

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 27 May 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 26 April 2021 Special Meeting
- E. Receive Financial Report for April 2021
- F. Public Comment
- G. Reports
 - a. FBO Activity Report: Ms. Holley
 - b. Garver Report: Mr. Upchurch
 - 1. Runway Rehab Phase I & Electrical Projects Update
 - 2. Phase II Mill and Overlay Project Update
 - 3. Strategic Plan – Scope and Fee
 - c. Building and Grounds: Mr. Oliver/Dr. Derrickson
 - d. Legal Report: Mr. Rogers
 - 1. City of Morehead - MOA
 - e. Communications and Security: Mr. Roberts
 - f. Chair Report: Dr. Mattingly
- H. Old Business:
- I. New Business:
 - 1. Approve Strategic Plan Workorder
 - 2. 2021-22 Officer Nominating Committee Report – Dr. Derrickson
- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 24 June 2021

**Morehead-Rowan County Airport Board Meeting
Special Meeting Minutes
April 26, 2021**

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

Dr. Mattingly presented the Minutes of the March meeting. The motion to approve the March 25, 2021 Meeting Minutes was made by Mr. Roberts, seconded by Mr. Perkins, and approved unanimously.

Mr. Oliver presented the March financials which included the Statements of Financial Position and Activity. The fuel account at the Citizens Bank has had a small balance for several years. Each year the bank sends a notice that the account will be closed because of no activity. This month the amount (\$53.94) was transferred to the operating account and the fuel account was closed. The motion to approve the March financials was made by Dr. Derrickson, seconded by Mr. Roberts, and approved unanimously. Dr. Mattingly reported that we will need an amended budget to bring in CARES act money and other year-end adjustments.

Public Comment

None

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

1. Fuel Sales. For March AvGas was 1971 gallons and JETA was 794 gallons.

2. John Deere Zero Turn Mower. The John Deere mower (Z997) is experiencing pump noise. Dr. Mattingly asked about the other equipment status. Mr. Holley said the Rhino batwing mower has “seen better days,” and the Kubota tractor is in tip-top shape. Mr. Holley said the plan is to take the John Deere mower into a shop and let them listen to the noise it is experiencing.

3. WWII Plane. A C47 WWII plane which was involved in the Normandy invasion stopped at the airport for refueling. It took on 800 gallons of fuel. Photos were taken and we hope to write an article for the newspaper.

b. Garver Report. Mr. Upchurch

1. Runway Rehab - Phase II – Mill and Overlay Project. A project pre-bid meeting was held in early April and was attended by two prospective bidders; however, only one bid was received at the bid opening on April 21, 2021. Hinkle Contracting Company LLC, out of Paris, Kentucky, submitted the low bid for the project in the amount of \$1,162,404.93. The Engineer’s Opinion of Probable Cost was \$1,202,422.00. Mr. Upchurch reported that Hinkle Contracting Company LLC’s unit bid prices were acceptable. Mr. Upchurch believes the bid submitted represents a good value for the work to be completed. A Recommendation of Award letter was emailed to the Airport Board prior to the meeting for distribution and

review by board members. Also submitted for review to board members was the FAA Grant Agreement Application the project. The motion to approve and submit an FAA Grant Application for the Runway Rehab – Phase II – Mill and Overlay Project in the amount of \$1,294,492 was made by Mr. Perkins, seconded by Dr. Derrickson, and approved unanimously. The motion to accept Garver’s recommendation and approve the award of \$1,162,404.93 to Hinkle Contracting Company LLC was made by Mr. Oliver, 2nd by Mr. Roberts, and approved unanimously. The grant application shall be submitted by May 1, 2021, the deadline for submittal of FAA grant applications. Mr. Upchurch indicated the construction is estimated to begin in July. We are at the mercy of how long the FAA takes to send back the grant award, and then multiple signatures must be obtained by the city and county officials and attorneys. Mr. Upchurch does not think that there should be significant lead time for the project. Once the runway closes, and it is the intention not to disrupt any holiday weekend traffic, we anticipate a 14-day initial mill, asphalt, strip, then final asphalt and stripe, with a short shutdown. Advance notice should be given to tenants that there will be delays and airport closures in July.

