

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

**Thursday, 30 March 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 23 February 2023 Meeting
- E. Receive Financial Report for February 2023
- F. Public Comment

## **G. Reports**

- a. Garver Report: Mr. Sisemore
  - 1. Runway Rehab Phase I - Drainage
  - 2. Electrical Project – Radio interference
  - 3. Apron Expansion Project
- b. FBO Activity Report: Mr. Holley
  - 1. 100LL Fuel Truck
- 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:**

- 1. Apron Project Loan options – Porter Dailey
- 2. Resolution honoring Lee Lipps

## **J. Adjournment**

**Next Regular meeting: 27 April 2023**

**Morehead-Rowan County Airport Board Meeting**  
**Meeting Minutes**  
**February 23, 2023**

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport Conference Room with board members David Perkins, Charles Derrickson, Tom Fossett, Aaron Roberts, Porter Dailey, and Tim James. Members present via Zoom were Ron Oliver and Shannon Murphy. Member absent was Wes Holland. Others present included Earl Rogers – Attorney, Campbell, Rogers & Stacy PLLC, and Barbara Marsh – Assistant Secretary-Treasurer and, via Zoom, were Jack Holley, Jr. – FBO, Holley Aviation LLC; Ryan Sisemore – PE, Garver; Matt Neilsen & Brian Haas – Verkada, Inc.; and Jason Slone – Interim Executive Director MRC-Economic Development Council/Executive Director, Morehead-Rowan County Chamber of Commerce.

Dr. Mattingly presented the Minutes of the January 2023 meeting. The motion to approve the January 26, Meeting Minutes was made by Mr. Oliver, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the January 2023 financial reports consisting of Statements of Activity and Financial Position. The motion to approve the January 2023 financial reports was made by Mr. Dailey, seconded by Dr. Derrickson, and approved unanimously.

**Public Comment**

Cloud-based Building Security System. Mr. Neilsen introduced his company, Verkada Inc., which is a San Mateo, CA-based company that develops cloud-based building security systems. The company combines security equipment such as video cameras, access control systems and environmental sensors, with cloud-based machine vision and artificial intelligence. Vendors (example Mountain Telephone) install the equipment. The equipment is accessed via subscription and can be accessed from cell phones as well as laptops/desktops. The equipment is Bipartisan Infrastructure Bill (safety entitlement) eligible but our future funds from that source will be used for the Apron project. The company works with government institutions. Mr. Neilsen gave as an airport layout example cameras at the corners of the hangars, for front of building and back for parking lot activity, and fuel farm. Access may be given to monitoring sources such as 911 or police. The data belongs to airport. Mr. Slone reported that the Rowan County Coroner's new building is said to have this equipment or a similar application.

**Reports**

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

1. Fuel Report January. 687 gallons AvGas100LL; 1524 gallons JETA.

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

3. Beacon Mast. Mr. Charlie Hamilton scaled the beacon height (600') and replaced the faulty beacon bulb assisted by Mr. Holley's drone in 25 knot wind.

6. Plow Truck. The new plow truck had a broken hydraulic hose which created a mess in the community hangar. It is believed that the seller's mechanic neglected to tie it back in after his repairs and painting. The hydraulic hose is dedicated to a salt spreader which we will

never utilize. We chose to isolate that part and will request that the seller (Mr. Dean Davis) reimburse Holley Aviation LLC for parts necessary to seal off the hose operation.

7. JETA Fueler. The 1999 Ford 800 JETA fueler was inspected by a supervisor with a rich history of credentials. He identified through his pre-buy inspection (no cost to us) items which need to be addressed. Mr. Holley will go up and look over the vehicle afterwards and make a recommendation to buy or not. Mr. Holley stated he was notified today that the truck has been taken out of service and repairs have commenced.

