

Morehead-Rowan County Airport Board Special Meeting Agenda

Thursday, 24 February 2022 – 6:00 PM

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 December 2021 Special Meeting
- E. Receive Financial Report for December 2021 & January 2022
- F. Public Comment
- G. Reports
 - a. FBO Activity Report: Mr. Holley
 - b. Garver Report: Mr. Sisemore
 - 1. Mark Upchurch
 - 2. Runway Lighting Project: Bulbs & Static interference
 - 3. Phase II Mill and Overlay Project
 - 4. Revised ACIP – BILs funding
 - c. Building and Grounds: Mr. Oliver/Dr. Derrickson
 - d. Legal Report: Mr. Rogers
 - e. Communications and Security: Mr. Roberts
 - f. Chair Report: Dr. Mattingly
- H. Old Business
- I. New Business
 - a. Strategic Plan – North Apron Development Rendering – Garver Workorder
 - b. Citizens Bank Resolution
- J. Adjournment

Next Scheduled Meeting – 6:00 pm 24 March 2022

**Morehead-Rowan County Airport Board Meeting
Special Meeting Minutes
December 9, 2021**

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport Conference Room with board members Porter Dailey, Charles Derrickson, Tom Fossett, David Perkins and guests Earl Rogers – Attorney, Campbell & Rogers PLLC and James Williams, a local resident. Member present via Zoom was Mr. Tim James. Guest present via Zoom was Jack Holley, Jr. – FBO, Holley Aviation LLC.

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

Dr. Mattingly presented the October and November 2021 financial reports consisting of Statements of Activity and Financial Position. The motion to approve the October and November 2021 financial reports was made by Dr. Derrickson, seconded by Dr. Fossett, and approved unanimously.

Public Comment

None.

Reports

a. **FBO Report.** Mr. Holley reported on airport activities, maintenance, and fuel.

1. Fuel Report. 1147 gallons AvGas101LL; 1770 JETA gallons.

2. Community Hangar/Tie Downs. Matt Oldham-Eagle Upholstery; Wings of Grace; Zane McGlade; Brandon Hamilton. Tie Downs: Charlie Hamilton, Johnnie Broughton, Kevin Mays.

3. T-Hangar A10 Frayed Lift Cable. A frayed lift cable was replaced recently.

4. Airfield Electrical Edge Light Burnouts. Mr. Holly has not shipped any burnout lights back for replacement yet. Dr. Mattingly related that Mr. Upchurch's engineer's report states that as of the October 28, 2021, board meeting, the contractor (Appalachian Foothills) had sent back 3 lights; three (3) taxiway lights that previously failed were in the vault building but had not been shipped back to ADB. There is a question if AFC had picked up 7 but were not received by the manufacturer yet. It is our understanding to be confirmed: 3 + 3 owed by contractor and that there are 7 shipped back but not received back. Mr. James questioned the frequency and wondered if a diagnosis had been determined as to the burnouts. What is the total number: 7? he taxiway and runway bulbs are the same bulb, just a different colored globe. They are separate systems. The warranty on the system needs to be determined. (Note: per Minutes 7.29.21 page 3 of 5: "Mr. Upchurch referenced the standard equipment warranty which is for 4 years.")

5. EAA Breakfasts. The Experimental Aircraft Association breakfasts have resumed on the first Saturdays of the month. We had about 30 on December 4. Dr. Shannon Murphy did the cooking. Dr. Mattingly commented that Mr. James Stevens does a remarkable job with club activities. The club's scholarship winner went to Charleston, WV, completed his orals but was not able to do the check ride due to high winds. The other two scholarship winners are in line to solo.

b. Garver Report. Prepared report by Mr. Upchurch.

Dr. Mattingly reported that Mr. Upchurch notified him that he would not be able to attend this evening's meeting with no explanation. Mr. Upchurch asked if we needed assistance with filing the FAA stimulus grants. Mr. Upchurch worked with the Executive Board to develop and approve the ACIP which was filed on November 20, 2021.