Mr. Upchurch indicated due to the recent passing of the American Rescue Plan, all FY2021 federally funded projects should be 100% federally funded. This is written in law; however, there has not been a formal announcement from the FAA. This will save the Board approximately 5% or @ \$50,000.

Other: Current Projects Completions. Mr. Upchurch will contact Walker Construction & Materials LLC concerning the field work final drainage grading/maintenance to complete Runway Rehab - Phase I – Construction. The Airfield Electrical project will be completed upon the FAA flight check, for which a request has been submitted, but not been scheduled.

Feasibility Study/Strategic Plan. Mr. Upchurch reported that a meeting was held to discuss the development of a business plan/feasibility study for long-term improvements and positioning for the airport. It was held as a follow up to Mr. Slone’s report in the last meeting about funding requests from Rep. Hal Rogers. The meeting topics discussed included what aviation business could be attracted to the airport. The meeting was arranged with representatives from Garver and Ms. Karen Scott, a business consultant with Inspired Strategies. Ms. Scott is a civil engineer, the former Deputy Executive Director for the Louisville Regional Airport Authority, and a planner who has expertise in the area of feasibility studies and strategic plans. Members present included Mr. Jason Slone, CEO-Morehead-Rowan County Chamber of Commerce/Interim Executive Director-Morehead-Rowan County Economic Development Council and Rowan County Judge Executive Harry Clark. A scope of work and associated fee is expected soon. At that time, funding avenues will be reviewed.

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

Mr. Oliver expressed concern about the completion of a current projects, in that Walker Construction LLC is involved heavily at the present time with multiple contracts including AppHarvest. Mr. Upchurch reassured the board that he will contact the contractor to express the need to complete the project ASAP, weather permitting. Retainage is being held as an assurance of completion and per the contract.

d. Legal. Mr. Rogers

None

e. Communications and Security. Mr. Roberts

None

f. Chair Report. Dr. Mattingly

Community College Aviation Program. In the past, Dr. Mattingly met with Maysville KCTCS Provost Tomas Wade concerning a new program through an ARC grant of \$1M to implement an aviation mechanical program @ Big Sandy Community & Technical College. It didn't materialize because of lack of facilities. A question was, could we be a part of that grant? Then COVID19 hit and the money sat there. Last month, Mr. Slone reported that he and Judge Exec Clark collaborated on two funding requests through Congressman Hal Rogers for a congressional earmark.

H. Old Business

None.

I. New Business

1. Phase II Mill and Overlay Project: Approve Award and FAA Grant Application. See page 1, paragraph b1.

2. 2021-22 Officer Nominating Committee. Dr. Mattingly reported the current year officer duties expire on June 30, 2021. Dr. Derrickson was appointed to chair the Nominating Committee. Also appointed to the 2021-2022 Nominating Committee were Mr. Dailey and Mr. Holland. They are charged with bringing back a potential slate of officers. If anyone is interested in serving, please let the committee know.

3. 29 April 2021 Regular Meeting. The regularly scheduled last Thursday of the month meeting is this Thursday, April 29. The motion to cancel the April 29, 2021 meeting was made by Dr. Derrickson, 2nd by Mr. Roberts, and approved unanimously.

J. Adjournment

The meeting was adjourned at 6:45pm.

RESOLUTION __:2021

WHEREAS, the City of Morehead, Kentucky Board of City Council (hereinafter referred to as "CITY"), desires to enter into a Memorandum of Agreement with the Morehead--Rowan County Airport Board for services in connection with establishing, maintain, operating, and promotion the Morehead-Rowan County Airport's operations and facilities;

WHEREAS, the City has reviewed the Memorandum of Agreement, a copy of which is attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the City of Morehead, Kentucky Board of City Council that the Memorandum of Agreement between the City of Morehead and the Morehead - Rowan County Airport Board is approved as written and Mayor Laura White-Brown shall have the authority to execute said Agreement on the City's behalf.

Passed and adopted by the City Council of the City of Morehead this ____ day of _____, 2021.

