

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 27 October 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 29 September 2022 Meeting
- E. Receive Financial Report for September 2022
- F. Public Comment

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

 - b. Garver Report:
 - 1. Runway Rehab Phase I - Drainage
 - 2. Electrical Project – Radio interference
 - 3. Apron Expansion Project

 - 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. ACIP
 - b. November & December regular meetings
 - c. Special Meeting – December 8, 2022
 - d. Morehead Chamber of Commerce Annual Awards Banquet

- J. Adjournment

**Morehead-Rowan County Airport Board Meeting
Annual Meeting Minutes
September 29, 2022**

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport Conference Room with board members Ron Oliver, Charles Derrickson, Shannon Murphy, Porter Dailey, and Tim James. Members absent were Wes Holland, Aaron Roberts, Tom Fossett and David Perkins. Guests present via Zoom were Ryan Sisemore – PE, Garver; Jack Holley, Jr. – FBO, and John Holbrook, Hangar Tenant. Guests present included Earl Rogers – Attorney, Campbell Rogers and Stacy PLLC and Barbara Marsh – Assistant Secretary-Treasurer.

Dr. Mattingly presented the Minutes of the August board meeting. The motion to approve the August 25, 2022, Meeting Minutes was made by Mr. Oliver, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the August 2022 financial reports consisting of Statement of Activity and Financial Position and Comparison. The motion to approve the August 2022 financial reports was made by Dr. Murphy, seconded by Mr. Dailey, and approved unanimously.

Public Comment

None

Reports

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

1. Fuel sales for August. AvGas 850 gal; JETA 3464 gal.
2. Community Hangar/Tie Downs. Matt Oldham, Wings of Grace, Zane McGlade, Briar Siljander, Brandon Hamilton. Tie Downs: Charlie Hamilton, John Broughton.
3. Elevated Fuel Tank. Gas usage for August 31-September 2022 is 42.9 gallons. Elevated fuel tank remaining balance is 117.8 gallons. A replacement for the fuel meter was installed.
4. REIL Light Replacement Parts. Mr. Danny Brewer installed the replacement parts.
5. Team Focus / EAA Aviation Event. The Team Focus event scheduled for Saturday, August 27th was canceled due to weather. The regularly scheduled EAA Young Eagles event was conducted Saturday, September 24th with 17 participants.

b. **Garver Report.** Mr. Sisemore.

1. Runway Rehab Phase I CONSTRUCTION – Drainage, Seeding, and Groundwork. The contractor, Walker Construction & Materials LLC, was on site 9.26.22 removing a large stone and seeding. Will return this Wednesday to top dress with fertilizer. Garver will meet with contractor in October to review work. It may be that we will have to wait until the grass germinates, but it appears that reseeding has not been done. Mr. Oliver reported that MSU overseeded at the airport in support of the hay operation. Water is channeling and beginning to erode significantly. Mr. Sisemore said we can either protect channeling with riprap or reseed. He will speak with the contractor. (Retainage is being held \$144,868).

2. Airfield Electrical Radio Interference. Equipment manufacturer ADB, Chuck Berkey, reported there is a new RCU board which has to be installed with the other parts. We are looking for delivery of that part next week. He is starting communication with Appalachian Foothills Contracting, Inc., to request a no cost installation.

Per Mr. Oliver, this needs further review as to the contractor's responsibility for the labor costs and would like further clarification. Bid documents, Page 74, GP-32, third paragraph from the bottom of the page speaks to warranty due to latent defects.

3. Apron Expansion Project. Mr. Sisemore reported that the Scope & Fee had been approved by the FAA for the environmental and Geotech reviews. Once receiving a finding of no significant impact, the project can progress to the design phase. The FAA has accepted a "pen and ink" change to the AIP (Airport Improvement Plan). We will modify to the new configuration to represent Phase I and Phase II.

