

Morehead-Rowan County Airport Board Special Meeting Agenda

Thursday, 8 December 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 27 October & 16 November 2022 Meetings
- E. Receive Financial Report for October & November 2022
- F. Public Comment

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

 - b. Garver Report: Mr. Sisemore
 - 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. Approval of FBO Contract extension

- J. Adjournment

**Morehead-Rowan County Airport Board Meeting
Special Meeting Minutes
November 16, 2022**

Chairman Bruce Mattingly called the meeting to order at 6:01pm in the Airport Conference Room with board members David Perkins, Charles Derrickson, Tim James, and Porter Dailey. Members present via Zoom were Wes Holland and Aaron Roberts. Members absent were Ron Oliver, Shannon Murphy, and Tom Fossett. Guests present via Zoom were Jack Holley, Jr. – FBO, Holley Aviation LLC; Will Adams – PE, Garver; and Barbara Marsh – Assistant Secretary-Treasurer.

Approval of 2023 – 2028 Airport Capital Improvement Plan

Dr. Mattingly introduced the five-year ACIP Project List for the FAA which consisted of the Apron Expansion - Phases 1, 2, 3, and the AWOS Relocation. Everything before was on one big project. Mr. Adams explained that the FAA does not allow inclusion of a contingency in ACIP cost estimates.

Federally Funded Projects \$2,532,885

- AIP Entitlements 90% \$1,041,000; BIL Allotment 90% \$795,000;
- State Participation 5% \$95,744; Sponsor Participation (Us) % Varies \$601,141
- 2023 – Borrow AIP Entitlement funds from West Liberty Airport
 - Apron Expansion & Taxiway Connector – Phase 1 & 2 (Planning/Environmental/Design/Bidding)
 - AWOS Relocation (Planning/Environmental/Design)
 - Apron Expansion – Phase 1 & 2 (Construction)
 - Taxiway Connector – Phase 1 & 2 (Construction)
- 2024 - Repay loaned AIP funds to West Liberty Airport
 - Repay private loan for Apron Expansion Project using BIL funding
- 2025 - Repay loaned AIP funds to West Liberty Airport
 - Repay private loan for Apron Expansion Project using BIL funding
- 2026 - Apron Expansion – Phase 3 (Planning/Environmental/Design)
 - Carry over NPE and BIL funding to FY 2027
- 2027 - Apron Expansion – Phase 3 (Bidding and Construction)
 - Carry over NPE funding to FY2028
- 2028 - Carry over NPE funding to FY2029

State Funded Projects 100% \$200,000

- 2024 - AWOS Relocation (Construction)

The motion to approve the 2023-2028 ACIP was made by Mr. Perkins, seconded by Mr. James, and approved unanimously.

Adjournment

The meeting was adjourned at 6:13pm.

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
October 27, 2022

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

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

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

Public Comment

None

Reports

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

1. Fuel sales for September. AvGas 654 gal; JETA 2359 gal.

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

3. Hangar A8 Osborne. We found the latches almost destroyed and some lights out. There is a car with a flat tire in the way. We cannot get a ladder in there to change.

4. Airfield Electrical Radio Interference. There is a package on the counter for replacement parts from ADB Safegate. Appalachian Foothills will install as part of the original contract due to latent defects in parts.

5. Plow/JET Truck Replacements. We are still trying to locate a JETA Truck and a plow truck. We don't want a plow truck which is already equipped. If we could find a truck which would accommodate our plow, it would be great.

6. Elevated Fuel Tank. No use since last report.

7. David LeQuire's Powered Parachutes. Mr. LeQuire had a fly-in last Saturday but had to be cancelled due to wind.

8. Forest Service. The Forest Service and crew have been flying in during fire season. Meeting with Forest Service rep tomorrow to discuss possibly housing their Jet Ranger and crews for the remainder of the fire season.

b. **Garver Report.** Dr. Mattingly.

Mr. Ryan Sizemore and Mr. Will Garver are attending the Kentucky Aviation Association Annual Conference. This is the first year in many years we have not attended. We didn't get a link to register until 4 weeks ago.

1. Runway Rehab Phase I-CONSTRUCTION – Drainage, Seeding, and Groundwork. There are still issues with ruts, even though seeding has occurred on edges of the runway, but the seeding has not taken hold due to poor weather conditions and inattention by the contractor. Mr. Will Adams, Garver Project Engineer, has visited the construction site originally begun in 2020 (grant signed in December 2019). If the ruts cannot be contained, another option is riprap rock. Mr. Adams copied Dr. Mattingly on an email to contractor Walker Company about the many issues, but it has not been acknowledged. The issues are going to be substantial if the project cannot be completed as designed. (Retainage is being held \$144,868.)

2. Airfield Electrical Radio Interference. Box here with replacement parts. Contractor Appalachian Foothills has agreed to install. Mr. Sisemore will be contacted to coordinate with Mr. Holley for the installation.