1. Airfield Electrical Rehabilitation. Mr. Upchurch is continuing to work with AFC (Appalachian Foothills Contracting), the contractor, to supply the airport with the sufficient number of spare parts as contractually obligated to be provided by AFC. The contractor has shipped off three (3) taxiway edge lights for diagnosis and replacement but has yet to receive them back from ADB. Additionally, the contractor ordered four (4) taxiway edge lights from ADB. Once these have arrived from ADB, the contractor will deliver them to the airport.

Engineer Comment: Additionally, at the time of the last Airport Board meeting in October, three (3) taxiway lights that previously failed were in the vault building but had not been shipped back to ADB. If this is still the case, please let Garver know as soon as possible, this way we can coordinate the replacement with AFC.

2. Runway Rehab Phase II Mill and Overlay Project. No significant updates at this time other than survey grades were submitted by Hinkle Contracting Company, the Contractor, and are under review by Garver. The project is essentially being winterized until the spring of 2022 when the weather will permit final striping.

Engineer Comment: If there have been any issues that have developed on the new pavement, please let Garver know. At the time of this report, Garver has not heard any comments from the Airport Board or FBO regarding issues on the new pavement.

3. Airport Capital Improvement Plan (ACIP). In line with the recently completed strategic plan for the airport, the ACIP has been drafted and submitted to the FAA. The next "program" is to develop the apron area for future box hangar build out. The program is as follows:

FY22 (Oct 1, 2021 – Sept 30, 2022)	Planning/Environmental/Design for the Connector Taxi lane/Hangar Apron
FY23 (Oct 1, 2022 – Sept 30, 2023)	Bidding/Construction for the Connector Taxi lane/Hangar Apron
FY24 (Oct 1, 2023 – Sept 30, 2024)	Carryover to build up non-primary entitlement funds.
*FY25 (Oct 1, 2024 – Sept 30, 2025)	Planning/Environmental/Design/ Construction of a box hangar around the new apron.
*FY26 (Oct 1, 2025 – Sept 30, 2026)	Planning/Environmental/Design for t-hangar apron expansion
*FY27 (Oct 1, 2026 – Sept 30, 2027)	Bidding/Construction for t-hangar apron expansion.

The main goal over the next 5 years is to position the airport to be able to construct an apron large enough to handle multiple box hangars and attract businesses and individuals to base their aircraft at the airport. This ACIP is a document is intended to be the roadmap for the airport over the next five years. Yet, it can also be fluid. As the airport continues to develop this large apron space, the program may change to building more hangars in lieu of t-hangars on the existing terminal apron.

c. Buildings & Grounds Report. Mr. Oliver, Dr. Derrickson

Dr. Derrickson reported that he speaks with Mr. Oliver frequently. Mr. Oliver continues to recover from a recent illness. MSU did come out and bush hog and we are very pleased with the result. There is no info on a new MSU farm manager. There are some lighting issues which Mr. Holley is working through.

d. Legal Report. Mr. Rogers

None

e. Communication & Security. Mr. Roberts

None

f. Chair Report. Dr. Mattingly

Chamber of Commerce Luncheon. Several board members represented the airport board at the December 2 monthly chamber luncheon. Mr. Dailey, Mr. Perkins, and Dr. Mattingly attended and were thanked for our participation. It is good to have a public presence. Mr. Dailey reported that there is a lot of city and county economic development.

H. Old Business

None

I. New Business

E. Adjournment

The meeting was adjourned at 6:32pm.



**WORK ORDER NO. 01-2022
Morehead-Rowan County Regional Airport
Morehead, Kentucky
Garver Project No. 22A07170**

This WORK ORDER ("Work Order") is made by and between the **Morehead-Rowan County Airport Board** (hereinafter referred to as "**Owner**") 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 13, 2015 (the "Agreement").

Under this Work Order, the Owner intends to undertake the following:

Apron Expansion Rendering

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 Scope of Services provided will include building a digital model to produce a graphical rendering of the apron expansion complete with aircraft hangars. The model will provide a single isometric view from the opposite side of the runway.

