

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

**Thursday, 26 May 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 April 2022 Meeting
- E. Receive Financial Report for April 2022
- F. Public Comment
  
- G. Reports
  - a. FBO Activity Report: Mr. Holley
  - b. Garver Report: Mr. Sisemore
    - 1. Runway Lighting Project: Bulbs & Static interference
    - 2. Phase II Mill and Overlay Project: Final Striping
  - 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. 2022-23 Officer Nominating Committee
  
- J. Adjournment

**Next Scheduled Meeting – 6:00 pm 30 June 2022**

**Morehead-Rowan County Airport Board Meeting**  
**Meeting Minutes**  
**April 28, 2022**

Chairman Bruce Mattingly called the meeting to order at 6:05pm in the Airport Conference Room with board members David Perkins, Charles Derrickson, Tom Fossett, Aaron Roberts, Porter Dailey, and Tim James. Member present via Zoom was Ron Oliver. Members absent were Wes Holland and Mike Gray. Guests present via Zoom was Ryan Sisemore – PE, Garver and Jack Holley, Jr. – FBO, Holley Aviation LLC. Guests present included Earl Rogers – Attorney, Campbell & Rogers PLLC; James Taylor – Visitor; Michael Dement – MSU Farm Manager, and Barbara Marsh – Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the March meeting. The motion to approve the March 31, 2022, Meeting Minutes was made by Dr. Derrickson, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the March 2022 financial reports consisting of Statements of Activity, Financial Position, and Budget vs. Actual FY 22. The motion to approve the March 2022 financial reports was made by Mr. Dailey, seconded by Mr. Oliver, and approved unanimously.

**Public Comment**

None

**Reports**

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

1. **Fuel Report March.** 1290 gallons AvGas101LL; 898 gallons JETA. This week Bruce Pearl, Auburn coach, and Todd Golden, Florida Gators coach, each flew in to interview Morehead State's Johni Broome this week and purchased over 600 gal of fuel. Independent Stave is flying much more frequently as they approach their Commonwealth Cooperage plant opening date, so that is helping with JETA sales for this month. Our most recent AvGas purchase brought our retail price from \$4.99 to \$5.70. We will be increasing JETA accordingly from this week's JETA fuel delivery as well.

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. **Young Eagles Flight.** Our EAA chapter conducted Young Eagle flights last Saturday, April 23, 2022. It went very well with about 17 youngsters taking flights.

4. **Wall Packs/Photo Cells.** We received the wall pack and extra photocells that Barbara ordered and will be replacing remaining burnouts at the THangars.

5. **Elevated Fuel Tank.** We removed the old hose, filter and nozzle on the fuel storage tank by the beacon, as they all need replaced due to their deteriorated condition. The interior looks OK for use. We just need to verify the authorization for use before proceeding to use it.

6. **KDA Commissioner Visit.** Mr. Mark Carter flew in for a meeting with Rajant Corporation on Thursday, April 14. He used the courtesy truck for transportation.

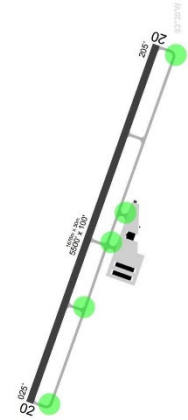
7. **Radio Interference Source-Airfield Electrical Edge Light Burnouts.** Mr. Will Adams, Garver PE, came by today and began his investigation into the radio interference source. He basically used a handheld to check for differences between power on and off conditions of the taxiway signage and then continued further identifying all areas where the static conditions are

encountered. Board members noted that the issues have been ongoing for over 4 months. Dr. Mattingly will follow up to get a detailed follow up plan with Mr. Sisemore.

8. Plow Truck 1993 International Replacement. A potential replacement was located in Waverly, OH. It has a plow and spreader and looks to be in good shape with relatively low miles. After checking, the truck was \$8,900 with 79,000 miles and not a viable purchase. The motion to authorize the Executive Committee to approve the purchase of a used plow truck if circumstances present themselves was made by Dr. Fossett, seconded by Mr. Oliver, and approved unanimously. Mr. Rogers indicated the small purchase limit was raised to \$30,000.

