

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 30 June 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 26 May 2022 Meeting
- E. Receive Financial Report for May 2022
- F. Public Comment

- G. Special Resolution: Michael R. Gray

- H. Reports
 - a. FBO Activity Report: Mr. Holley

 - b. Garver Report: Mr. Sisemore
 - 1. Runway Rehab Phase I - Drainage
 - 2. Phase II Mill and Overlay Project – Striping
 - 3. Electrical Project – Radio interference

 - c. Building and Grounds: Mr. Oliver/Dr. Derrickson

 - d. Legal Report: Mr. Rogers
 - 1. Conflict of Interest Policy

 - e. Communications and Security: Mr. Roberts

 - f. Chair Report: Dr. Mattingly

- I. Old Business:

- J. New Business:
 - a. Approval of 2021-22 Amended Budget
 - b. Approval of 2022-23 Budget
 - c. Approval of Financial Institutions
 - d. Approval of Secondary Signature Authority for Assistant Secretary/Treasurer: Ms. Barbara Marsh
 - e. Approval for Assistant Secretary/Treasurer (Ms. Barbara Marsh) to access financial records.
 - f. Nominating Committee Report and Election of 2022– 2023 Officers

- K. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 28 July 2022

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
May 26, 2022

Chairman Bruce Mattingly called the meeting to order at 6:02pm in the Airport Conference Room with board members Charles Derrickson, David Perkins, Tom Fossett, Porter Dailey, and Aaron Roberts. Members present via Zoom were Ron Oliver, Tim James, and Wes Holland. Member absent was Mike Gray. Guests present via Zoom were Ryan Sisemore – PE, Garver, Jason Slone – President/CEO, Morehead-Rowan County Chamber of Commerce/Interim Director, Morehead-Rowan County Economic Development Council, and Jack Holley, Jr. – FBO, Holley Aviation LLC. Guests present included Earl Rogers – Attorney, Campbell & Rogers PLLC; James Taylor – Visitor; Shannon Murphy – Rowan County High School Aviation Instructor, and Barbara Marsh – Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the April board meeting. The motion to approve the April 28, 2022, Meeting Minutes was made by Dr. Fossett, seconded by Mr. James, and approved unanimously.

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

Public Comment

Chamber of Commerce News. Mr. Slone reported that in a recent local option wet/dry vote on May 17, 2022, county wide alcohol sales will be legal. There are several projects in the works which he could not discuss due to privacy issues. He mentioned that an effort is being made to do something with the Food Lion building located near the interstate. He said that a grocery store is not expected or wanted to fill the space. Near the main street and hospitality district, there is a 2,000 sq ft space available. Mike Knudson, Commonwealth Cooperage Manager, reports that they are beginning to hire 150-200 employees for full scale production in late 2022 quarter or 1st quarter of 2023. Dr. Mattingly reported that the airport board voted to be one of the sponsors for the annual Chamber of Commerce Golf Scramble in June.

Aviation Maintenance Technician Program. Dr. Murphy reported that he and Dr. Mattingly were working with Maysville Community & Technical College on a grant to purchase equipment to set up an aviation teaching facility in Maysville. The \$500,000 Federal Aviation Administration grant would be used mostly for equipment and to promote aviation careers.

The grant will also provide some community outreach to schools in the area to promote aviation careers and specifically the Aviation Maintenance Technician (AMT) program MCTC is standing up. This is all dependent on MCTC getting the grant awarded.

Reports

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

1. Fuel Report April. 1180 gallons AvGas101LL (\$6.05); 1194 gallons JETA (SS-\$5.15, FS-\$5.50). Independent Stave is still flying in frequently, helping with JETA sales, as well as a

couple of utility turbine helicopter units. We get a fair share of transient 100LL customers due to our relatively lower current pricing for now.

2. Community Hangar/Tie Downs. Matt Oldham, Wings of Grace, Zane McGlade, Briar Siljander, Brandon Hamilton, David Kelly. Tie downs: Charlie Hamilton, John Broughton, Kevin Mays.

3. Water Tank Usage Donation. We are donating the use of our 550 gal water tank (now on a trailer) for power washing the THangar skirts. We had hoped to be able to gravity feed the pressure washer directly from the tank, but the delivery is too slow for the 2 ½ GPM needed to run it. I have a spare 12v freshwater pump from my boat that we're going to try. We have another water tank which is on the back of Jack's truck. Mr. James offered the use of a 4-stroke pump to see if it was useful.

4. Elevated Fuel Tank. I located a 12v fuel transfer pump that I'm not using that we can mount on the elevated tank. Ms. Marsh has ordered a meter and nozzle that should be here soon. Everything else we need (filter mount, hose etc...) can be scavenged from the old fittings.