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

1. Airfield Electrical – Radio Interference. A Garver electrical engineer inspected the recent installation of replacement equipment: new boards on regulators which was originally installed by contractor Appalachian Foothills Contracting. The boards did not help the interference issue. The issue has been clearly identified with the taxiway installation but not with the runway lights or PAPIs. It is not age related. The serial # of the regulator will be forwarded. Mr. Sisemore feels like the cure for the issue is replacement regulators, but the cost for the equipment is \$15,000-20,000. There is no fix at hand until ADB Safegate, the manufacturer, agrees to the cost. Mr. Sisemore sent a log of field activities as proof of the issues. An electrician would need to install the replacement parts.

2. Runway Rehab Phase I – Construction Drainage. The project will be completed this spring when the weather is better.

3. Apron Expansion Project. There is a tight schedule with the FAA. The environmental report was submitted on time, but three letter responses out of a dozen are missing, making the submittal pending. The 90% plans were due February 17. A more complete set of plans (pdf) will be sent to the airport board. The KDA requires a full-size set for Mr. Joe Carter to review which is a 39-page set. The geotechnical survey will be conducted upon execution of next work order. The grant application is due April 10. Mr. Sisemore will suggest pre-bid and opening dates for us. After the bids are received, a recommendation of award will be made. The project is rather straightforward and is projected for 60 days completion.

Dr. Mattingly commented that we combined Phases I & II but removed the (Phase III) tie downs area from the plans. A discussion of concrete slabs followed. Mr. Sisemore reported that the preliminary design included tapered sections (fillets) to widen the new taxiway at the junctions on each end of the new taxiway. These small slabs could be considered sacrificial if the apron were expanded for tie-downs. The additional concrete for tie-downs could be added via change order at the bid unit price per square yard of concrete if funding is sufficient. The lighting design was discussed, and plans reviewed. Lighting is a safety feature and must be denser because taxiway is tying into apron.

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

DWMH Roach Infestation. The building still has a roach infestation after the first application in January. We are coordinating with John Wayne Pest Control and Mr. Matt Oldham.

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

None

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

1. Radio Licenses. Call sign WQJ922 needs to be renewed by 9.30.23. This is our license for the unicom 122.7. It is still registered to FRN0021233473. This was all set up by our previous engineers (Brandstetter Carroll Inc.) and they are listed as the contact. Mr. Roberts has emailed the FCC to see if we can have it registered under the FRN number (FRN0020628301), same as the other two licenses for the AWOS (high frequency and low frequency) are under. Mr. Roberts may have to contact the engineers and possibly Mr. Gray to seek help.

2. Internet Connection to Hangars. Mr. Roberts would like to investigate and possibly repair the wireless internet connection we had in the T-Hangars. It is possible that it only needs to be reset with the new network name and password. A ladder will be used to access the hanging router. It is believed but not confirmed that a conduit was placed from Hangar A to Hangar B to facilitate a connection there.

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

Lee Lipps. One of our favorite souls passed away recently. Mr. Lipps supported the airport and the EAA Chapter 1525 and was an airplane builder. Dr. Mattingly will create a resolution honoring Mr. Lipps in memory of his life and service to the airport community. Services are pending.

**H. Old Business**

Accelecom – Fiber Optic to Airport. Mr. Perkins reported that Starlink satellite system for businesses has a monthly cost of \$500 and \$2500 upfront. A motion was approved last month to engage the Starlink system, but the amount approved was for the residential price. Mr. Perkins reported that Judge Executive Clark has said that both Accelecom and Spectrum are very interested in the secondary build out (Phase II) of fiber optic in the county. There is no hard timeline on grant for county expansion. A question was asked about Windstream's outage effects on the airport now. When there is an outage at the airport the AWOS does not report, internet and phones are out, and the indoor credit card machine is inoperable. Windstream will not repair on the weekends which makes the wait much longer. The outdoor fuel system is not affected as it is cellular. Accelecom (Open Fiber Kentucky) is \$350 per month for 5 years or \$21,000; 5 static IP addresses, 100 megabites per second. They don't offer VOIP service so we would need to use a third-party service or keep Windstream for phone service.

Mr. Dailey reported that Windstream fiber offers 200 megabites per second. Mr. Perkins reported that 100 megabites is more than enough for our needs. We currently have up to 25Mb down and 1.5-3Mb up. The motion to move forward with approving the Accelecom contract (\$350 monthly for 5 years \$21,000) was made by Mr. Dailey, seconded by Mr. Oliver, and approved unanimously.