Laura White-Brown, Mayor

ATTEST:

Crissy Cunningham, City Clerk

**MEMORANDUM OF AGREEMENT
BETWEEN CITY OF MOREHEAD, KENTUCKY
AND THE MOREHEAD - ROWAN COUNTY AIRPORT**

THIS AGREEMENT, made and entered into as of the ____ day of _____, 2021 by and between the City of Morehead, Kentucky, hereinafter referred to as "City", and the Morehead - Rowan County Airport Board, hereinafter referred to as "Airport Board";

WITNESSETH, THAT:

WHEREAS, the Airport Board establishes, maintains, operates and promotes the operation and facilities of the Morehead - Rowan County Airport including providing air traffic support, fuel sales, and aircraft storage; enforcing rules and regulations for airport use;

WHEREAS, said services encourages airport use and traffic which increases the visibility of the City of Morehead;

WHEREAS, said services benefit the citizens of the Morehead;

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the parties and the citizens from the operation of a local airport, the parties do hereby covenant and agree as follows:

Section I: Compensation - The City agrees to pay the Morehead-Rowan County Airport Board the sum of \$35,000.00.

Section II: Services - The Morehead - Rowan County Airport Board agrees to oversee all operations of the property and facilities of the Airport Board, ensure that all federal, state, and local rules and regulations are followed, promote the use of the airport, and make an annual report to the Board of City Council.

Section III: Term - This Agreement shall be effective from July 1, 2021 to June 30, 2022.

Section IV: Severability and Limited Enforceability - It is understood and agreed, that should any portion of any clause or paragraph of this Agreement be deemed too broad to permit enforcement to its fullest extent, then such restriction shall be enforced to a maximum extent permitted by law, and the City and Airport Board hereby consent and agree that such scope may be modified accordingly in any proceeding brought to enforce such restriction.

Further, it is agreed that should any provision in this Agreement be entirely unenforceable, then the remaining provisions of the Agreement shall not be affected thereby.

Section V: Governing Law - This Agreement shall be governed by and construed under and in accordance with the laws of the Commonwealth of Kentucky.

Section VI: Assignment - This Agreement and the rights and obligations hereunder may not be transferred, pledged, encumbered, assigned, anticipated or alienated by either party.

Section VII: Hold Harmless and Assumption of Risk - The Airport Board agrees that the City shall not be responsible for damages to property or injuries to persons, which may arise from or be incident to the services provided by this Agreement and the Airport Board, shall hold the City and its individual members, board of council, and employees harmless from any and all claims for such damages or injuries. Further, the Airport Board agrees that at all times during which this Agreement is effective, it will maintain a public liability insurance policy in an amount satisfactory to the City insuring against damages or injuries referenced herein.

Section VIII: Insurance - The Airport Board shall, upon execution of this Agreement, provide to the City proof of Workers Compensation insurance, if it has employees, and proof of liability insurance.

Section IX: Termination - Either party may terminate this Agreement by giving at least a six (6) months' notice to the other party of its intention to terminate this Agreement. Said notice must include a copy of the resolution either from the Board of City Council or the Board of Directors of the Airport Board.

Section X: Non-Discrimination - During the performance of this contract, the Airport Board agrees as follows:

(a) The Airport Board shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin;

(b) The Airport Board shall take affirmative action in regard to employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, so as to ensure that applicants are employed and that employees during employment are treated without regard to their race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin;

(c) The Airport Board shall state in all solicitations or advertisements for employees placed by or on behalf of the contractor that all qualified applicants

shall receive consideration for employment without regard to race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin;

(d) The Airport Board shall post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the nondiscrimination clauses required by this section; and

(e) The Airport Board shall send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.

Section XI: Notice - All notices between the parties relating to this Agreement shall be in writing, effective when delivered, or, if mailed, effective on the second day following mailing, postage prepaid, to the address for the party stated below or to such address as either party may specify by notice to the other:

If to the City:

Laura White-Brown, Mayor
City of Morehead, Kentucky
314 Bridge Street
Morehead, KY 40351

If to the Airport Board:

Section XII: Entire Agreement - This Agreement contains all the terms, conditions, and promises of the parties hereto. Any modifications of the Agreement or additional obligations assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

Section XIII - No Waiver - The failure of the City to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement by the City, shall not be construed as thereafter being a waiver of any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Section XIV - Independent Contractor - The Airport Board, in the performance of the services under and pursuant to this Agreement, shall be an independent contractor and shall furnish at its own expense, all workers, tools, equipment necessary to perform such services. The City shall not have any supervision, direction or control over the means or methods of the performance

of the Airport Board's work and shall have only the right to inspect the results of such work to assure full and complete performance by the Airport Board under and pursuant to this Agreement. Provided, however, the Airport Board shall permit City's representatives to review the Airport Boards' financial statement statements and account records upon request.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____ 2021.

