

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 26 January 2023– 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 8 December 2022 Special Meeting
- E. Receive Financial Report for December 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 – AWOS relocation

 - 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: Accelecom – Fiber Optics Network: Mr. Perkins

- J. Adjournment

Morehead-Rowan County Airport Board Meeting
Special Meeting Minutes
December 8, 2022

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

Dr. Mattingly presented the Minutes of the October and November meetings. The motion to approve the October 27, 2022, Meeting Minutes was made by Dr. Derrickson, seconded by Mr. James, and approved unanimously. The motion to approve the November 16, 2022, Special Meeting Minutes was made by Dr. Murphy, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the October and November 2022 financial reports consisting of Statements of Activity and Financial Position. Dr. Mattingly reported that we do have money invested at Edward Jones in a 3-month CD (4%); a 6-month CD (4.4%); and a Money Market account with interest that changes daily. The motion to approve the October and November 2022 financial reports was made by Mr. Holland, 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 October. 849 gallons AvGas101LL; 1082 gallons JETA. The November fuel numbers were not ready to be reported at the time of the meeting.

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

3. Airfield Electrical Interference Repair. Appalachian Foothills Contracting installed interference filter components last Friday.

4. Community Hangar Overhead Door Repair. Garage Doors of Lexington (Raynor) installed the main hangar door repair, and the invoice is paid. Mr. Jared DeAtley will be loaning us a scissor lift so we can make repairs on the community hangar door insulation and burned-out lights, as well as more safely change out spent THangar lights. John Holbrook who brought over scaffolding to get started on the insulation repair.

5. FAA Based Aircraft Inventory. The FAA requires an inventory of aircraft based at each airport by December 1 of each year. It was completed and submitted before the deadline. Twenty-eight aircraft were submitted with 23 validated by FAA as of today.

6. Plow Truck & JETA Fueler. We are still requesting quotes on JETA fuelers as I find them. Prices are running north of 100K. I sent the latest quote to some board members. We are

staying in contact with Dean Davis with Affordable Trucks (VA). He received a plow truck that has a stainless bed which he is going through that may suit our needs.

b. Garver Report. Mr. Sisemore, Mr. Adams

1. Airfield Electrical – Radio Interference. Parts were installed this past week by Appalachian Foothills (original contractor) which repaired the interference issue. The replacement parts were part of the FAA required 4-year warranty for LED lights.

2. Runway Rehab Phase I – Construction Drainage. Walker Construction accompanied Mr. Adams, Mr. Holley, and Mr. Oliver on a walk over the construction area. They identified grass areas which had still not grown. An invoice has been sent for payment for work completed. The board will hold \$30,000 as retainage. The project will be completed in Spring 2023 when the weather is better for promoting vegetation growth.

3. Apron Expansion Project. The existing AWOS must be relocated prior to construction of any hangars on the proposed apron. The FAA is requiring that the design of this relocation be completed at the same time as the design for the apron even though the construction of the apron and the AWOS relocation will not be the same project. A submittal for the AWOS relocation to south of the THangars at the end of the runway will be sent to the FAA for approval. It will be 1010 feet away from the nearest proposed THangar. Once the AWOS location is approved, the next step will be environmental clearance which will be take place in January/February 2023. An estimate date for bidding of the Apron project is May/June 2023 and an estimate for the grant submittal is February 2023.

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

None

d. Legal Report. Mr. Rogers

None

e. Communication & Security. Mr. Roberts

None

f. Chair Report. Dr. Mattingly

1. BILs (Bipartisan Infrastructure Law) Funding. Dr. Mattingly reported that we receive BILs money from the Federal Aviation Administration as an annual allotment. We have included the amount \$159,000 in our ACIPs for the latest submittal. We have been informed there is a clause in the BILs funding model that, based on certain factors depending on some set of undefined items, the allotment which was thought to be \$159,000 per year will be lower for the 2023. It isn't clear what the benchmarks are based on. Our appropriation has been changed from \$159,000 to \$145,000, a \$14,000 decline. We have further learned that the allotment can go up or down. Fortunately, we can handle a \$30,000 loss to BILs allotment.

2. Snowplow Truck Replacement. We may have to use Depreciation Reserve money for the truck replacement.

H. Old Business

None

I. New Business

Approval of FBO Contract Extension. Our Fixed Base Operator contract expires on December 31, 2022. The motion to approve a one-year extension of the FBO contract with the same conditions and terms as the previous contract to end December 31, 2023, was made by Mr. Oliver, seconded by Dr. Murphy, and approved unanimously.

J. Adjournment

The meeting was adjourned at 6:29pm.

