip) at \$0.56/mi. plus meals (\$10/meal)

SUBTOTAL: \$2,084.00

SUBCONSULTANTS FEE: \$29,150.00 Thoroughbred Engineering

TOTAL FEE: \$31,234.00

Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Quality Assurance Testing

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Quality Assurance Testing				
Contracting/Insurance	2		2	
Reporting Review	2			
PWL Calculations	4			
Subtotal - Quality Assurance Testing	8	0	2	0

Hours	8	0	2	0
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Salary Costs	\$1,296.00	\$0.00	\$172.00	\$0.00
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SUBTOTAL - SALARIES: \$1,468.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$15.00
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SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$15.00

SUBTOTAL: \$1,483.00

SUBCONSULTANTS FEE (LUMP SUM): \$20,000.00 Thoroughbred
Engineering (QA
Assurance Technician,
Sr. Project Management,
and Testing)

TOTAL FEE: \$21,483.00

Appendix B

Morehead-Rowan County Airport Board Runway Rehabilitation Project

Grant Closeout

WORK TASK DESCRIPTION	E-3	E-1	X-2	
	\$162.00	\$104.00	\$86.00	
	hr	hr	hr	
1. Grant Closeout Documentation				
Closeout Report and Documents	8			
QC Review	4			
Final DBE Reporting	2		2	
Subtotal - Grant Closeout Documentation	14	0	2	0

Hours	14	0	2	0
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Salary Costs	\$2,268.00	\$0.00	\$172.00	\$0.00
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SUBTOTAL - SALARIES:	\$2,440.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$60.00
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Postage/Freight/Courier	\$15.00
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SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$75.00
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SUBTOTAL:	\$2,515.00
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SUBCONSULTANTS FEE:	\$0.00
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TOTAL FEE:	\$2,515.00
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**APPENDIX C
CERTIFICATE OF ENGINEER**



APPENDIX C

AIRPORT IMPROVEMENT AID PROJECT: 3-21-0087-012-2021

STATE: Kentucky

CERTIFICATION OF ENGINEER

I hereby certify that I am Mark D. Upchurch and duly authorized representative of the firm of GARVER, LLC, whose address is 2525 Harrodsburg Road, Suite 405, Lexington, Kentucky 40504, and that neither I nor the above firm I here represent has:

(a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me of the above consultant) to solicit or secure this contract;

(b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract; or

(c) Paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution, donation, or consideration of any kind, for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any).

I acknowledge that this certificate is to be furnished to the Federal Aviation Administration of the United States Department of Transportation, in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable State and Federal laws, both criminal and civil.

GARVER, LLC

By _____

DATE:

Letter of Agreement

This is a letter of agreement between Morehead Rowan County Regional airport (SYM) and Clark's Field airport.

1. Radio Frequencies: With the close proximity to Morehead Rowan County Regional airport, we agree that aircraft equipped with radios will use 122.7 (or the published SYM CTAF, should it change) to establish contact prior to departing and arriving at Clark Field, in an effort to enhance air safety.
2. SYM: Aircraft in the traffic pattern will continue to use a left traffic pattern at 1000' AGL above field elevation for landings on both Runway 02 and 20.

Clark's Field: Aircraft landing on Runway 12 at Clark's Field will use *left traffic* at 1700' MSL. Aircraft landing on runway 30 at Clark's Field will use *right traffic* at 1700' MSL. Before landing at Clark's Field prior permission is required for traffic pattern briefing. Contact Josh Clark at 606/541/0809.

3. Pilots at both airports will continue to use the "See and Avoid" concept of traffic separation, in addition to these procedures which should eliminate the potential for the overlapping traffic patterns.

Signed



Josh Clark, Owner
Clark's Field

3-18-21
Date



Bruce Mattingly, Chair
Morehead Rowan County Airport Board

3-18-21
Date

Morehead-Rowan County Airport Board

Statement of Activity

February 2021

	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	18,304.50
Total 44500 Government Grants	18,304.50
45000 Investments	
45031 Interest, checking account	2.30
45040 Interest Income, savings account	1.59
Total 45000 Investments	3.89
47500 Rentals	
47520 T-Hangars	2,890.00
47570 Residence	500.00
Total 47500 Rentals	3,390.00
Total Revenue	\$24,865.06
GROSS PROFIT	\$24,865.06
Expenditures	
60900 Business Expenses	
60920 Business Registration Fees	25.75
Total 60900 Business Expenses	25.75
62100 Contract Services	
62140 Legal Fees	135.00
62150 FBO	6,000.00
62170 Administrative	687.67
Total 62100 Contract Services	6,822.67
62800 Grounds and Facility Support	
62840 Equipment, Repair, and Maintenance	29.20
Total 62800 Grounds and Facility Support	29.20
64400 Utilities	
64410 Electric	1,059.58
64420 Telecommunications	185.59
64440 Water and Sewer	163.86
64450 TV	44.85
64460 Extermination	30.00
Total 64400 Utilities	1,483.88
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	145.99
65040 Material & Supplies	42.53

	TOTAL
65140 Bank Fees	64.94
Total 65000 General Administration	253.46
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	18,304.50
Total 80101 Capital Purchase 2020 Airfield Lighting	18,304.50
Total 80100 Capital Purchases	18,304.50
Total Expenditures	\$26,919.46
NET OPERATING REVENUE	\$ -2,054.40
NET REVENUE	\$ -2,054.40

Morehead-Rowan County Airport Board

Statement of Financial Position

As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	34,057.45
Citizens Bank CD Fuel Reserves .65% 13mo matures 11.14.21	48,198.23
Citizens Bank Construction Account NOW .03%	5,037.59
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%	81,468.20
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	\$238,092.87
Total Current Assets	\$238,092.87
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$238,736.81
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,231.49
Net Revenue	39,354.72
Total Equity	\$238,736.81
TOTAL LIABILITIES AND EQUITY	\$238,736.81