**I. New Business**

Audit FY22. We had a clean audit completed by Lane & Associates, Mt. Sterling. The motion to approve the FY22 Audit was made by Mr. James, seconded by Dr. Derrickson, and approved unanimously. The required report will be uploaded to the SPGE (Special Purpose Governmental Entity) website as required and Dr. Mattingly will send to the FAA.

**J. Adjournment**

The meeting was adjourned at 7:51pm.

***The Morehead - Rowan County Clyde A. Thomas Regional Airport Board of Directors***

Adopts the following

***Resolution***

***Honoring***

***Lee Lipps***

WHEREAS, Lee Lipps proudly and honorably served his country for twenty years in the United States Marine Corp including tours in the Korean and Vietnam Wars;

WHEREAS, Lee loved life, his family, community service, and all things aviation;

WHEREAS, Lee provided tireless and distinguished service as President of the Morehead Rowan County Chapter of the Experimental Aircraft Association;

WHEREAS, Lee provided leadership and impetus for several youth aviation programs that continue to inspire and benefit our local students in life changing ways:

WHEREAS, Lee's dedicated efforts in these programs have garnered and promoted beneficial interest throughout our airport community;

WHEREAS, Lee's optimism, warmth and humor were admired by all who knew him; and

WHEREAS, Lee left this life at the age of 88 on Friday, February 17th, 2023, and is deeply missed by us all; now

THEREFORE, BE IT RESOLVED by the Morehead-Rowan County Airport Board that Lee Lipps be posthumously commended for the time, energy, dedication, and distinguished service he provided to the Morehead Rowan County Airport community.

The Board extends its condolences and best wishes to the family of this fine citizen of the Commonwealth.

ADOPTED unanimously this thirtieth day of March 2023.

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Bruce A. Mattingly, Chair

ATTEST: \_\_\_\_\_  
David Perkins, Secretary

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Ron Oliver, Vice-Chair

# Morehead-Rowan County Airport Board

## Statement of Activity

February 2023

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	4,416.67
43440 City Operating Support	3,333.33
<b>Total 43400 Direct Public Support</b>	<b>7,750.00</b>
45000 Investments	
45031 Interest, checking account	3.88
45040 Interest Income, savings account	67.69
<b>Total 45000 Investments</b>	<b>71.57</b>
47500 Rentals	
47520 T-Hangars	4,590.00
47550 Late Fee	34.91
47570 Residence	504.94
<b>Total 47500 Rentals</b>	<b>5,129.85</b>
<b>Total Revenue</b>	<b>\$12,951.42</b>
<b>GROSS PROFIT</b>	<b>\$12,951.42</b>
Expenditures	
62100 Contract Services	
62111 Attestation/Audit	5,500.00
62150 FBO	3,000.00
62170 Administrative	750.00
<b>Total 62100 Contract Services</b>	<b>9,250.00</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	115.00
<b>Total 62800 Grounds and Facility Support</b>	<b>115.00</b>
64400 Utilities	
64410 Electric	1,044.04
64420 Telecommunications	202.13
64440 Water and Sewer	138.89
64450 TV	55.15
<b>Total 64400 Utilities</b>	<b>1,440.21</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	79.90
65020 Postage, Mailing Service	28.95
65040 Material & Supplies	50.00
65130 Business Registration Fee	25.75
65140 Bank Fees	64.94
<b>Total 65000 General Administration</b>	<b>249.54</b>

	TOTAL
80100 Capital Purchases	
80170 Capital Purchase Vehicle	49,750.00
<b>Total 80100 Capital Purchases</b>	<b>49,750.00</b>
<b>Total Expenditures</b>	<b>\$60,804.75</b>
NET OPERATING REVENUE	<b>\$ -47,853.33</b>
NET REVENUE	<b>\$ -47,853.33</b>

