

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

**Thursday, 9 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 March Meeting
- E. Receive Financial Report for March 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. Building and Grounds: Mr. Oliver/Dr. Derrickson
  
  - d. Legal Report: Mr. Rogers
  
  - e. Chair Report: Dr. Mattingly
  
- H. Old Business
  
- I. New Business:
  - a. Clark Aviation – Hangar Lease amendment for commercial A & P Service
  
- J. Adjournment

**Next Regularly Scheduled Meeting – 6:00 pm 30 May 2024**

**Morehead-Rowan County Airport Board Meeting**  
**Meeting Minutes**  
**March 28, 2024**

Chairman Bruce Mattingly called the meeting to order at 6:05pm in the Airport Conference Room with board members David Perkins, Charles Derrickson, Bob Helton, Tom Fossett, and Porter Dailey. The members present via Zoom were Ron Oliver and Shannon Murphy. The member absent was Tim James. The guests present via Zoom were Jack Holley, Jr. – FBO, Holley Aviation LLC; Earl Rogers – Attorney, Campbell, Rogers & Stacy PLLC; and Will Adams – PE, Garver. The guests present were James Taylor – EAA/Student Pilot; David Shanklin – Pilot; Aaron Roberts – Pilot/Hangar Tenant; Eric Stinson – Pilot/Hangar Tenant; Josh Clark – Pilot/Hangar Tenant; and Barbara Marsh – Assistant Secretary/Treasurer.

Dr. Mattingly presented the Minutes of the February 2024 meeting. The motion to approve the February 29, 2024, Meeting Minutes was made by Mr. Helton, seconded by Dr. Fossett, and approved unanimously.

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

**Public Comment**

Mr. Clark requested to amend his hangar lease to add mechanical service. Clark Aviation has a lot of clients and Mr. Clark has an A & P (Airframe and Powerplant) License. The service will not be doing annual inspections as this requires an IA (Inspection Authorization), a higher certification. Clark Aviation is using 3 hangars currently: Mr. Roberts has two hangars A9 and B2, and Mr. Clark's hangar is A10. The leases may need to be grouped together and revised. At this point, Mr. Roberts and Mr. Clark are billing their clients separately but the businesses are melding together, and this may change in the future. Clark Aviation is a sole proprietorship for tax purposes while Mr. Roberts cancelled his Roberts Aviation LLC last year. Mr. Roberts reported that they are already changing the oil in their planes. They would like to advertise to see if there is any interest. Clark Aviation has made plans for overnight tie down planes should the need arise by renting one tie down space from Holley Aviation. They consider the service to be an extension of instructor training they are offering. Mr. Clark was requested to prepare a written proposal for the mechanical service for the board to consider at the next meeting. The airport needs to review and shield the airport from any liability. Also, any of the commercial planes housed need to be noted.

Dr. Mattingly commented that a commercial operation may have increased activities which may have increased costs with maintenance. An example would be the hangar door going up and down 10 times a day whereas a regular hangar tenant may have his hangar door going up and down 10 times a week. With the new apron opening we need to be self-supporting, and we are working out contracts now.

Mr. Stinson said he is not going to pay extra for his flying instruction. It is more of a hobby for him now.

Mr. Holland commented that he felt any service which can be provided is a bonus benefit and provides more excitement and attracts more aircraft.

## **Reports**

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

1. Fuel Report March. 478 gallons AvGas 100LL; 756 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. A10 Hangar Door Repair. Garage Door of Lexington was contacted after Mr. Stinson reported the door needed attention. Holley Aviation called them on March 10th, and the repair was made on Sunday, March 16, 2024. Still trying to get a clear invoice. The cables were out of adjustment. (Note: a previous repair was completed in September 2023.) At the time, the door was operating properly, but was not lifting to the full height as before. There have not been any complaints during this time. Mr. Clark allowed it was not fixed right the first time. The question was asked, "Why it wasn't it brought to our attention before this?"

4. Lift Needed. We were forced to return the lift back to the county a couple of weeks ago. The airport needs a lift to keep the lights in working order. Dr. Mattingly said after the Apron Project is completed, we could consider the cost to purchase a lift. We are looking at completing the apron project by May. The county offered to bring the lift back if we needed it.

5. Airfield Electrical Radio Interference. The inductors have not arrived yet. Mr. Holley requested information about sending the one burned out bulb back to ADB under warranty. Mr. Adams will be contacted about the process. Trent's Electric is still on board installing the inductors. Still only one edge light burnout since the last report.