5. QTPod & Weather Reporting Outage. There was a brief QTPod outage due to data center outage. Power outages intermittently disrupt online weather reporting. Checklist catches it. Jackson weather service is keeping an eye on it. We keep losing service even though we have a battery backup. The unit does not reboot. A question was asked about the age of the battery backup. (from records invoice date 10.26.20)

6. AWOS Desk Display. AWOS desk display has faded to an unreadable state. Ed Leach has been notified and is locating a replacement.

b. Garver Report. Mr. Sisemore.

1. Runway Lighting Project: Bulbs & Static Interference. Garver is working with the manufacturer of the bulbs, ADB Safegate. The system has shown some improvement which exists even when the signs are off. They have offered to ship additional components. Once they arrive, they will be installed and analyzed. The light burnout seems to have diminished. If the contractor borrowed any of the extras, please advise and I will follow up with Appalachian Foothills for replacements.

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

Phase I – Walker - Seeding and groundwork. The contractors are planning on next week to complete the projects, waiting on weather. For Phase II Hinkle – final markings & painting, have all colors in now. In speaking with Ebb Copher, for the week of June 3-4-5, beginning at 6:00pm on Friday, June 3. A GO-NO GO notice will be given for distribution.



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

1. Dried Pond Scum. Mr. Oliver reported an additional fertilization method will be tested in an area to spread pond scum on the ground.

2. Hay Cutting. MSU is preparing to do the first hay cutting of the year.

d. Legal Report. Mr. Rogers

None

e. Communication & Security. Mr. Roberts

None

f. Chair Report. Dr. Mattingly

1. Legislature Appropriates \$200K to all Airports. Dr. Mattingly reported that the Kentucky State Legislature passed in their budget a \$200,000 appropriation for each airport instead of the usual method of letting Kentucky Department of Aviation decide which airports need money for projects. The KDA has a long list of needs for airports but no funding now. They will modify our match for programs. Since airports have money now and to make up the difference, the KDA will raise to a minimum of 5% match to devote to projects.

2. Courtesy Car Transfer from City of Morehead. Mr. Perkins reported that the Ford Crown Victoria is ready to be picked up. Thank you to Mr. Perkins for his help in obtaining the courtesy car and for the repairs facilitated by the City of Morehead.

3. Annual Meeting June 2022. Due to COVID concerns, the annual meeting in which local and state dignitaries are invited will be canceled until next year.

H. Old Business

None

I. New Business

Nominating Committee. The election of officers will take place at the June board meeting. Dr. Mattingly named Dr. Derrickson as chairman of the Nominating Committee, with members Mr. Holland and Dr. Fossett. They will report back their slate of officers at the June 30, 2022, board meeting.

J. Adjournment

The meeting was adjourned at 6:39pm.

Morehead-Rowan County Airport Board

Statement of Financial Position Comparison

As of May 31, 2022

	TOTAL	
	AS OF MAY 31, 2022	AS OF MAY 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	26,069.43	34,059.99
Citizens Bank CD - Fuel Reserves .20% Matures 12.21.22	54,164.80	
Citizens Bank CD Fuel Reserves .20% Matures 11.14.22	0.00	48,275.48
Citizens Bank Construction Account NOW .03%	149,940.56	5,037.92
Citizens Bank Operating Account NOW .03%	162,911.26	86,823.86
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00	5,655.81
Whitaker Bank CD Bldgs/Grds Res .25% - Matures 12.21.22	63,856.25	63,672.88
Total Bank Accounts	\$456,942.30	\$243,525.94
Total Current Assets	\$456,942.30	\$243,525.94
Fixed Assets		
15000 Furniture and Equipment	643.94	643.94
Total Fixed Assets	\$643.94	\$643.94
TOTAL ASSETS	\$457,586.24	\$244,169.88
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	212,932.84	44,787.79
Total Equity	\$457,586.24	\$244,169.88
TOTAL LIABILITIES AND EQUITY	\$457,586.24	\$244,169.88

Morehead-Rowan County Airport Board

Statement of Activity

May 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
45000 Investments	
45031 Interest, checking account	8.39
45040 Interest Income, savings account	0.69
Total 45000 Investments	9.08
47500 Rentals	
47520 T-Hangars	2,975.00
47570 Residence	500.00
Total 47500 Rentals	3,475.00
Total Revenue	\$9,567.42
GROSS PROFIT	\$9,567.42
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	2,150.68
62840 Equipment, Repair, and Maintenance	96.97
62870 Vehicle Registration/Repair/Mainte	917.41
Total 62800 Grounds and Facility Support	3,165.06
64400 Utilities	
64410 Electric	982.75
64420 Telecommunications	202.38
64440 Water and Sewer	181.21
64450 TV	49.97
Total 64400 Utilities	1,416.31
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	80.00
65020 Postage, Mailing Service	105.00
Total 65000 General Administration	185.00
80100 Capital Purchases	
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	
80159 Engineering - Runway Rehab Phase II Mill & Overlay	6,721.00
Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	6,721.00
Total 80100 Capital Purchases	6,721.00
Total Expenditures	\$15,198.04
NET OPERATING REVENUE	\$ -5,630.62
NET REVENUE	\$ -5,630.62