[Contractor's responsibility for the labor costs in 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. Our application to the FAA to borrow entitlement money from the West Liberty Airport has been approved and Phase I and Phase II will be installed in spring 2023. Our AWOS is too close to the proposed Apron buildings. Mr. Sisemore to send new scope and fee estimate to move the AWOS to the other side of the proposed apron site.

c. **Buildings & Grounds Report.** Dr. Mattingly

Community Hangar Overhead Door. Mr. Oliver contacted Garage Door of Lexington about replacement parts needed. They said they will install within the week.

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

None

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

Federal Registration Number (FRN). Mr. Roberts is attempting to combine all radio licenses under one FRN number. He will report back when this is complete. He stated we need a common email address so multiple people will have access to the information.

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

None

H. Old Business

None

I. New Business

a. Airports Capital Improvement Plan (ACIP.) Ms. Kristin Morris, FAA Program Manager, would like us to have the ACIP earlier than in the past. It is basically the same as the previous one. It includes the project coming up in the new year, the Apron Expansion Project; the AWOS relocation and apron development for T-Hangars. Mr. Sisemore sent a draft but there are questions about the document including terminology. The Apron Expansion Project was previously divided into Phase I and Phase II but is now listed as Phase I. Ms. Morris would like our 2023-2028 ACIP by December 1, 2022. We may need to call a Special Meeting to review and approve the revised ACIP or approve authority for the Executive Meeting to execute.

b. November & December Regular Meetings. Our regular board meetings fall during the holidays (November 24 Thanksgiving and December 29 Christmas break). The motion to cancel the regular last Thursday of the month board meetings for November and December was made by Mr. Roberts, seconded by Mr. Holland, and approved unanimously. The cancellation notice will be in the newspaper, on our website, and on the door or the airport.

c. Special Meeting - December 8, 2022. The need for a Special Meeting during the November-December period was reported by Dr. Mattingly. The motion to have a Special Meeting on December 8 was made by Mr. Roberts, seconded by Dr. Fossett, and approved unanimously. The Special Meeting notice will be posted in the newspaper, on our website, and on the door of the airport.

D. Morehead-Rowan County Chamber of Commerce Annual Awards Banquet. Please let us know by Monday, October 31, 2022, if you would like to attend with banquet with your spouse. The Awards Banquet will be on November 15 with reception at 5:00pm and dinner at 6:00pm.

J. Adjournment

The meeting was adjourned at 6:47pm.

Morehead-Rowan County Airport Board

Statement of Financial Position

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	71,329.71
Citizens Bank CD - Fuel Reserves .20% Matures 12.21.22	0.00
Citizens Bank CD Fuel Reserves .20% Matures 11.14.21	0.00
Citizens Bank Construction Account NOW .03%	345,991.39
Citizens Bank Operating Account NOW .03%	182,907.98
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00
Whitaker Bank CD Bldgs/Grds Res .25% - Matures 12.21.22	63,936.75
Total Bank Accounts	\$664,165.83
Total Current Assets	\$664,165.83
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$664,809.77
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	140,056.70
Net Revenue	203,139.49
Total Equity	\$664,809.77
TOTAL LIABILITIES AND EQUITY	\$664,809.77

Morehead-Rowan County Airport Board

Statement of Activity

October 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43425 County Local Match	1,250.00
43440 City Operating Support	2,916.67
43445 City Local Match	416.66
Total 43400 Direct Public Support	7,750.00
45000 Investments	
45030 Interest-Savings, Short-term CD	11.88
45031 Interest, checking account	20.32
45040 Interest Income, savings account	3.03
Total 45000 Investments	35.23
47500 Rentals	
47520 T-Hangars	3,893.00
47550 Late Fee	42.00
47570 Residence	500.00
Total 47500 Rentals	4,435.00
Total Revenue	\$12,220.23
GROSS PROFIT	\$12,220.23
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	550.00
62150 FBO	3,000.00
62170 Administrative	750.00
Total 62100 Contract Services	5,107.00
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	1,815.61
62840 Equipment, Repair, and Maintenance	172.00
62870 Vehicle Registration/Repair/Mainte	190.00
Total 62800 Grounds and Facility Support	2,177.61
64400 Utilities	
64410 Electric	688.17
64420 Telecommunications	206.26
64430 Waste Disposal	50.25
64440 Water and Sewer	136.93
64450 TV	49.97
Total 64400 Utilities	1,131.58

	TOTAL
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	80.00
65040 Material & Supplies	7.64
65140 Bank Fees	26.74
65150 Memberships and Dues	200.00
65890 Events, Ceremonies, & Meetings	450.00
Total 65000 General Administration	764.38
80100 Capital Purchases	
80191 Capital Purchase Apron Recon/Drainage (Trench Drain)	4,000.00
Total 80100 Capital Purchases	4,000.00
Total Expenditures	\$13,180.57
NET OPERATING REVENUE	\$ -960.34
NET REVENUE	\$ -960.34