Morehead-Rowan County Airport Board

Statement of Activity

December 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	4,416.67
43440 City Operating Support	3,333.33
Total 43400 Direct Public Support	7,750.00
45000 Investments	
45030 Interest-Savings, Short-term CD	116.00
45031 Interest, checking account	5.36
45040 Interest Income, savings account	62.16
Total 45000 Investments	183.52
47500 Rentals	
47520 T-Hangars	4,879.00
47550 Late Fee	76.00
47570 Residence	641.82
Total 47500 Rentals	5,596.82
Total Revenue	\$13,530.34
GROSS PROFIT	\$13,530.34
Expenditures	
62100 Contract Services	
62140 Legal Fees	75.00
62150 FBO	3,000.00
62170 Administrative	750.00
Total 62100 Contract Services	3,825.00
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	2,588.95
62840 Equipment, Repair, and Maintenance	147.94
62870 Vehicle Registration/Repair/Mainte	361.74
Total 62800 Grounds and Facility Support	3,098.63
64400 Utilities	
64410 Electric	869.17
64420 Telecommunications	201.00
64440 Water and Sewer	30.45
64450 TV	55.15
Total 64400 Utilities	1,155.77
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	85.00
65140 Bank Fees	-5.00
Total 65000 General Administration	80.00

	TOTAL
80100 Capital Purchases	
80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	
80157 Runway Rehab Phase I CONSTRUCTION	114,867.64
Total 80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	114,867.64
Total 80100 Capital Purchases	114,867.64
Total Expenditures	\$123,027.04
NET OPERATING REVENUE	\$ -109,496.70
NET REVENUE	\$ -109,496.70

Morehead-Rowan County Airport Board

Statement of Activity

July - December, 2022

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	26,500.02
43440 City Operating Support	19,999.98
43460 State Appropriations	200,000.00
Total 43400 Direct Public Support	246,500.00
44500 Government Grants	
44520 Federal Grants	153,639.00
Total 44500 Government Grants	153,639.00
45000 Investments	
45030 Interest-Savings, Short-term CD	213.41
45031 Interest, checking account	87.89
45040 Interest Income, savings account	348.70
Total 45000 Investments	650.00
47500 Rentals	
47520 T-Hangars	28,039.00
47550 Late Fee	278.00
47570 Residence	3,141.82
Total 47500 Rentals	31,458.82
Total Revenue	\$432,247.82
GROSS PROFIT	\$432,247.82
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	1,614.00
62120 Web Fees	500.00
62140 Legal Fees	950.00
62150 FBO	18,000.00
62170 Administrative	4,500.00
62190 Consulting Services	3,000.00
Total 62100 Contract Services	28,564.00
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	9,212.51
62831 Facility Repair & Maintenance Reserve	16.48
62840 Equipment, Repair, and Maintenance	768.25
62870 Vehicle Registration/Repair/Mainte	833.24
Total 62800 Grounds and Facility Support	10,830.48
63000 Insurance	
63010 Insurance - Property, Er/Omis	11,478.13
63040 Surety Bond	153.72

	TOTAL
63050 Liability Insurance	4,745.91
Total 63000 Insurance	16,377.76
64400 Utilities	
64410 Electric	4,691.53
64420 Telecommunications	1,190.06
64430 Waste Disposal	50.25
64440 Water and Sewer	573.14
64450 TV	305.00
Total 64400 Utilities	6,809.98
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,030.00
65020 Postage, Mailing Service	136.00
65030 Printing and Copying	45.00
65040 Material & Supplies	45.58
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	385.00
65140 Bank Fees	66.59
65150 Memberships and Dues	400.00
65890 Events, Ceremonies, & Meetings	450.00
65895 Travel	60.00
Total 65000 General Administration	2,630.17
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
80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	
80157 Runway Rehab Phase I CONSTRUCTION	114,867.64
Total 80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	114,867.64
Total 80100 Capital Purchases	272,506.32
Total Expenditures	\$339,143.71
NET OPERATING REVENUE	\$93,104.11
NET REVENUE	\$93,104.11

Morehead-Rowan County Airport Board

Statement of Financial Position

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	21,332.36
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 .05%	31,133.07
Citizens Bank Operating Account NOW .05%	51,212.61
LM&C Fund Offset	-77,230.00
Local Match & Construction Fund	0.00
LM&C June 2020	27,230.00
LM&C June 2022	50,000.00
Total Local Match & Construction Fund	77,230.00
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	\$103,678.04
Other Current Assets	
Edward Jones CD 3 mo 4% matures 2.28.23	199,978.00
Edward Jones CD 6 mo 4.4% matures 5.30.23	200,138.00
Edward Jones Money Market	50,336.41
Total Other Current Assets	\$450,452.41
Total Current Assets	\$554,130.45
Fixed Assets	
15000 Furniture and Equipment	643.94
Total Fixed Assets	\$643.94
TOTAL ASSETS	\$554,774.39
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	140,056.70
Net Revenue	93,104.11
Total Equity	\$554,774.39
TOTAL LIABILITIES AND EQUITY	\$554,774.39