Morehead-Rowan County Airport Board

Statement of Activity

July 2021 - May 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	34,833.37
43440 City Operating Support	32,083.33
Total 43400 Direct Public Support	66,916.70
44500 Government Grants	
44520 Federal Grants	1,060,317.00
44540 State Grants	182,105.04
44550 Federal CARES Act	75,000.00
Total 44500 Government Grants	1,317,422.04
45000 Investments	
45030 Interest-Savings, Short-term CD	364.45
45031 Interest, checking account	70.95
45040 Interest Income, savings account	7.52
Total 45000 Investments	442.92
47500 Rentals	
47520 T-Hangars	48,705.00
47550 Late Fee	213.50
47570 Residence	5,500.00
Total 47500 Rentals	54,418.50
Total Revenue	\$1,439,200.16
GROSS PROFIT	\$1,439,200.16
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	3,228.00
62120 Web Fees	500.00
62140 Legal Fees	500.00
62150 FBO	33,000.00
62170 Administrative	7,817.37
62175 Consulting - Airport Strategic Planning	34,700.00
Total 62100 Contract Services	79,745.37
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	4,999.27
62840 Equipment, Repair, and Maintenance	1,523.37
62870 Vehicle Registration/Repair/Mainte	2,414.70
Total 62800 Grounds and Facility Support	8,937.34
63000 Insurance	
63010 Insurance - Property, Er/Omis	8,623.91
63040 Surety Bond	153.72

	TOTAL
63050 Liability Insurance	4,127.00
Total 63000 Insurance	12,904.63
64400 Utilities	
64410 Electric	11,080.77
64420 Telecommunications	2,149.80
64430 Waste Disposal	157.84
64440 Water and Sewer	1,082.00
64450 TV	524.07
Total 64400 Utilities	14,994.48
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	879.40
65020 Postage, Mailing Service	234.36
65040 Material & Supplies	390.71
65110 Promotions and Advertising Expenses	16.00
65130 Business Registration Fee	275.75
65140 Bank Fees	64.94
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	520.00
65896 Refunds	-8.99
Total 65000 General Administration	2,707.17
65200 Fuel Expenses	1,425.00
80100 Capital Purchases	
80101 Capital Purchase 2020 Airfield Lighting	
80150 Engineering - 2020 Airfield Electrical	3,638.10
80156 Construction - 2020 Airfield Electrical	33,599.10
Total 80101 Capital Purchase 2020 Airfield Lighting	37,237.20
80130 Capital Purchase Equipment	7,999.00
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	
80158 Construction Runway Rehab - Phase II - Mill & Overlay	991,330.13
80159 Engineering - Runway Rehab Phase II Mill & Overlay	68,987.00
Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	1,060,317.13
Total 80100 Capital Purchases	1,105,553.33
Total Expenditures	\$1,226,267.32
NET OPERATING REVENUE	\$212,932.84
NET REVENUE	\$212,932.84

MRCA BUDGETS						
2016 -						
	Approved	Amended	FINAL	Approved	Amended	FINAL
Date approved/Amended						
	2021-2022	2021-2022	2021-2022	2022-23	2022-23	2022-23
REVENUES						
UNRESTRICTED FUNDS						
London Calling Movie Fees	*****					
Hangar Rentals	49,500	51,680		49,500		
Investment income	700	443		700		
Residence Rental	6,000	6,000		6,000		
City Contribution	35,000	35,000		40,000		
County Contribution	38,000	38,000		53,000		
Total Unrestricted Revenues	129,200	131,123	0	149,200	0	0
RESTRICTED FUNDS						
Fuel *						
Government Grants-FAA	1,294,492	1,052,318		152,169		
Government Grants-State	229,637	182,106				
Cares Act and ACRGP Grant	43,000	75,000				
KY Gen. Assembly Appropriation				200,000		
Total Restricted Revenues	1,567,129	1,309,424	0	352,169	0	0
Total All Revenues	1,696,329	1,440,547	0	501,369	0	0
EXPENSES						
Contracted Services						
Airport Development Plan - Self Funded	34,700	34,700		3,000		
Web Management	500	500		500		
AWOS Maintenance	3,600	3,228		3,600		
Legal	1,500	500		1,500		
Attestation/Audit Fee	6,000			6,000		
FBO Support	36,000	36,000		36,000		
Administrative	8,528	8,528		9,000		
Subtotal Contracted Services	90,828	83,456		59,600	0	0
Facilities Support						
Facility repair and maintenance	11,109	5,000		12,000		
Equipment Expense/Purchase	25,000	1,600		20,000		
Vehicle Expenses/Purchase	1,000	2,415		3,000		
Facilities Improvement Fund	6,112			5,150		
Subtotal Facilities Support	43,221	9,015		40,150	0	0
Insurance						
Property/Liability	14,000	12,800		18,000		
Surety Bond	200	154		200		
Subtotal Insurance	14,200	12,954		18,200	0	0
Utilities						
Electricity	8,300	11,910		14,000		
Sewer/Water/Solid Waste	1,500	2,000		2,400		
Telecom	4,000	3,200		4,000		
Subtotal Utilities	13,800	17,110		20,400	0	0
General Administration						
Bookkeeping/Software Expense	1,000	965		1,200		
Postage and mailing	350	235		350		
Printing and Copying	100			100		
Materials and Supplies	500	392		500		
Promotions and advertising	200	20		200		