A potential issue has occurred in the planned area of the Apron Expansion Project. The AWOS has a critical area of 500' radius from the center of the equipment so that wind areas off the sensor are not affected. Garver looked at shifting the apron away from the AWOS however that infringes on a wetland area and more difficult terrain. The wind sensor which is approximately 30' off the ground requires no vegetation, trees, buildings around it. Mr. Oliver asked if the sensor component could be moved and not the whole AWOS. Mr. Sisemore has not investigated this issue. Phase II will not be approved unless the AWOS is included. Mr. Sisemore will speak with FAA Project Manager Kristin Morris to see how she wants to proceed.

Mr. Dailey requested clarification on Phase II pad size. In the original plan there was additional areas of apron for tie downs, but now it will be as an add-on.

c. Buildings & Grounds Report. Mr. Oliver, Dr. Derrickson, Mr. James
None.

d. Legal Report. Mr. Rogers
Investments. Mr. Rogers reported that he worked with Edward Jones legal department and from the Kentucky League of Cities' resources to develop the Investment Policy presented. The motion to approve the Investment Policy was made by Mr. Dailey, seconded by Dr. Derrickson, and approved unanimously.

e. Communication & Security. Mr. Roberts
None.

f. Chair Report. Dr. Mattingly
Kentucky Aviation Association Conference. The conference will be held October 26-28, 2022 in Owensboro. Registration is now open. If anyone wants to go, please let us know. Hotel and registration will be reimbursed for the KAA Conference.

H. Old Business
None

I. New Business
Approval of Investment Policy. (see Legal Report)

J. Adjournment
The meeting was adjourned at 7:03pm.

Morehead-Rowan County Airport Board

Statement of Activity

July - September, 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	9,500.01
43425 Rowan County Fiscal Court Local Match	3,750.00
43440 City Operating Support	8,750.01
43445 City of Morehead Local Match	1,249.98
43460 State Appropriations	200,000.00
Total 43400 Direct Public Support	223,250.00
44500 Government Grants	
44520 Federal Grants	153,639.00
Total 44500 Government Grants	153,639.00
45000 Investments	
45030 Interest-Savings, Short-term CD	67.58
45031 Interest, checking account	46.42
45040 Interest Income, savings account	6.61
Total 45000 Investments	120.61
47500 Rentals	
47520 T-Hangars	16,462.00
47550 Late Fee	101.00
47570 Residence	1,500.00
Total 47500 Rentals	18,063.00
Total Revenue	\$395,072.61
GROSS PROFIT	\$395,072.61
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62120 Web Fees	500.00
62140 Legal Fees	325.00
62150 FBO	9,000.00
62170 Administrative	2,259.94
62190 Consulting Services	3,000.00
Total 62100 Contract Services	15,891.94
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	4,807.95
62831 Facility Repair & Maintenance Reserve	16.48
62840 Equipment, Repair, and Maintenance	283.84
62870 Vehicle Registration/Repair/Mainte	281.50
Total 62800 Grounds and Facility Support	5,389.77

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	11,478.13
63040 Surety Bond	153.72
Total 63000 Insurance	11,631.85
64400 Utilities	
64410 Electric	2,457.88
64420 Telecommunications	581.80
64440 Water and Sewer	281.95
64450 TV	149.91
Total 64400 Utilities	3,471.54
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	240.00
65020 Postage, Mailing Service	24.00
65040 Material & Supplies	28.00
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	385.00
65150 Memberships and Dues	200.00
65895 Travel	60.00
Total 65000 General Administration	949.00
80100 Capital Purchases	
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	2,515.00
80158 Construction Runway Rehab - Phase II - Mill & Overlay	138,872.43
80159 Engineering - Runway Rehab Phase II Mill & Overlay	12,251.25
Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	153,638.68
Total 80100 Capital Purchases	153,638.68
Total Expenditures	\$190,972.78
NET OPERATING REVENUE	\$204,099.83
NET REVENUE	\$204,099.83

