

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 30 May 2024– 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 9 May Special Meeting
- E. Receive Financial Report for April 2024
- F. Public Comment

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

 - b. Garver Report: Mr. Adams
 - 1. Electrical Project – Radio interference
 - 2. Apron Expansion Project
 - 3. AWOS Project

 - c. Executive Session: Land acquisition and contractual matters

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

 - e. Legal Report: Mr. Rogers

 - f. Chair Report: Dr. Mattingly

- H. Old Business

- I. New Business:
 - a. Apron project liquidated damages
 - b. Land acquisition for AWOS relocation
 - c. Officer nominating committee

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 27 June 2024

Morehead-Rowan County Airport Board Meeting
Special Meeting Minutes
May 9, 2024

Chairman Bruce Mattingly called the meeting to order at 6:03pm in the Airport Conference Room with board members David Perkins, Tim James, Charles Derrickson, Bob Helton, and Tom Fossett. The members present via Zoom were Ron Oliver, Wes Holland, and Shannon Murphy. The member absent was Porter Dailey. The guest present via Zoom was Ryan Sisemore – PE, Garver. The guests present were Earl Rogers – Attorney, Campbell, Rogers & Stacy PLLC; Jack Holley, Jr. – FBO, Holley Aviation LLC; Aaron Roberts – Pilot/Hangar Tenant; Josh Clark – Pilot/Hangar Tenant; Landon Ratliff – Holley Aviation LLC Lineman; and Barbara Marsh – Assistant Secretary/Treasurer.

Dr. Mattingly presented the Minutes of the March 2024 meeting. The motion to approve the March 28, 2024, Meeting Minutes was made by Mr. Helton, seconded by Dr. Fossett, and approved unanimously.

Dr. Mattingly presented the March 2024 financial report consisting of Statements of Activity and Financial Position. The motion to approve the March financial report was made by Mr. Helton, seconded by Dr. Fossett, and approved unanimously.

Public Comment

None.

Reports

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

1. Fuel Report March. 667 gallons AvGas 100LL; 1391 gallons JETA.

2. Community Hangar/Tie Downs. Matt Oldham-Eagle Upholstery, Zane McGlade, and Brandon Hamilton. Tie Downs: Charlie Hamilton, Johnnie Broughton, and Clark Aviation.

3. Airfield Electrical Radio Interference. Trent's Electric still hasn't found time to install the inductors. I checked with Danny Brewer, and he is still busy, so we will wait for T. J. Trent.

4. Manlift. Mr. Holley has been checking the prices of 20' lifts. One he found has 300 hours on it and looks OK. Mr. Perkins mentioned that a low price may result in many small repairs over time. In the event we find a suitable one at a reasonable price we plan to purchase it on our own. The motion to approve FBO reimbursement for purchase of a man lift for up to \$5,000 was made by Mr. Oliver, seconded by Mr. James, and approved unanimously.

5. Apron Pooling. Mr. Holley noted that he observed water pooling from the ground surrounding the new apron. Pictures were taken and will be forwarded to Garver.

6. Matt Oldham. Matt is due to vacate the community hangar no later than June 1.

7. Landon Ratliff. Upon graduation from Marshall A & P school, Mr. Ratliff will come on board with Holley Aviation LLC as an employee, and as soon as he gets his test out of the way, he

will become the airport's newest A & P. Fred Riffle has graciously offered to take Mr. Ratliff under his wing and mentor him. Other airports have offered to send business our way.

8. Rajant. Rajant has installed the base antenna. We are waiting for them to install a router and T-Hangar components.

9. Virtower. Mr. Holley will compile a quarterly traffic report with graphics for the next meeting via Virtower system for the board's information.

b. Garver Report. Mr. Sisemore

1. Airfield Electrical – Radio Interference. The inductors have been delivered but not installed. They are the best bet currently to stop the interference. After installation we will come out to test for static issues. A few of the replacement lights have burned out. Garver's electrical engineer has been in communication with ADB about the failure rates.