1.2 In addition to those obligations set forth in the Agreement, Owner 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 Furnish Garver such plans and records of construction and operation of existing facilities, available aerial photography, reports, surveys, or copies of the same, related to or bearing on the proposed work as may be in the possession of Owner. Such documents or data will be returned upon completion of the Services or at the request of Owner.
- 1.2.4 Furnish Garver a current boundary survey with easements of record plotted for the project property.
- 1.2.5 Provide legal, accounting, and insurance counseling services necessary for the project and such auditing services as Owner may require.

SECTION 2 – PAYMENT

For the Services set forth above, Owner will pay Garver a lump sum amount of **\$3,000.00**. The Owner will pay GARVER on a monthly basis, based upon statements submitted by GARVER to the Owner indicating the estimated proportion of the work accomplished.



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 COUNTY
AIRPORT BOARD

GARVER, LLC

By: _____
Signature

By: 
Signature

Name: _____
Printed Name

Name: P. Ryan Sisemore
Printed Name

Title: _____

Title: Vice President

Date: _____

Date: February 10, 2022

Morehead-Rowan County Airport Board

Statement of Activity

December 2021

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43440 City Operating Support	2,916.67
Total 43400 Direct Public Support	6,083.34
45000 Investments	
45030 Interest-Savings, Short-term CD	61.76
45031 Interest, checking account	6.34
45040 Interest Income, savings account	0.66
Total 45000 Investments	68.76
47500 Rentals	
47520 T-Hangars	3,655.00
47550 Late Fee	25.00
47570 Residence	1,000.00
Total 47500 Rentals	4,680.00
Total Revenue	\$10,832.10
GROSS PROFIT	\$10,832.10
Expenditures	
62100 Contract Services	
62150 FBO	3,000.00
62170 Administrative	710.67
Total 62100 Contract Services	3,710.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	19.99
Total 62800 Grounds and Facility Support	19.99
64400 Utilities	
64410 Electric	1,015.65
64420 Telecommunications	200.53
64440 Water and Sewer	7.16
64450 TV	49.97
Total 64400 Utilities	1,273.31
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	50.00
65040 Material & Supplies	42.09
65890 Events, Ceremonies, & Meetings	42.00
Total 65000 General Administration	134.09
Total Expenditures	\$5,138.06
NET OPERATING REVENUE	\$5,694.04
NET REVENUE	\$5,694.04

Morehead-Rowan County Airport Board

Statement of Activity

January 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43440 City Operating Support	2,916.67
Total 43400 Direct Public Support	6,083.34
44500 Government Grants	
44550 Federal CARES Act	21,000.00
Total 44500 Government Grants	21,000.00
45000 Investments	
45031 Interest, checking account	6.75
45040 Interest Income, savings account	0.66
Total 45000 Investments	7.41
47500 Rentals	
47520 T-Hangars	8,160.00
47550 Late Fee	27.50
47570 Residence	500.00
Total 47500 Rentals	8,687.50
Total Revenue	\$35,778.25
GROSS PROFIT	\$35,778.25
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	50.00
62150 FBO	3,000.00
62170 Administrative	710.67
Total 62100 Contract Services	4,567.67
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	200.64
62840 Equipment, Repair, and Maintenance	341.36
62870 Vehicle Registration/Repair/Mainte	532.63
Total 62800 Grounds and Facility Support	1,074.63
63000 Insurance	
63010 Insurance - Property, Er/Omis	899.93
Total 63000 Insurance	899.93
64400 Utilities	
64410 Electric	1,226.67
64420 Telecommunications	200.53
64430 Waste Disposal	39.06
64440 Water and Sewer	74.19

	TOTAL
64450 TV	49.97
Total 64400 Utilities	1,590.42
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	50.00
65020 Postage, Mailing Service	24.36
65040 Material & Supplies	30.00
65150 Memberships and Dues	200.00
Total 65000 General Administration	304.36
Total Expenditures	\$8,437.01
NET OPERATING REVENUE	\$27,341.24
NET REVENUE	\$27,341.24