# Morehead-Rowan County Airport Board

## Statement of Activity

July 2022 - February 2023

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	35,333.36
43440 City Operating Support	26,666.64
43460 State Appropriations	200,000.00
<b>Total 43400 Direct Public Support</b>	<b>262,000.00</b>
44500 Government Grants	
44520 Federal Grants	153,639.00
<b>Total 44500 Government Grants</b>	<b>153,639.00</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	2,235.41
45031 Interest, checking account	95.69
45040 Interest Income, savings account	417.33
<b>Total 45000 Investments</b>	<b>2,748.43</b>
47500 Rentals	
47520 T-Hangars	37,559.00
47550 Late Fee	312.91
47570 Residence	3,646.76
<b>Total 47500 Rentals</b>	<b>41,518.67</b>
<b>Total Revenue</b>	<b>\$459,906.10</b>
<b>GROSS PROFIT</b>	<b>\$459,906.10</b>
Expenditures	
62100 Contract Services	
62111 Attestation/Audit	5,500.00
62112 AWOS Maintenance	2,421.00
62120 Web Fees	500.00
62140 Legal Fees	950.00
62150 FBO	24,000.00
62170 Administrative	6,000.00
62190 Consulting Services	3,000.00
<b>Total 62100 Contract Services</b>	<b>42,371.00</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	9,341.41
62831 Facility Repair & Maintenance Reserve	16.48
62840 Equipment, Repair, and Maintenance	768.25
62870 Vehicle Registration/Repair/Mainte	875.24
<b>Total 62800 Grounds and Facility Support</b>	<b>11,001.38</b>

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	11,478.13
63040 Surety Bond	153.72
63050 Liability Insurance	4,745.91
<b>Total 63000 Insurance</b>	<b>16,377.76</b>
64400 Utilities	
64410 Electric	7,101.40
64420 Telecommunications	1,593.19
64430 Waste Disposal	113.68
64440 Water and Sewer	861.02
64450 TV	415.30
<b>Total 64400 Utilities</b>	<b>10,084.59</b>
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,200.00
65020 Postage, Mailing Service	166.39
65030 Printing and Copying	45.00
65040 Material & Supplies	95.58
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	410.75
65140 Bank Fees	131.53
65150 Memberships and Dues	400.00
65890 Events, Ceremonies, & Meetings	450.00
65895 Travel	60.00
<b>Total 65000 General Administration</b>	<b>2,971.25</b>
65200 Fuel Expenses	1,425.00
80100 Capital Purchases	
80170 Capital Purchase Vehicle	49,750.00
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
<b>Total 80194 Capital Purchase 2021 Runway Rehab - Phase II - Mill &amp; Overlay</b>	<b>153,638.68</b>
80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	
80157 Runway Rehab Phase I CONSTRUCTION	114,867.64
<b>Total 80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY</b>	<b>114,867.64</b>
<b>Total 80100 Capital Purchases</b>	<b>322,256.32</b>
<b>Total Expenditures</b>	<b>\$406,487.30</b>
NET OPERATING REVENUE	<b>\$53,418.80</b>
NET REVENUE	<b>\$53,418.80</b>

# Morehead-Rowan County Airport Board

## Statement of Financial Position

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .05%	21,334.12
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%	31,135.62
Citizens Bank Operating Account NOW .05%	59,835.27
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
<b>Total Local Match &amp; Construction Fund</b>	<b>77,230.00</b>
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
<b>Total Bank Accounts</b>	<b>\$112,305.01</b>
Other Current Assets	
Edward Jones CD 3 mo 4% matures 2.28.23	0.00
Edward Jones CD 3 mo 4.7% matures 6.5.23	202,000.00
Edward Jones CD 6 mo 4.4% matures 5.30.23	200,138.00
Edward Jones Money Market	2.13
<b>Total Other Current Assets</b>	<b>\$402,140.13</b>
<b>Total Current Assets</b>	<b>\$514,445.14</b>
Fixed Assets	
15000 Furniture and Equipment	643.94
<b>Total Fixed Assets</b>	<b>\$643.94</b>
<b>TOTAL ASSETS</b>	<b>\$515,089.08</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	140,056.70
Net Revenue	53,418.80
<b>Total Equity</b>	<b>\$515,089.08</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$515,089.08</b>