Morehead-Rowan County Airport Board

Statement of Activity

November 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	3,166.67
43425 County Local Match	1,250.00
43440 City Operating Support	2,916.67
43445 City Local Match	416.66
Total 43400 Direct Public Support	7,750.00
45000 Investments	
45030 Interest-Savings, Short-term CD	17.95
45031 Interest, checking account	15.79
45040 Interest Income, savings account	1.77
Total 45000 Investments	35.51
47500 Rentals	
47520 T-Hangars	2,805.00
47550 Late Fee	59.00
47570 Residence	500.00
Total 47500 Rentals	3,364.00
Total Revenue	\$11,149.51
GROSS PROFIT	\$11,149.51
Expenditures	
62100 Contract Services	
62150 FBO	3,000.00
62170 Administrative	750.00
Total 62100 Contract Services	3,750.00
62800 Grounds and Facility Support	
62840 Equipment, Repair, and Maintenance	164.47
Total 62800 Grounds and Facility Support	164.47
63000 Insurance	
63050 Liability Insurance	4,745.91
Total 63000 Insurance	4,745.91
64400 Utilities	
64410 Electric	676.31
64420 Telecommunications	201.00
64440 Water and Sewer	123.81
64450 TV	49.97
Total 64400 Utilities	1,051.09
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	625.00
65020 Postage, Mailing Service	112.00
65030 Printing and Copying	45.00

	TOTAL
65140 Bank Fees	44.85
Total 65000 General Administration	826.85
65200 Fuel Expenses	1,425.00
Total Expenditures	\$11,963.32
NET OPERATING REVENUE	\$ -813.81
NET REVENUE	\$ -813.81

Morehead-Rowan County Airport Board

Statement of Activity

July - November, 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	15,833.35
43425 County Local Match	6,250.00
43440 City Operating Support	14,583.35
43445 City Local Match	2,083.30
43460 State Appropriations	200,000.00
Total 43400 Direct Public Support	238,750.00
44500 Government Grants	
44520 Federal Grants	153,639.00
Total 44500 Government Grants	153,639.00
45000 Investments	
45030 Interest-Savings, Short-term CD	97.41
45031 Interest, checking account	82.53
45040 Interest Income, savings account	11.41
Total 45000 Investments	191.35
47500 Rentals	
47520 T-Hangars	23,160.00
47550 Late Fee	202.00
47570 Residence	2,500.00
Total 47500 Rentals	25,862.00
Total Revenue	\$418,442.35
GROSS PROFIT	\$418,442.35
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	1,614.00
62120 Web Fees	500.00
62140 Legal Fees	875.00
62150 FBO	15,000.00
62170 Administrative	3,759.94
62190 Consulting Services	3,000.00
Total 62100 Contract Services	24,748.94
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	6,623.56
62831 Facility Repair & Maintenance Reserve	16.48
62840 Equipment, Repair, and Maintenance	620.31
62870 Vehicle Registration/Repair/Mainte	471.50
Total 62800 Grounds and Facility Support	7,731.85

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	11,478.13
63040 Surety Bond	153.72
63050 Liability Insurance	4,745.91
Total 63000 Insurance	16,377.76
64400 Utilities	
64410 Electric	3,822.36
64420 Telecommunications	989.06
64430 Waste Disposal	50.25
64440 Water and Sewer	542.69
64450 TV	249.85
Total 64400 Utilities	5,654.21
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	945.00
65020 Postage, Mailing Service	136.00
65030 Printing and Copying	45.00
65040 Material & Supplies	35.64
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	385.00
65140 Bank Fees	71.59
65150 Memberships and Dues	400.00
65890 Events, Ceremonies, & Meetings	450.00
65895 Travel	60.00
Total 65000 General Administration	2,540.23
65200 Fuel Expenses	1,425.00
80100 Capital Purchases	
80191 Capital Purchase Apron Recon/Drainage (Trench Drain)	4,000.00
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	157,638.68
Total Expenditures	\$216,116.67
NET OPERATING REVENUE	\$202,325.68
NET REVENUE	\$202,325.68

Morehead-Rowan County Airport Board

Statement of Financial Position

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .03%	21,331.48
Citizens Bank CD - Fuel Reserves .20% Matures 12.21.22	0.00
Citizens Bank CD Fuel Reserves .20% Matures 11.14.21	0.00
Citizens Bank Construction Account NOW .03%	145,997.39
Citizens Bank Operating Account NOW .03%	46,023.15
Whitaker Bank CD 12.21.20 Fuel Res 12 mo .30%	0.00
Whitaker Bank CD Bldgs/Grds Res .25% - Matures 12.21.22	0.00
Total Bank Accounts	\$213,352.02
Other Current Assets	
Edward Jones CD 3 mo 4% matures 2.28.23	200,000.00
Edward Jones CD 6 mo 4.4% matures 5.30.23	200,000.00
Edward Jones Money Market 3%	50,000.00
Total Other Current Assets	\$450,000.00
Total Current Assets	\$663,352.02
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$663,995.96
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	140,056.70
Net Revenue	202,325.68
Total Equity	\$663,995.96
TOTAL LIABILITIES AND EQUITY	\$663,995.96