**b. Garver Report.** Mr. Sisemore. Prepared report 4.28.22, 5.39pm

1. Runway Lighting Project: Bulbs & Static Interference. Garver personnel were onsite at the Morehead-Rowan County Clyde A Thomas Regional Airport today, April 28, 2022, to evaluate noted radio interference and a potential connection to the recent electrical rehabilitation project completed on the field. Our engineer was successful in replicating the interference under similar conditions to previous incidents. Based on his findings, we intend to initially focus our efforts for resolution on the product performance of the airfield sign, vault equipment, and lighting equipment manufacturer – ADB Safegate. Working with the manufacturer, we will endeavor to isolate the issue further until we can replace what we believe may be equipment not functioning within acceptable emissions tolerances. We will work to keep the board informed before upcoming meetings of progress made on the issue. At the same time, it would be tremendously beneficial if we could receive any updated PIREPs of the issue recurring or changing until the matter is resolved to all of our satisfaction.



2. Runway Rehab Phase I & II – Construction & Mill and Overlay Project.

Contractors are Phase I – Walker & Phase II – Hinkle. No update, waiting on weather.

3. Apron Project Rendering. Mr. Sisemore requested comments during the last meeting but no comments have been made for the renderings he prepared. The renderings will be an aide in meetings as we engage with businesses while sharing our Strategic Plan. Mr. Jason Slone will work with the airport board on planning. Mr. Dailey has arranged with Rajant Corporation regarding a support letter for the justification for additional facilities which the FAA has requested.

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

Hay Contract. Mr. Michael Joe Dement, the new MSU Farm Manager was introduced to the board. He has been involved with developing the hay on airport property for many years and thinks the partnership is good for both parties. He is pleased that the yield here is beyond 300 bales per year and is excited to increase that. Cutting hay all at one location is beneficial for the MSU farm. He wants to continue and show improvement. At another time he has ideas for improvement which coincides with aesthetics. If anyone would like a personal farm tour, please contact him. Dr. Derrickson recollected that in our humble beginnings of hay cutting, our yield was 30 square bales.

HVAC. Mr. Perkins was asked at the last meeting to provide an evaluation of the HVAC system and to note any issues. The system operates off a single air handler with outside heat pump with multiple motorized dampers in the ducts, some of which are not operating. A relief damper basically dumps into the attic and may not be working properly. The supply ducts to the bathrooms are oversized and need manual dampers installed. The air handler is located in the attic area. The insulation on top of ceiling is insulation similar to that of a commercial hangar. An estimate of repair is \$985. The motion to approve the estimate of repair of \$985

by Service of Morehead as outlined in estimate to improve and repair the HVAC system was made by Mr. Oliver, seconded by Mr. Roberts, and approved unanimously, with Mr. Perkins recusing himself due to family ties with the contractor.

**d. Legal Report.** Mr. Rogers

None

**e. Communication & Security.** Mr. Roberts

None

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

1. Budget Requests. Dr. Mattingly reported that Rowan County Fiscal Court has responded to our request for \$15,000 which they will appropriate in their next budget. This increase in funding will assist us in meeting our match and debt service requirements to obtain additional State and Federal dollars, necessary to develop taxiway/ramp infrastructure at the north end of the field. When completed, this infrastructure project will allow for the construction of large box hangars capable of housing large twin and jet aircraft to meet our current needs as well as allow for the future growth of corporate traffic.

*Background:* With our current FAA entitlement funds of \$150,000/year and an additional allocation of \$159,000/year for the next five years (total \$309,000) from the recently passed federal infrastructure bill, we should be able to nearly pay off the \$1.5M Apron Expansion project in 3 years. We would need to apply for a loan to help pay for the debt service, interest, and local match. At a minimum, the cost would be \$30,000 a year. Dr. Mattingly wrote letters to request additional funding to Mayor Laura White-Brown and Judge Executive Harry Clark.

2. Courtesy Car Transfer from City of Morehead. Thank you to Mayor Laura White-Brown and City Councilman Perkins for their assistance in obtaining a Crown Victoria police cruiser to be used as our new courtesy car. The city maintenance shop will get it up and running with a new fuel tank and labor free. Our 2004 Chevy Silverado courtesy truck had to be towed when two pilots used it recently.

3. Happy Birthday Dr. Derrickson 95 Years Young. Board members honored our senior board member Dr. Charles Derrickson on his birthday with a song and well wishes.

**H. Old Business**

None

**I. New Business**

Morehead-Rowan County Chamber of Commerce Annual Golf Scramble June 17, 2022 Fundraiser. The motion to approve a \$150 sponsorship for the Chamber of Commerce Golf Scramble logo advertising was made by Dr. Fossett, seconded by Mr. James, and approved unanimously. The chamber has been an invaluable ally in our quest for economic development for the area.

**J. Adjournment**

The meeting was adjourned at 6:45pm.