CITY OF MOREHEAD, KENTUCKY

**MOREHEAD-ROWAN COUNTY
AIRPORT BOARD**

By: Laura White-Brown, Mayor

By: _____, Chairman of the
Board

Morehead-Rowan County Airport Board

Statement of Activity

April 2021

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
Total 43400 Direct Public Support	3,166.67
45000 Investments	
45030 Interest-Savings, Short-term CD	77.25
45031 Interest, checking account	2.25
45040 Interest Income, savings account	0.84
Total 45000 Investments	80.34
47500 Rentals	
47520 T-Hangars	4,515.00
47550 Late Fee	59.00
47570 Residence	500.00
Total 47500 Rentals	5,074.00
Total Revenue	\$8,321.01
GROSS PROFIT	\$8,321.01
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	207.00
62150 FBO	3,000.00
62170 Administrative	687.67
Total 62100 Contract Services	3,894.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	310.26
62840 Equipment, Repair, and Maintenance	69.10
Total 62800 Grounds and Facility Support	379.36
64400 Utilities	
64410 Electric	642.21
64420 Telecommunications	201.69
64430 Waste Disposal	38.11
64440 Water and Sewer	74.76
64450 TV	44.85
Total 64400 Utilities	1,001.62
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	40.00
65020 Postage, Mailing Service	6.45
Total 65000 General Administration	46.45
Promotions and Advertising Expenses	150.00
Total Expenditures	\$5,472.10
NET OPERATING REVENUE	\$2,848.91
NET REVENUE	\$2,848.91

Morehead-Rowan County Airport Board

Statement of Financial Position

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	34,059.21
Citizens Bank CD Fuel Reserves .65% 13mo matures 11.14.21	48,275.48
Citizens Bank Construction Account NOW .03%	5,037.84
Citizens Bank Operating Account NOW .03%	85,765.88
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	5,655.81
Whitaker Bank CD Bldgs/Grds Res 12.21.20 -12 mo .30%	63,672.88
Total Bank Accounts	\$242,467.10
Total Current Assets	\$242,467.10
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$243,111.04
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-122,231.49
Net Revenue	43,728.95
Total Equity	\$243,111.04
TOTAL LIABILITIES AND EQUITY	\$243,111.04



**WORK ORDER NO. 02-2021
AIRPORT DEVELOPMENT STRATEGIC PLAN
MOREHEAD – ROWAN COUNTY REGIONAL AIRPORT
MOREHEAD, KY
Project No. 20A14080**

This TASK 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”, in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on August 13, 2015.

GENERAL

Under this Work Order, the Client intends to conduct a strategic planning study to investigate possible revenue opportunities for the airport and the development requirements to pursue such opportunities. Generally, the scope of services includes identifying a potential revenue development strategy for the airport. GARVER will provide professional services related to these improvements as described herein.

The strategic planning study will provide the Client with possible revenue opportunities and the associated development or investment necessary to pursue those opportunities. The planning activities will also provide an investment strategy for development of the preferred alternative. The approach to undertake the strategic planning study is detailed in the following elements of this Scope of Services.

SECTION 1 – SCOPE OF SERVICES

Under this Work Order, GARVER shall provide project administration and planning services. See Appendix A for detailed scope of services.

SECTION 2 - SCHEDULE

Garver shall begin work under this Agreement upon its execution and shall complete within a mutually agreeable schedule.

SECTION 3 – PAYMENT

For the work described under SECTION 1 - SCOPE OF SERVICES, the Client will pay Garver on a lump sum basis with general terms in accordance with SECTION 3-PAYMENT of the Master Services Agreement. The Client intends to pay Garver from its general fund and represents that funding sources are in place with the available funds necessary to pay Garver.

The table below presents a summary of the fee amounts and fee types for this contract.