Morehead-Rowan County Airport Board

Statement of Activity

September 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43425 Rowan County Fiscal Court Local Match	1,250.00
43440 City Operating Support	2,916.67
43445 City of Morehead Local Match	416.66
Total 43400 Direct Public Support	7,750.00
45000 Investments	
45030 Interest-Savings, Short-term CD	67.58
45031 Interest, checking account	19.61
45040 Interest Income, savings account	2.93
Total 45000 Investments	90.12
47500 Rentals	
47520 T-Hangars	3,540.00
47570 Residence	500.00
Total 47500 Rentals	4,040.00
Total Revenue	\$11,880.12
GROSS PROFIT	\$11,880.12
Expenditures	
62100 Contract Services	
62120 Web Fees	500.00
62150 FBO	3,000.00
62170 Administrative	750.00
Total 62100 Contract Services	4,250.00
62800 Grounds and Facility Support	
62840 Equipment, Repair, and Maintenance	152.99
Total 62800 Grounds and Facility Support	152.99
64400 Utilities	
64410 Electric	816.18
64420 Telecommunications	206.26
64440 Water and Sewer	74.19
64450 TV	49.97
Total 64400 Utilities	1,146.60
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	80.00
65020 Postage, Mailing Service	24.00
65040 Material & Supplies	28.00
65150 Memberships and Dues	200.00
65895 Travel	60.00
Total 65000 General Administration	392.00

	TOTAL
80100 Capital Purchases	
80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill & Overlay	2,515.00
Total 80100 Capital Purchases	2,515.00
Total Expenditures	\$8,456.59
NET OPERATING REVENUE	\$3,423.53
NET REVENUE	\$3,423.53

Morehead-Rowan County Airport Board

Statement of Financial Position Comparison

As of September 30, 2022

	TOTAL	
	AS OF SEP 30, 2022	AS OF SEP 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	71,326.68	26,064.23
Citizens Bank CD - Fuel Reserves .20% Matures 12.21.22	54,219.42	
Citizens Bank CD Fuel Reserves .20% Matures 11.14.21	0.00	48,353.71
Citizens Bank Construction Account NOW .03%	349,976.64	42,276.65
Citizens Bank Operating Account NOW .03%	125,666.68	127,565.88
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00	5,664.37
Whitaker Bank CD Bldgs/Grds Res .25% - Matures 12.21.22	63,936.75	63,769.21
Total Bank Accounts	\$665,126.17	\$313,694.05
Total Current Assets	\$665,126.17	\$313,694.05
Fixed Assets		
15000 Furniture and Equipment	643.94	643.94
Total Fixed Assets	\$643.94	\$643.94
TOTAL ASSETS	\$665,770.11	\$314,337.99
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity	321,613.58	321,613.58
32000 Unrestricted Net Assets	140,056.70	-76,960.18
Net Revenue	204,099.83	69,684.59
Total Equity	\$665,770.11	\$314,337.99
TOTAL LIABILITIES AND EQUITY	\$665,770.11	\$314,337.99

Morehead - Rowan Co Airport Board

Page 1 of 1

Statement of Financial Position as of 9/30/2022

Printed: October 24, 2022

ASSETS

10000	Operating - Checking-TCB 36051	125,666.68
10100	Facilities - Checking-TCB 490185	71,326.68
10200	Construction - Checking-TCB 40055	349,976.64
10300	Fuel Reserve CD-TCB 804743	54,219.42
10400	Facilities - Dep Reserve CD-Whitaker	63,936.75

TOTAL ASSETS

665,126.17

LIABILITIES and FUNDS

30000 Unrestricted Funds

30100	General Fund	232,153.24
	TOTAL Unrestricted Funds	232,153.24

31000 Restricted Funds - Govt

31010	Capital Projects Fund - Fed	0.32
31020	Capital Projects Fund - State	149,944.27
	TOTAL Restricted Funds - Govt	149,944.59

32000 Restricted Funds - Other

32100	Fuel Reserve Fund	54,219.42
32200	Facilities Reserve Fund	151,578.92
32300	Local Match Reserve Fund	77,230.00
	TOTAL Restricted Funds - Other	283,028.34

TOTAL LIABILITIES and FUNDS

665,126.17