# Morehead-Rowan County Airport Board

Budget vs. Actuals: 21-22 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Revenue			
43400 Direct Public Support			
43420 County Operating Support	31,666.70	38,000.00	6,333.30
43440 City Operating Support	32,083.33	35,000.00	2,916.67
<b>Total 43400 Direct Public Support</b>	<b>63,750.03</b>	<b>73,000.00</b>	<b>9,249.97</b>
44500 Government Grants			
44520 Federal Grants	1,060,317.00	1,294,492.00	234,175.00
44540 State Grants	182,105.04	229,637.00	47,531.96
44550 Federal CARES Act	75,000.00	43,000.00	-32,000.00
<b>Total 44500 Government Grants</b>	<b>1,317,422.04</b>	<b>1,567,129.00</b>	<b>249,706.96</b>
45000 Investments			
45030 Interest-Savings, Short-term CD	364.45	700.00	335.55
45031 Interest, checking account	62.56		-62.56
45040 Interest Income, savings account	6.83		-6.83
<b>Total 45000 Investments</b>	<b>433.84</b>	<b>700.00</b>	<b>266.16</b>
47500 Rentals			
47520 T-Hangars	48,365.00	49,500.00	1,135.00
47550 Late Fee	213.50		-213.50
47570 Residence	5,000.00	6,000.00	1,000.00
<b>Total 47500 Rentals</b>	<b>53,578.50</b>	<b>55,500.00</b>	<b>1,921.50</b>
<b>Total Revenue</b>	<b>\$1,435,184.41</b>	<b>\$1,696,329.00</b>	<b>\$261,144.59</b>
<b>GROSS PROFIT</b>	<b>\$1,435,184.41</b>	<b>\$1,696,329.00</b>	<b>\$261,144.59</b>
Expenditures			
60900 Business Expenses			
60920 Business Registration Fees	250.00		-250.00
<b>Total 60900 Business Expenses</b>	<b>250.00</b>		<b>-250.00</b>
62100 Contract Services			
62111 Attestation/Audit		6,000.00	6,000.00
62112 AWOS Maintenance	3,228.00	3,600.00	372.00
62120 Web Fees	500.00	500.00	0.00
62140 Legal Fees	500.00	1,500.00	1,000.00
62150 FBO	33,000.00	36,000.00	3,000.00
62170 Administrative	7,817.37	8,528.00	710.63
62175 Consulting - Airport Strategic Planning	34,700.00	34,700.00	0.00
<b>Total 62100 Contract Services</b>	<b>79,745.37</b>	<b>90,828.00</b>	<b>11,082.63</b>
62800 Grounds and Facility Support			
62830 Facility Repair and Maintenance	6,424.27	11,109.00	4,684.73
62831 Facility Repair & Maintenance Reserve		6,112.00	6,112.00
62840 Equipment, Repair, and Maintenance	1,426.40	25,000.00	23,573.60
62870 Vehicle Registration/Repair/Mainte	1,497.29	1,000.00	-497.29
<b>Total 62800 Grounds and Facility Support</b>	<b>9,347.96</b>	<b>43,221.00</b>	<b>33,873.04</b>