6. Lobby Furniture. The couches in the lobby are severely deteriorating. I planned on having them re-upholstered by our resident upholsterer, but that hasn't worked out. We need to consider recovering or purchasing new furniture. Any suggestions from the board?

7. Eagle Upholstery. Matt Oldham will be moving out of the community hangar with his upholstery business by May 31, 2024. He also intends to vacate the DWMH by that date.

8. Rajant. Rajant has been to the airport a couple of times for measurements and planning for the internet service. They believe they'll be able to feed to the T-hangars with their own repeating system. Slow, but worth the wait I believe. The line of site to the water tower where the transmitter is, is partially obscured by trees to the east of the service road. Rajant believes that it will be ok for service, but I'd like to confirm if they are on the airport property and remove them if we can. Rajant will provide installation and upgrades.

9. Courtesy Car. The vehicle needs new tires. They have dry rotted to a dangerous level now. Because the car has government tags, the tires may be purchased through a state contract. Dylan Lambert, Rowan County Judge-Executive's office, can offer information on the process.

10. Trees South of T-hangars. We are going to take care of growth within the fence line south of the T-hangars and start herbicide to clear what we can of trees and shrubs. The trees have been cleared from the drainage channel to the south of the T-hangars.

11. A & P Full Time. Holley Aviation is bringing on an A & P Mechanic full-time in May and replacing one of their workers. The A & P will be working under Fred Riffle, currently a hangar tenant, and pursuing an IA certification.

12. Beacon. Trent's Electric is working with us on electrical issues. One side of the beacon has been repaired but the other side is now needing repair. Can the beacon be switched to LED? Mr. Adams will research and contact Mr. Holley.

**b. Garver Report.** Mr. Adams

1. Airfield Electrical – Radio Interference. The inductors will arrive stateside on April 4 and will be at the airport by the following week. The lights originally installed had a four-year warranty. The returned lights have a 6-month warranty which will end in May 2024.

2. Apron Expansion Project.

- The taxiway is re-opened.
- Electrical is complete.
- Grading, topsoil, seeding, and markings are incomplete.
- Shamrock Concrete Construction is seeking a substantial completion designation. The airport board will consider this designation at the next board meeting. We can retroactively declare the date. If we designate substantial completion, liquidated damages cannot be withheld past that date. Mr. Adams does not have any concerns about completing the project. The contractor seems to be working on completion of the project.
- A substantial amount of fill still needs to be placed on the north side of the apron.
- Mr. Helton inquired about how much money is needed for completion.
  - The amount of work completed is \$1.92M with \$1.8M paid out (deducting LD).
  - The contractor has approximately \$150K work left to complete. Deducting for retainage, about \$110K left.
- A question was raised about leverage if contractor fails to complete. Mr. Adams will get exact numbers for all the work completed, etc. and forward them to Dr. Mattingly.
  - Dr. Mattingly would like to have a cumulative total from all the invoice payment schedules.
- The change order for the shift has been completed. Mr. Adams left a contingency and will initiate a change order to recoup for the airport. Any percentage which would normally go back to KDA/FAA will come back to airport confirmed by KDA.

3. AWOS Project. Mr. Dailey has been working with land acquisition for the relocation of the AWOS. A survey has been completed with an appraisal needed. Suggested names for appraisal are Mark Kachler, Maysville, and Joe Robinson, Ashland, both certified to perform appraisals. An estimate for the appraisal will be obtained before negotiation with the landowner begins. Mr. Adams said the land does not have to be purchased before the KDA application is made for the project. The FAA has already paid Garver to do the design. The purchase of the land will be reimbursed.

Other: Utilities. Mr. Dailey and Mr. Oliver have been working with Mr. Adams on utilities needed for the box hangars installed on the Apron Project. They have been looking at the feasibility of utilities inside the fence to the apron. They are working centralizing wastewater and water in anticipation of six box hangar tenants. The extension to the apron would

provide each tenant with utility hook up with savings to build their hangar. Mr. Oliver has sized the project including fittings, wastewater pipes, and water supply which MUPB has requested to provide a cost for us to do the run. The run is estimated to be 200-250' from the paved road. There will have to be a sewer pump station sized for maximum load and estimated to be a 5" main sized collection into pump. The electrical portion has not been completed and is not necessary until we get signed contracts for the box hangars.