2. Apron Expansion Project.

- All work is complete except seeding and blanket.
- Will schedule inspection pending fine grading and initial turf establishment.
- Will hold back cost of seeding and blanket from payment to contractor. If seeding and blanket doesn't work, will hold back enough to cover having it done again.
- For the ponding and pooling addressed by Mr. Holley, Mr. Sisemore will have the contractor bring a rock rake out (if needed) and require that fine finish grading work is completed before seeding, etc. Photos of ponding and pooling areas to be forwarded.
- Date of completion has not been set.
- March 12, 2024, is the date of electrical completion as well as overall substantial completion of the project.
- March 12, 2024, is the last date liquidated damages can be assessed.
- A concern is that we want the contractor to be continually motivated.
- The contractor may send us a request for weather days. At that point, a judgment will be made in consultation with the airport board.
- The project dates are August 14, 2023, to December 14, 2023, 120 days.

A motion to declare March 12, 2024, as Apron Expansion Project Phase 1 substantial completion was made by Mr. Helton, seconded by Mr. Perkins, and approved unanimously.

3. AWOS Project. Dr. Mattingly reported that Mr. Dailey has been working with the landowner and may have a motion at the next meeting for purchase.

Other: Grant for \$200,000. Mr. Sisemore reported the Kentucky Department of Aviation prefers the funding to flow through the department so that they can identify priorities and aggregate funds for larger projects. They will likely want us to use a \$200,000 grant which the legislature approved for all general aviation airports for our AWOS relocation. Dr. Mattingly reported he has been speaking with Mr. Todd Bloch to help push efforts for more money for airports. The Kentucky Aviation Association will have a May golf outing as a fundraiser in their efforts to lobby funds for us and other airports. Mr. Sisemore will make a note for Mr. Adams to get the grant request done.

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

Dr. Derrickson reported the committee will review roads and will request funds for fertilizer at the next meeting.

d. Legal Report. Mr. Rogers

None.

e. Chair Report. Dr. Mattingly, Chair

Inaugural KAA Golf Scramble. The Kentucky Aviation Association is holding a golf fundraising outing on May 31. They want to enhance their lobbying efforts with the legislature. The costs are \$125 for one person or \$400 per team. The motion to support the KAA golf outing with up \$400 for individuals was made by Dr. Derrickson, seconded by Mr. James, and approved unanimously.

AWOS Land Acquisition. The landowner has agreed to a price which will be presented at the next meeting.

H. Old Business

None.

I. New Business

Clark Aviation – Hangar Lease Amendment for Commercial A & P Service. A request was made at the last meeting for an amendment to hangar A10 lease agreement for a commercial service. Chairperson Mattingly recommended that Clark Aviation be approved to conduct commercial A & P services in his leased hangar (A10) in addition to previously approved commercial flight instruction and aircraft rental (amended lease agreement attached). Consistent with all other commercial use agreements, Clark Aviation and customers must follow all other hangar lease restrictions as well as Airport parking regulations for aircraft and vehicles. As noted in the lease addendum failure to follow Airport regulations shall result in the termination of this commercial use agreement. Providing A & P services in hangars other than A10 is only allowed on airplanes owned by the specific hangar tenant.

The motion to allow Clark Aviation to perform the A & P Service in hangar A10 was made by Mr. Holland, seconded by Dr. Fossett, and approved unanimously.

J. Adjournment.

The meeting was adjourned at 6:40pm.

Statement of Financial Position as of 04/30/2024

Printed: May 20, 2024

ASSETS		
10000	Operating - Checking-TCB 36051	39,782.96
10100	Facilities - Checking-TCB 490185	7,630.87
10200	Construction - Checking-TCB 40055	125,796.38
10330	Edward Jones Investment Account	
10331	Money Market Account	3,205.55
	TOTAL Edward Jones Investment Account	3,205.55
TOTAL ASSETS		176,415.76
LIABILITIES and FUNDS		
24000	Mortgages and Notes Payable	
24020	FHI Loan	121,300.00
	TOTAL Mortgages and Notes Payable	121,300.00
30000	Unrestricted Funds	
30100	General Fund	121,550.55
	TOTAL Unrestricted Funds	121,550.55
31000	Restricted Funds - Govt	
31010	Capital Projects Fund - Fed	691.72
31020	Capital Projects Fund - State	9,328.67
	TOTAL Restricted Funds - Govt	10,020.39
32000	Restricted Funds - Other	
32100	Fuel Reserve Fund	56,360.11
32200	Facilities Reserve Fund	7,569.10
32300	Local Match Reserve Fund	(140,384.39)
	TOTAL Restricted Funds - Other	(76,455.18)
TOTAL LIABILITIES and FUNDS		176,415.76