	TOTAL		
	ACTUAL	BUDGET	REMAINING
63000 Insurance			
63010 Insurance - Property, Er/Omis	8,623.91	14,000.00	5,376.09
63040 Surety Bond	153.72	200.00	46.28
63050 Liability Insurance	4,127.00		-4,127.00
<b>Total 63000 Insurance</b>	<b>12,904.63</b>	<b>14,200.00</b>	<b>1,295.37</b>
64400 Utilities			
64410 Electric	11,172.93	8,300.00	-2,872.93
64420 Telecommunications	2,149.80	4,000.00	1,850.20
64430 Waste Disposal	157.84	500.00	342.16
64440 Water and Sewer	1,224.09	1,000.00	-224.09
64450 TV	524.07		-524.07
<b>Total 64400 Utilities</b>	<b>15,228.73</b>	<b>13,800.00</b>	<b>-1,428.73</b>
65000 General Administration			
65010 Bookkeeping Software and Subscriptions	879.40	1,000.00	120.60
65020 Postage, Mailing Service	234.36	350.00	115.64
65030 Printing and Copying		100.00	100.00
65040 Material & Supplies	390.71	500.00	109.29
65110 Promotions and Advertising Expenses	16.00	200.00	184.00
65130 Business Registration Fee	25.75		-25.75
65140 Bank Fees	64.94	100.00	35.06
65150 Memberships and Dues	335.00	700.00	365.00
65890 Events, Ceremonies, & Meetings	520.00		-520.00
65895 Travel		3,600.00	3,600.00
65896 Refunds	-8.99		8.99
<b>Total 65000 General Administration</b>	<b>2,457.17</b>	<b>6,550.00</b>	<b>4,092.83</b>
65200 Fuel Expenses		3,600.00	3,600.00
80100 Capital Purchases			
80101 Capital Purchase 2020 Airfield Lighting			
80150 Professional Engineering - 2020 Airfield Electrical	3,638.10		-3,638.10
80156 Construction - 2020 Airfield Electrical	33,599.10	84,770.00	51,170.90
<b>Total 80101 Capital Purchase 2020 Airfield Lighting</b>	<b>37,237.20</b>	<b>84,770.00</b>	<b>47,532.80</b>
80130 Capital Purchase Equipment	7,999.00		-7,999.00
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	6,721.00		-6,721.00
65114 Legal & Professional - Runway Rehab - Phase II - Mill & Overlay	902.46		-902.46
65118 Professional Engineering - Runway Rehab Phase II Mill & Overlay	61,363.54		-61,363.54
80158 Construction Runway Rehab - Phase II - Mill & Overlay	991,330.13	1,294,492.00	303,161.87
<b>Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill &amp; Overlay</b>	<b>1,060,317.13</b>	<b>1,294,492.00</b>	<b>234,174.87</b>
80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY			
80157 CONSTRUCTION Runway Rehab Phase II		144,868.00	144,868.00
<b>Total 80197 2019 Runway Rehab Phase II CONSTRUCTION ONLY</b>		<b>144,868.00</b>	<b>144,868.00</b>
<b>Total 80100 Capital Purchases</b>	<b>1,105,553.33</b>	<b>1,524,130.00</b>	<b>418,576.67</b>
<b>Total Expenditures</b>	<b>\$1,225,487.19</b>	<b>\$1,696,329.00</b>	<b>\$470,841.81</b>
NET OPERATING REVENUE	<b>\$209,697.22</b>	<b>\$0.00</b>	<b>\$ -209,697.22</b>
NET REVENUE	<b>\$209,697.22</b>	<b>\$0.00</b>	<b>\$ -209,697.22</b>

# Morehead-Rowan County Airport Board

## Statement of Activity

April 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	6,333.34
43440 City Operating Support	2,916.67
<b>Total 43400 Direct Public Support</b>	<b>9,250.01</b>
44500 Government Grants	
44520 Federal Grants	6,721.00
44550 Federal CARES Act	11,000.00
<b>Total 44500 Government Grants</b>	<b>17,721.00</b>
45000 Investments	
45031 Interest, checking account	7.30
45040 Interest Income, savings account	0.62
<b>Total 45000 Investments</b>	<b>7.92</b>
47500 Rentals	
47520 T-Hangars	4,760.00
47550 Late Fee	93.00
47570 Residence	1,000.00
<b>Total 47500 Rentals</b>	<b>5,853.00</b>
<b>Total Revenue</b>	<b>\$32,831.93</b>
<b>GROSS PROFIT</b>	<b>\$32,831.93</b>
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	207.00
62150 FBO	3,000.00
62170 Administrative	710.67
<b>Total 62100 Contract Services</b>	<b>3,917.67</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	299.53
62840 Equipment, Repair, and Maintenance	10.59
62870 Vehicle Registration/Repair/Mainte	334.31
<b>Total 62800 Grounds and Facility Support</b>	<b>644.43</b>
64400 Utilities	
64410 Electric	999.61
64420 Telecommunications	183.02
64440 Water and Sewer	-10.82
64450 TV	49.97
<b>Total 64400 Utilities</b>	<b>1,221.78</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	80.00
65040 Material & Supplies	5.24
65896 Refunds	-8.99
<b>Total 65000 General Administration</b>	<b>76.25</b>
<b>Total Expenditures</b>	<b>\$5,860.13</b>
<b>NET OPERATING REVENUE</b>	<b>\$26,971.80</b>
<b>NET REVENUE</b>	<b>\$26,971.80</b>