Other: Legislature Funds. Dr. Mattingly reported that he had a meeting with KDA personnel who are lobbying with the legislature. The KDA works with large and small airports and forwards needs to the General Assembly. The House of Representatives dropped the requests immediately and are trying to take away any control away from KDA. The legislature will provide \$200K to each airport. The AWOS \$200K request previously made to KDA is already earmarked for us, but we do not know if KDA will expect us to use the \$200K from the legislature for the earmark. There is no additional money from the legislature to KDA this year. Previously it was \$10M and was used for pavement studies for the entire state. They are encouraging us to lobby our legislators about the pavement maintenance plan.

The key thing is that a certain amount KDA will have to use for pavement maintenance. Mr. Adams was asked if he thought we would be able to get the augmentative to \$200K they already have, and he responded "yes."

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

Dr. Derrickson reported they are looking at the gravel roads and will make a report after reviewing upgrades needed.

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

None.

**e. Chair Report.** Dr. Mattingly, Chair

None.

**H. Old Business**

None.

**I. New Business**

None.

**J. Adjournment.**

The meeting was adjourned at 7:22pm.

# Parking Policy

(Effective November 30, 2023)

## Morehead-Rowan County Airport Parking Policy

**Visitor Parking:** Two parking lots located outside the fence immediately behind and adjacent to the terminal building are available for short term personal vehicle parking free or charge to visitors and guests of the airport. However, parking of large trucks and trailers is prohibited in these lots.

**Hangar/Tie-down Tenants and Pilots:** Pilots and tenants may park personal vehicles inside the fence and will be provided with an access code for the automatic gate. Pilots/Tenants must park in areas near the terminal building or hangars in a manner that will not obstruct aircraft access to any hangar, tie-down spot, or the fuel farm. Vehicles that will be left unattended (e.g., while flying) should be parked in the tenant's hangar or tie-down spot, or next to the terminal.

**Corporate Hangar Tenants and Pilots:** Vehicular access to the corporate hangar site shall be from Gate E. Short term vehicular parking on the ramp of no more than one hour is allowed but shall not obstruct in any manner or at any time the functionality or safe operation of any aircraft. Parking inside the hangar is allowed. The parking of maintenance, utility vehicles or LSVs for greater than one hour is allowable as needed but also must not interfere or obstruct aircraft operations or safety. Longer term visitor, or client, or tenant related vehicular traffic shall also access the site from Gate E and park in the off-the-ramp parking area designated by the Airport.

**Trailer parking:** Trailers used for aviation purposes (e.g., powered parachutes, gliders, etc.) or to transport supplies/equipment to the airport are allowed inside the fence to make deliveries and/or pick-ups but must not obstruct aircraft traffic on the ramp. Overnight parking of trailers is available in the gravel parking lot adjacent to the t-hangars. The fee, payable to the Airport Manager, for parking in this lot is based upon the total length of the trailer (\$1.50 per foot per month) which may be prorated by the Airport Manager for shorter durations. Pilots/Tenants desiring such parking must check in with the Airport Manager or his/her representative.

*Approved by Board of Directors December 1<sup>st</sup>, 2016*  
*Amended by Board of Directors November 30<sup>th</sup>, 2023*

# Morehead-Rowan County Airport Board

## Statement of Financial Position

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .25%	7,629.20
Citizens Bank Construction Account NOW .25%	125,768.81
Citizens Bank Operating Account NOW .25%	37,261.06
<b>Total Bank Accounts</b>	<b>\$170,659.07</b>
Other Current Assets	
Edward Jones CD 2 mo 5.15% 6.5.23 matures 8.14.23	0.00
Edward Jones CD 1 mo 5.1% 8.17.23 matures 9.18.23	0.00
Edward Jones CD 3 mo 5.3% matures 9.11.23	0.00
Edward Jones CD 3 mo 5.3% matures 9.6.23	0.00
Edward Jones CD 3 mo 5.35% matures 10.27.23	0.00
Edward Jones Money Market	3,167.17
<b>Total Other Current Assets</b>	<b>\$3,167.17</b>
<b>Total Current Assets</b>	<b>\$173,826.24</b>
Fixed Assets	
15000 Furniture and Equipment	760.90
<b>Total Fixed Assets</b>	<b>\$760.90</b>
<b>TOTAL ASSETS</b>	<b>\$174,587.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	214,543.23
Net Revenue	-361,569.67
<b>Total Equity</b>	<b>\$174,587.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$174,587.14</b>