Morehead-Rowan County Airport Board

Statement of Activity

July - December, 2021

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	19,000.02
43440 City Operating Support	17,499.98
Total 43400 Direct Public Support	36,500.00
44500 Government Grants	
44520 Federal Grants	1,053,596.00
44540 State Grants	182,105.04
44550 Federal CARES Act	30,000.00
Total 44500 Government Grants	1,265,701.04
45000 Investments	
45030 Interest-Savings, Short-term CD	298.41
45031 Interest, checking account	34.45
45040 Interest Income, savings account	4.29
Total 45000 Investments	337.15
47500 Rentals	
47520 T-Hangars	26,860.00
47550 Late Fee	93.00
47570 Residence	3,000.00
Total 47500 Rentals	29,953.00
Total Revenue	\$1,332,491.19
GROSS PROFIT	\$1,332,491.19
Expenditures	
60900 Business Expenses	
60920 Business Registration Fees	250.00
Total 60900 Business Expenses	250.00
62100 Contract Services	
62112 AWOS Maintenance	1,614.00
62120 Web Fees	500.00
62140 Legal Fees	450.00
62150 FBO	18,000.00
62170 Administrative	4,264.02
62175 Consulting - Airport Strategic Planning	34,700.00
Total 62100 Contract Services	59,528.02
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	3,773.42
62840 Equipment, Repair, and Maintenance	1,074.45
Total 62800 Grounds and Facility Support	4,847.87

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	7,723.98
63040 Surety Bond	153.72
63050 Liability Insurance	4,127.00
Total 63000 Insurance	12,004.70
64400 Utilities	
64410 Electric	4,537.44
64420 Telecommunications	1,163.99
64430 Waste Disposal	76.90
64440 Water and Sewer	575.42
64450 TV	274.22
Total 64400 Utilities	6,627.97
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	290.00
65020 Postage, Mailing Service	105.00
65040 Material & Supplies	108.52
65110 Promotions and Advertising Expenses	16.00
65150 Memberships and Dues	135.00
65890 Events, Ceremonies, & Meetings	520.00
Total 65000 General Administration	1,174.52
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	3,638.10
80156 Construction	33,599.10
Total 80101 Capital Purchase 2020 Airfield Lighting	37,237.20
80130 Capital Purchase Equipment	7,999.00
80194 Runway Rehab - Phase II - Mill & Overlay	9,760.00
65118 Professional Engineering - Runway Rehab Phase II Mill & Overlay	52,506.00
80158 Runway Rehab - Phase II - Mill & Overlay Construction	991,330.13
Total 80194 Runway Rehab - Phase II - Mill & Overlay	1,053,596.13
Total 80100 Capital Purchases	1,098,832.33
Total Expenditures	\$1,183,265.41
NET OPERATING REVENUE	\$149,225.78
NET REVENUE	\$149,225.78

Morehead-Rowan County Airport Board

Statement of Activity July 2021 - January 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	22,166.69
43440 City Operating Support	20,416.65
Total 43400 Direct Public Support	42,583.34
44500 Government Grants	
44520 Federal Grants	1,053,596.00
44540 State Grants	182,105.04
44550 Federal CARES Act	51,000.00
Total 44500 Government Grants	1,286,701.04
45000 Investments	
45030 Interest-Savings, Short-term CD	298.41
45031 Interest, checking account	41.20
45040 Interest Income, savings account	4.95
Total 45000 Investments	344.56
47500 Rentals	
47520 T-Hangars	35,020.00
47550 Late Fee	120.50
47570 Residence	3,500.00
Total 47500 Rentals	38,640.50
Total Revenue	\$1,368,269.44
GROSS PROFIT	\$1,368,269.44
Expenditures	
60900 Business Expenses	
60920 Business Registration Fees	250.00
Total 60900 Business Expenses	250.00
62100 Contract Services	
62112 AWOS Maintenance	2,421.00
62120 Web Fees	500.00
62140 Legal Fees	500.00
62150 FBO	21,000.00
62170 Administrative	4,974.69
62175 Consulting - Airport Strategic Planning	34,700.00
Total 62100 Contract Services	64,095.69
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	3,974.06
62840 Equipment, Repair, and Maintenance	1,415.81
62870 Vehicle Registration/Repair/Mainte	532.63
Total 62800 Grounds and Facility Support	5,922.50