# Morehead-Rowan County Airport Board

## Statement of Activity

July 2021 - April 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	31,666.70
43440 City Operating Support	29,166.66
<b>Total 43400 Direct Public Support</b>	<b>60,833.36</b>
44500 Government Grants	
44520 Federal Grants	1,060,317.00
44540 State Grants	182,105.04
44550 Federal CARES Act	75,000.00
<b>Total 44500 Government Grants</b>	<b>1,317,422.04</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	364.45
45031 Interest, checking account	62.56
45040 Interest Income, savings account	6.83
<b>Total 45000 Investments</b>	<b>433.84</b>
47500 Rentals	
47520 T-Hangars	45,730.00
47550 Late Fee	213.50
47570 Residence	5,000.00
<b>Total 47500 Rentals</b>	<b>50,943.50</b>
<b>Total Revenue</b>	<b>\$1,429,632.74</b>
<b>GROSS PROFIT</b>	<b>\$1,429,632.74</b>
Expenditures	
60900 Business Expenses	
60920 Business Registration Fees	250.00
<b>Total 60900 Business Expenses</b>	<b>250.00</b>
62100 Contract Services	
62112 AWOS Maintenance	3,228.00
62120 Web Fees	500.00
62140 Legal Fees	500.00
62150 FBO	30,000.00
62170 Administrative	7,106.70
62175 Consulting - Airport Strategic Planning	34,700.00
<b>Total 62100 Contract Services</b>	<b>76,034.70</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	4,273.59
62840 Equipment, Repair, and Maintenance	1,426.40
62870 Vehicle Registration/Repair/Mainte	1,497.29
<b>Total 62800 Grounds and Facility Support</b>	<b>7,197.28</b>



	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	8,623.91
63040 Surety Bond	153.72
63050 Liability Insurance	4,127.00
<b>Total 63000 Insurance</b>	<b>12,904.63</b>
64400 Utilities	
64410 Electric	10,098.02
64420 Telecommunications	1,947.42
64430 Waste Disposal	157.84
64440 Water and Sewer	900.79
64450 TV	474.10
<b>Total 64400 Utilities</b>	<b>13,578.17</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	799.40
65020 Postage, Mailing Service	129.36
65040 Material & Supplies	390.71
65110 Promotions and Advertising Expenses	16.00
65130 Business Registration Fee	25.75
65140 Bank Fees	64.94
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	520.00
65896 Refunds	-8.99
<b>Total 65000 General Administration</b>	<b>2,272.17</b>
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Professional Engineering - 2020 Airfield Electrical	3,638.10
80156 Construction - 2020 Airfield Electrical	33,599.10
<b>Total 80101 Capital Purchase 2020 Airfield Lighting</b>	<b>37,237.20</b>
80130 Capital Purchase Equipment	7,999.00
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	
65114 Legal & Professional - Runway Rehab - Phase II - Mill & Overlay	902.46
65118 Professional Engineering - Runway Rehab Phase II Mill & Overlay	61,363.54
80158 Construction Runway Rehab - Phase II - Mill & Overlay	991,330.13
<b>Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill &amp; Overlay</b>	<b>1,053,596.13</b>
<b>Total 80100 Capital Purchases</b>	<b>1,098,832.33</b>
<b>Total Expenditures</b>	<b>\$1,211,069.28</b>
NET OPERATING REVENUE	<b>\$218,563.46</b>
NET REVENUE	<b>\$218,563.46</b>

# Morehead-Rowan County Airport Board

## Statement of Financial Position Comparison

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	26,068.74	34,059.21
Citizens Bank CD 12.21.21 Fuel Reserves .20% Matures 12.21.22	54,164.80	
Citizens Bank CD Fuel Reserves .20% 13mo matures 11.14.22	0.00	48,275.48
Citizens Bank Construction Account NOW .03%	149,936.61	5,037.84
Citizens Bank Operating Account NOW .03%	168,546.52	85,765.88
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00	5,655.81
Whitaker Bank CD Renewed Bldgs/Grds Res 12.21.21 -12 mo .25%	63,856.25	63,672.88
<b>Total Bank Accounts</b>	<b>\$462,572.92</b>	<b>\$242,467.10</b>
<b>Total Current Assets</b>	<b>\$462,572.92</b>	<b>\$242,467.10</b>
Fixed Assets		
15000 Furniture and Equipment	643.94	643.94
<b>Total Fixed Assets</b>	<b>\$643.94</b>	<b>\$643.94</b>
<b>TOTAL ASSETS</b>	<b>\$463,216.86</b>	<b>\$243,111.04</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
<b>Total Liabilities</b>		
Equity		
30000 Opening Balance Equity	321,613.58	321,613.58
32000 Unrestricted Net Assets	-76,960.18	-122,231.49
Net Revenue	218,563.46	43,728.95
<b>Total Equity</b>	<b>\$463,216.86</b>	<b>\$243,111.04</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$463,216.86</b>	<b>\$243,111.04</b>