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
Project Initiation & Project Administration	\$5,700	Lump Sum
Airport Strategic Plan	\$16,200	Lump Sum
Implementation Plan	\$12,800	Lump Sum
TOTAL FEE	\$34,700	Lump Sum

The lump sum amount to be paid under this agreement is \$34,700. For informational purposes, a breakdown of Garver’s estimated costs is included in Appendix B.



The Client will pay Garver on a monthly basis, based upon statements submitted by Garver to the Client indicating the estimated proportion of the work accomplished. Payments not received within 60 days of invoice date will be subject to a one percent monthly simple interest charge. Any unused portion of the fee, due to delays beyond Garver's control, will be increased 6% annually with the first increase effective on or about July 1, 2022. As directed by the Client, some billable work may have been performed by Garver prior to execution of this agreement. Payment for this work will be made in accordance with the fee arrangement established herein, as approved by the Client.

Additional Services (Extra Work). For work not described or included in Section 2 – Scope of Services by requested by the Client in writing, the Client will pay GARVER, for time spent on the project, at the rates shown in Appendix B for each classification of GARVER's personnel (may include contract staff classified at GARVER's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel. The rates shown in Appendix B will be increased annually with the first increase effective on or about July 1, 2022.

SECTION 4 – APPENDICES AND EXHIBITS

4.1 The following Appendices and/or Exhibits are attached to and made a part of this Agreement:

4.1.1 Appendix A – Scope of Services

4.1.2 Appendix B - Garver Fee Spreadsheet

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



Task Order, including attachments listed in SECTION 4 – APPENDICES AND EXHIBITS, shall incorporate this document as part of the Agreement. Garver is authorized to begin performance upon receipt of a copy of this Task Order signed by the Client. The effective date of this Task Order shall be the last date written below.

MOREHEAD -ROWAN COUNTY
AIRPORT BOARD
MOREHEAD, KENTUCKY

GARVER, LLC

By: _____
Signature

By: _____
Signature

Name: Dr. Bruce Mattingly
Printed Name

Name: P. Ryan Sisemore
Printed Name

Title: Airport Board Chairman

Title: Vice-President

Date: _____

Date: _____

Attest: _____

Attest: _____



**APPENDIX A
SCOPE OF SERVICES**



**APPENDIX A
SCOPE OF SERVICES
BUSINESS DEVELOPMENT STRATEGY PLANNING
MOREHEAD – ROWAN COUNTY REGIONAL AIRPORT
MOREHEAD, KY
Project No. 20A14080**

GENERAL

This scope outlines the tasks necessary to conduct a planning study to investigate possible revenue opportunities for the airport and the development requirements to pursue such opportunities. Generally, the scope of services includes identifying a potential revenue development strategy for the airport.

The planning study will provide the Client with possible revenue opportunities and the associated development or investment necessary to pursue those opportunities. The planning activities will also provide an investment strategy for development of the preferred alternative. The approach to undertake the planning study is detailed in the following elements of this Scope of Services.

ELEMENT 1: PROJECT INITIATION

Task 1.1 Prepare Scope of Work, Budget, and Schedule

In accordance with FAA guidelines and in coordination with the Client's instructions, GARVER will prepare an outline of the basic elements of the Project. Identify respective individual work tasks necessary to meet both the requirements requested by the Client, for each element of the work scope. Prepare a detailed description of each individual work task describing specific work effort involved and resultant work product/deliverables of the work effort.

Task 1.2 Kick-off Meeting

A Kick-off Meeting will be conducted with the Client. The Kick-off Meeting will convey the upcoming study process and schedule along with the goals and objectives for the Plan. The Kick-off meeting will also be used to capture and define the purpose and goals of the planning effort. Garver will prepare all graphics material such as charts, photographs, maps, and diagrams as necessary to adequately illustrate the elements and tasks necessary to conduct this meeting and convey the Plan elements.

Task 1.3 Project Administration

GARVER will provide administration services for the duration of the project. GARVER will assist in development of all grant related correspondence and supporting documents throughout the length of this project. GARVER will assist in development of grant reimbursement packets for review, execution and submittal to the applicable funding agency.