Banking Fees	100	65		100		
Memberships	700	370		700		
Events, Ceremonies, Meetings		670		500		
Travel and Meetings	3,600			3,600		
Subtotal Admin	6,550	2,717		7,250	0	0
Fuel Expenses						
Fuel Expenses	3,600	1,425		3,600		
Capital						
Runway Rehab Design						
Capital Purchase Equipment		7,999				
KDA Runway Rehab Phase 1 - Repairs	144,868	144,868				
FAA Trench Drain Repair						
KDA Lighting Replacement Project	84,770	37,238				
KDA Fuel Tank Refurbishing						
FAA Runway Rehab Phase II - Overlay	1,294,492	1,052,318		152,169		
Subtotal Capital	1,524,130	1,242,423	0	152,169	0	0
Total Estimated Expenses	1,696,329	1,369,100	0	301,369	0	0
Total Estimated Revenues	1,696,329	1,440,547	0	501,369	0	0
Estimated Revenues over Expenses	-	71,447	-	200,000	0	0
Transfers to Depreciation/Reserve Funds						
Local Match & Construction Fund		(50,000)		(200,000)		
Depreciation Reserves		(21,447)				
Total Transferred to Reserves	0	(71,447)	0	(200,000)	0	0
Estimated Fund Balance 6/30/XX	-	-	-	0	0	0
	KDA Runway I	(144,868)				
	NET	(144,868)				

MOREHEAD-ROWAN COUNTY AIRPORT BOARD
CONFLICT OF INTEREST POLICY
ADOPTED SEPTEMBER 30, 2010

No member of the Board of Directors of the Morehead-Rowan County Airport Board (the Board), or member of any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Board.

Each Board Member shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Any Board Member, who as staff member or board member of a client organization or vendor to the Morehead-Rowan County Airport Board shall identify his or her affiliation with such organization or organizations and shall not participate in the decision affecting that organization.

A Board Member or Board Committee member, staff or contract consultant of the Board, shall refrain from obtaining any list of Board clients for personal or private solicitation purposes at any time during the term of their affiliation and for a period of one year after affiliation as Board or Committee member.

If an issue is to be decided by the Board that involves potential conflict of interest for a Board Member, it is the responsibility of the Board Member to:

1. Identify the potential conflict of interest to the Board.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

It is the responsibility of the Board to:

1. Only decide to hire or contract with a Board Member if they are the best qualified individuals available, and willing to provide the goods or services needed at the best price.
2. Record in the minutes of the Board Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.

Although it is not a conflict of interest to reimburse Board Members for expenses incurred (such as the purchase of supplies), Board Members are prohibited by law from being paid for serving on the Board. Generally, Board Members will not receive pass-through dollars for individual projects.

A copy of the Conflict of Interest policy shall be provided to each Board Member at its annual meeting which shall be signed, dated, and returned to the Secretary.

Tim James Timothy James

David Perkins [Signature] 6-30-22

Porter Dailey Porter Dailey 6-30-22

Aaron Roberts _____

Bruce Mattingly Bruce Mattingly 6-30-22

Ron Oliver Ron Oliver 6/29/22

Charles Derrickson Charles Derrickson 6-30-22

Wes Holland [Signature] 6/30/22

Tom Fossett Tom Fossett 6/30/2022

Shannon Murphy Shannon Murphy 6/30/22

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Tim James _____	_____
	Date
Porter Dailey _____	_____
	Date
Bruce Mattingly _____	_____
	Date
Charles Derrickson _____	_____
	Date
Tom Fossett _____	_____
	Date

David Perkins _____	_____
	Date
Aaron Roberts  _____	_____
	Date
Ron Oliver _____	_____
	Date
Wes Holland _____	_____
	Date
Shannon Murphy _____	_____
	Date