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	8,623.91
63040 Surety Bond	153.72
63050 Liability Insurance	4,127.00
Total 63000 Insurance	12,904.63
64400 Utilities	
64410 Electric	5,764.11
64420 Telecommunications	1,364.52
64430 Waste Disposal	115.96
64440 Water and Sewer	649.61
64450 TV	324.19
Total 64400 Utilities	8,218.39
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	340.00
65020 Postage, Mailing Service	129.36
65040 Material & Supplies	138.52
65110 Promotions and Advertising Expenses	16.00
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	520.00
Total 65000 General Administration	1,478.88
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering	3,638.10
80156 Construction	33,599.10
Total 80101 Capital Purchase 2020 Airfield Lighting	37,237.20
80130 Capital Purchase Equipment	7,999.00
80194 Runway Rehab - Phase II - Mill & Overlay	9,760.00
65118 Professional Engineering - Runway Rehab Phase II Mill & Overlay	52,506.00
80158 Runway Rehab - Phase II - Mill & Overlay Construction	991,330.13
Total 80194 Runway Rehab - Phase II - Mill & Overlay	1,053,596.13
Total 80100 Capital Purchases	1,098,832.33
Total Expenditures	\$1,191,702.42
NET OPERATING REVENUE	\$176,567.02
NET REVENUE	\$176,567.02

Morehead-Rowan County Airport Board

Statement of Financial Position Comparison

As of December 31, 2021

	TOTAL	
	AS OF DEC 31, 2021	AS OF DEC 31, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	26,066.20	34,055.86
Citizens Bank CD 12.21.21 Fuel Reserves .20% Matures 12.21.22	54,138.10	
Citizens Bank CD Fuel Reserves .20% 13mo matures 11.14.22	0.00	48,119.39
Citizens Bank Construction Account NOW .03%	149,921.95	5,036.21
Citizens Bank Fuel Account NOW .00% (deleted)	0.00	53.94
Citizens Bank Operating Account NOW .03%	99,292.08	41,371.43
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00	5,651.63
Whitaker Bank CD Renewed Bldgs/Grds Res 12.21.21 -12 mo .25%	63,816.91	63,625.83
Total Bank Accounts	\$393,235.24	\$197,914.29
Total Current Assets	\$393,235.24	\$197,914.29
Fixed Assets		
15000 Furniture and Equipment	643.94	643.94
Total Fixed Assets	\$643.94	\$643.94
TOTAL ASSETS	\$393,879.18	\$198,558.23
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity	321,613.58	321,613.58
32000 Unrestricted Net Assets	-76,960.18	-122,231.49
Net Revenue	149,225.78	-823.86
Total Equity	\$393,879.18	\$198,558.23
TOTAL LIABILITIES AND EQUITY	\$393,879.18	\$198,558.23

Morehead-Rowan County Airport Board

Statement of Financial Position Comparison

As of January 31, 2022

	TOTAL	
	AS OF JAN 31, 2022	AS OF JAN 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	26,066.86	34,055.86
Citizens Bank CD 12.21.21 Fuel Reserves .20% Matures 12.21.22	54,138.10	
Citizens Bank CD Fuel Reserves .20% 13mo matures 11.14.22	0.00	48,198.23
Citizens Bank Construction Account NOW .03%	149,925.77	5,037.22
Citizens Bank Fuel Account NOW .00% (deleted)	0.00	53.94
Citizens Bank Operating Account NOW .03%	126,628.84	83,524.56
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00	5,651.63
Whitaker Bank CD Renewed Bldgs/Grds Res 12.21.21 -12 mo .25%	63,816.91	63,625.83
Total Bank Accounts	\$420,576.48	\$240,147.27
Total Current Assets	\$420,576.48	\$240,147.27
Fixed Assets		
15000 Furniture and Equipment	643.94	643.94
Total Fixed Assets	\$643.94	\$643.94
TOTAL ASSETS	\$421,220.42	\$240,791.21
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity	321,613.58	321,613.58
32000 Unrestricted Net Assets	-76,960.18	-122,231.49
Net Revenue	176,567.02	41,409.12
Total Equity	\$421,220.42	\$240,791.21
TOTAL LIABILITIES AND EQUITY	\$421,220.42	\$240,791.21