ELEMENT 2: STRATEGIC PLANNING STUDY

Task 2.1 Inventory Existing Airport Facilities

Review the most recently completed and approved versions of the SYM Airport Layout Plan (ALP). Perform a physical facilities inventory at SYM to be used for inclusion in the existing conditions of the planning study, including an examination of plans and documents, to determine type, size, and use of:

- Airfield: Runway/taxiway/apron configuration and condition to include pavements, lighting, and signage; navigational aids; fueling facilities; and aircraft circulation, access and airfield security.



- Environmental Overview: Existing environmental features and potential environmental concerns will be identified.
- Structural use and hangar utilization will be identified.
- Auto Access and Parking: Parking and access roads will be inventoried as to size, general conditions, and use.
- Approaches: Existing approaches will be identified, and procedures will be detailed.
- Roadblocks: Identify all of the immediate/potential roadblocks to airport expansion.
- Land Use and Controls: Review existing airport land uses and adjacent land uses for the existing airport.

Task 2.2 Evaluate Historical and Existing Activity Summary and Economic Setting

A review of information pertaining to historical aviation activity at the airport and regional economic activity will be performed. This will include an inventory of based aircraft by type. FAA Terminal Area Forecasts and Client, FBO and airport staff records will be used to estimate historical and current annual activity and aircraft mix. Local economic development documents and demographic data for the region will be reviewed. Airport business financial documents will be reviewed.

Task 2.3 Identify Economic Development Trends and Market Opportunities

After completing the reviews of aviation activity and regional economic information, market opportunities will be identified for further study. Several opportunities may be identified and explained and up to three may be selected for further development as alternatives.

Task 2.4 Develop Decision Matrix Criteria

Using the goals identified at the scoping meeting and considering the existing airfield facilities, economic setting, and market opportunities, identify the decision matrix criteria that will control the selection of strategic direction for future airport development. Considerations will include costs, environmental, community, property, timeline, and revenue factors.

Task 2.5 Develop and Evaluate Alternatives

On the basis of the previous tasks, a review of airfield development strategy alternatives will be completed. This process will provide three (3) revenue development strategies for evaluation. Alternatives will include review of market for the strategy, community requirements, and airfield requirements for development of the strategies.

Task 2.6 Presentation of Alternatives

The findings of the planning activities included in the inventory, market analysis, opportunity identification and alternatives development will be presented to the Client at a scheduled meeting. All graphics material such as charts, photographs, maps, and diagrams as necessary to adequately illustrate the findings of tasks conducted during these elements will be prepared. Feedback from the Client regarding the alternatives analysis will be gathered to rank the alternatives and support selection of a preferred alternative.

ELEMENT 3: IMPLEMENTATION PLAN

Task 3.1 Implementation Plan

Planning cost estimates for the projects included in the preferred strategy alternative will be developed and compiled into an Implementation Plan. The Implementation Plan will include marketing, partnership, and development activities that should be pursued to execute the preferred strategy. The development



activities will include a list of airport development projects, proposed phasing, and construction cost estimates for improvements to airport facilities such as runways, taxiways, lighting, terminal facilities, hangars, apron areas, and utilities. Estimates of fees and contingencies will be based on a percentage of the total construction and land acquisition costs. Cost estimates will be prepared in current-year dollars and will be for planning purposes only.

Task 3.2 Airport Strategic Plan Draft Report

After the presentation of the alternatives and study information at a scheduled meeting, the Client's feedback and comments will be incorporated into the summary narrative of the planning activities to date. A summary of the alternatives analysis, Client feedback and the selected preferred alternative will be developed for inclusion in the Airport Strategic Plan Report.

Task 3.3 Final Submittal of Airport Strategic Plan Report

Following a 30-day review period, evaluate and incorporate as appropriate any review comments received concerning the various elements of the final draft report for the Project. Ten (10) copies of the Report as well as an electronic copy will be submitted to the Client.

Project Deliverables

The following will be submitted to the Client, or others as indicated, by Garver:

Ten (10) copies of Draft Airport Strategic Plan.

Ten (10) copies of Final Airport Strategic Plan

Electronic files of the deliverables listed above will be provided in original format as well as .pdf format.

Extra Work

The following items are not included under this agreement but will be considered as extra work:

- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and Garver.