Morehead-Rowan County Airport Board

Statement of Activity

April 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	4,416.67
43440 City Operating Support	3,750.00
Total 43400 Direct Public Support	8,166.67
45000 Investments	
45031 Interest, checking account	36.27
45040 Interest Income, savings account	40.05
Total 45000 Investments	76.32
47500 Rentals	
47520 T-Hangars	3,515.00
Total 47500 Rentals	3,515.00
Unapplied Cash Payment Revenue	162.00
Total Revenue	\$11,919.99
GROSS PROFIT	\$11,919.99
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	485.00
62150 FBO	3,000.00
62170 Administrative	833.33
Total 62100 Contract Services	5,125.33
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	1,995.03
62840 Equipment, Repair, and Maintenance	33.20
Total 62800 Grounds and Facility Support	2,028.23
64400 Utilities	
64410 Electric	1,092.13
64420 Telecommunications	158.48
64430 Waste Disposal	97.11
64440 Water and Sewer	170.72
64450 TV	60.28
Total 64400 Utilities	1,578.72
65000 General Administration	
65135 Interest Expense	
80192 Apron Construction Loan Interest	598.19
Total 65135 Interest Expense	598.19
Total 65000 General Administration	598.19
Total Expenditures	\$9,330.47
NET OPERATING REVENUE	\$2,589.52
NET REVENUE	\$2,589.52

Morehead-Rowan County Airport Board

Statement of Activity

July 2023 - April 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	44,166.70
43440 City Operating Support	37,500.00
Total 43400 Direct Public Support	81,666.70
44500 Government Grants	
44520 Federal Grants	1,015,128.00
44540 State Grants	539,863.67
Total 44500 Government Grants	1,554,991.67
45000 Investments	
45030 Interest-Savings, Short-term CD	6,401.20
45031 Interest, checking account	269.43
45040 Interest Income, savings account	2,807.34
Total 45000 Investments	9,477.97
46400 Other Types of Income	
46430 Miscellaneous Revenue	
46461 Bridge Loan for Apron Expansion Ph 1	121,300.00
46481 Vehicle Surplus Sale	3,000.00
Total 46430 Miscellaneous Revenue	124,300.00
Total 46400 Other Types of Income	124,300.00
47500 Rentals	
47520 T-Hangars	47,359.12
47550 Late Fee	320.00
47570 Residence	4,300.00
Total 47500 Rentals	51,979.12
Unapplied Cash Payment Revenue	162.00
Total Revenue	\$1,822,577.46
GROSS PROFIT	\$1,822,577.46
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	3,228.00
62140 Legal Fees	1,804.46
62150 FBO	30,000.00
62170 Administrative	8,333.30
62190 Consulting Services	1,696.00
Total 62100 Contract Services	45,061.76
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	12,826.73
62840 Equipment, Repair, and Maintenance	251.20
62870 Vehicle Registration/Repair/Mainte	-2,694.00
Total 62800 Grounds and Facility Support	10,383.93

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	12,930.39
63011 Insurance Reimbursement	-8,150.00
Total 63010 Insurance - Property, Er/Omis	4,780.39
63040 Surety Bond	167.97
63050 Liability Insurance	4,745.91
Total 63000 Insurance	9,694.27
64400 Utilities	
64410 Electric	8,495.68
64420 Telecommunications	1,658.66
64430 Waste Disposal	355.78
64440 Water and Sewer	1,332.93
64450 TV	582.28
Total 64400 Utilities	12,425.33
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,441.00
65020 Postage, Mailing Service	190.55
65040 Material & Supplies	287.27
65110 Promotions and Advertising Expenses	92.00
65130 Business Registration Fee	50.75
65135 Interest Expense	
80192 Apron Construction Loan Interest	6,863.84
Total 65135 Interest Expense	6,863.84
65140 Bank Fees	64.94
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	1,376.82
Total 65000 General Administration	10,702.17
65200 Fuel Expenses	2,708.60
80100 Capital Purchases	
80189 Apron Expansion Project	2,060,581.55
80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	30,000.00
Total 80100 Capital Purchases	2,090,581.55
Total Expenditures	\$2,181,557.61
NET OPERATING REVENUE	\$ -358,980.15
NET REVENUE	\$ -358,980.15