**APPENDIX B
FEE SPREADSHEET**

APPENDIX B

Morehead-Rowan County Airport Airport Strategic Plan

FEE SUMMARY

	Estimated Fees
Project Initiation	\$5,700.00
Strategic Planning Study	\$16,200.00
Implementation Plan	\$12,800.00
Total	\$34,700.00

APPENDIX B

Morehead-Rowan County Airport Airport Strategic Plan

Project Management & Initiation

WORK TASK DESCRIPTION	E-5	P-4	P-2	E-3	T-1	X-2
	\$221.00	\$232.00	\$167.00	\$162.00	\$81.00	\$86.00
	hr	hr	hr	hr	hr	hr
1. Project Initiation						
Prepare Scope of Work, Budget and Schedule	2			2		
Kick-Off Meeting	2			6		2
Project Administration				6		4
Subtotal - Project Initiation	4	0	0	14	0	6

Hours 4 0 0 14 0 6

Salary Costs \$884 \$0 \$0 \$2,268 \$0 \$516

SUBTOTAL - SALARIES: \$3,668.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly \$52.00

Postage/Freight/Courier \$0.00

Presentation Boards \$0.00

Travel Costs \$180.00

Travel Costs: Two round trips from Lexington, Kentucky to Morehead-Rowan County Airport plus meals

SUBTOTAL - DIRECT NON-LABOR EXPENSE \$232.00

SUBTOTAL: \$3,900.00

SUBCONSULTANTS FEE: \$1,800.00 Inspired Strategies

TOTAL FEE: \$5,700.00

APPENDIX B

Morehead-Rowan County Airport Airport Strategic Plan

Strategic Planning Study

WORK TASK DESCRIPTION	E-5	P-4	P-2	E-3	T-1	X-2
	\$221.00	\$232.00	\$167.00	\$162.00	\$81.00	\$86.00
	hr	hr	hr	hr	hr	hr
1. Strategic Planning Study						
Inventory Existing Airport Facilities	4		2	8	4	
Evaluate Historical and Existing Activity			6	2		
ID Economic Development Opportunities	3			2		
Develop Decision Matrix Criteria	2			1	0	
Develop and Evaluate Alternatives	6			2	8	
Presentation of Alternatives	4			4		
Subtotal - Strategic Planning Study	19	0	8	19	12	0

Hours	19	0	8	19	12	0
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Salary Costs	\$4,199.00	\$0.00	\$1,336.00	\$3,078.00	\$972.00	\$0.00
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SUBTOTAL - SALARIES: \$9,585.00

DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$40.00
Postage/Freight/Courier	\$0.00
Presentation Boards	\$0.00
Travel Costs	\$575.00

Travel Costs: One round trip from Lexington, Kentucky to Morehead-Rowan County Airport. Commercial Flight for Garver (E-5) from LIT to LEX, plus meals and overnight stay.

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$615.00

SUBTOTAL: \$10,200.00

SUBCONSULTANTS FEE: \$6,000.00 Inspired Strategies

TOTAL FEE: \$16,200.00

APPENDIX B

Morehead-Rowan County Airport Airport Strategic Plan

Implementation Plan

WORK TASK DESCRIPTION	E-5	P-4	P-2	E-3	T-1	X-2
	\$221.00	\$232.00	\$167.00	\$162.00	\$81.00	\$86.00
	hr	hr	hr	hr	hr	hr
1. Implementation Plan						
Implementation Plan	8			6		
Airport Strategic Plan Draft Report	8			6	4	4
Final Submittal of Airport Strategic Plan Report	6			6		
Subtotal - Implementation Plan	22	0	0	18	4	4

Hours	22	0	0	18	4	4
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Salary Costs	\$4,862.00	\$0.00	\$0.00	\$2,916.00	\$324.00	\$344.00
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SUBTOTAL - SALARIES:	\$8,446.00
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DIRECT NON-LABOR EXPENSES

Document Printing/Reproduction/Assembly	\$104.00
Postage/Freight/Courier	\$50.00
Presentation Boards	\$0.00
Travel Costs	\$0.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES:	\$154.00
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SUBTOTAL:	\$8,600.00
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SUBCONSULTANTS FEE:	\$4,200.00	Inspired Strategies
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TOTAL FEE:	\$12,800.00
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