# Morehead-Rowan County Airport Board

## Statement of Activity

March 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	4,416.67
43440 City Operating Support	3,750.00
<b>Total 43400 Direct Public Support</b>	<b>8,166.67</b>
45000 Investments	
45031 Interest, checking account	31.53
45040 Interest Income, savings account	1.52
<b>Total 45000 Investments</b>	<b>33.05</b>
46400 Other Types of Income	
46430 Miscellaneous Revenue	
46461 Bridge Loan for Apron Expansion Ph 1	121,300.00
<b>Total 46430 Miscellaneous Revenue</b>	<b>121,300.00</b>
<b>Total 46400 Other Types of Income</b>	<b>121,300.00</b>
47500 Rentals	
47520 T-Hangars	3,885.00
47550 Late Fee	27.50
47570 Residence	550.00
<b>Total 47500 Rentals</b>	<b>4,462.50</b>
<b>Total Revenue</b>	<b>\$133,962.22</b>
GROSS PROFIT	<b>\$133,962.22</b>
Expenditures	
62100 Contract Services	
62150 FBO	3,000.00
62170 Administrative	833.33
<b>Total 62100 Contract Services</b>	<b>3,833.33</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	40.00
<b>Total 62800 Grounds and Facility Support</b>	<b>40.00</b>
64400 Utilities	
64410 Electric	988.01
64420 Telecommunications	158.48
64440 Water and Sewer	84.43
64450 TV	60.28
<b>Total 64400 Utilities</b>	<b>1,291.20</b>



	TOTAL
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	149.90
65135 Interest Expense	
80192 Apron Construction Loan Interest	3,265.65
<b>Total 65135 Interest Expense</b>	<b>3,265.65</b>
<b>Total 65000 General Administration</b>	<b>3,415.55</b>
80100 Capital Purchases	
80189 Apron Expansion Project	222,276.08
<b>Total 80100 Capital Purchases</b>	<b>222,276.08</b>
<b>Total Expenditures</b>	<b>\$230,856.16</b>
NET OPERATING REVENUE	<b>\$ -96,893.94</b>
NET REVENUE	<b>\$ -96,893.94</b>

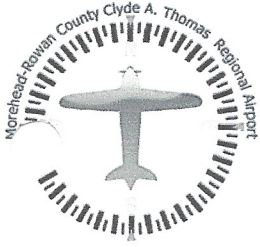
# Morehead-Rowan County Airport Board

## Statement of Activity

July 2023 - March 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	39,750.03
43440 City Operating Support	33,750.00
<b>Total 43400 Direct Public Support</b>	<b>73,500.03</b>
44500 Government Grants	
44520 Federal Grants	1,015,128.00
44540 State Grants	539,863.67
<b>Total 44500 Government Grants</b>	<b>1,554,991.67</b>
45000 Investments	
45030 Interest-Savings, Short-term CD	6,401.20
45031 Interest, checking account	233.16
45040 Interest Income, savings account	2,767.29
<b>Total 45000 Investments</b>	<b>9,401.65</b>
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
<b>Total 46430 Miscellaneous Revenue</b>	<b>124,300.00</b>
<b>Total 46400 Other Types of Income</b>	<b>124,300.00</b>
47500 Rentals	
47520 T-Hangars	43,844.12
47550 Late Fee	320.00
47570 Residence	4,300.00
<b>Total 47500 Rentals</b>	<b>48,464.12</b>
<b>Total Revenue</b>	<b>\$1,810,657.47</b>
<b>GROSS PROFIT</b>	<b>\$1,810,657.47</b>
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	2,421.00
62140 Legal Fees	1,319.46
62150 FBO	27,000.00
62170 Administrative	7,499.97
62190 Consulting Services	1,696.00
<b>Total 62100 Contract Services</b>	<b>39,936.43</b>
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	10,831.70
62840 Equipment, Repair, and Maintenance	218.00
62870 Vehicle Registration/Repair/Mainte	-2,694.00
<b>Total 62800 Grounds and Facility Support</b>	<b>8,355.70</b>

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	12,930.39
63011 Insurance Reimbursement	-8,150.00
<b>Total 63010 Insurance - Property, Er/Omis</b>	<b>4,780.39</b>
63040 Surety Bond	167.97
63050 Liability Insurance	4,745.91
<b>Total 63000 Insurance</b>	<b>9,694.27</b>
64400 Utilities	
64410 Electric	7,403.55
64420 Telecommunications	1,500.18
64430 Waste Disposal	258.67
64440 Water and Sewer	1,162.21
64450 TV	522.00
<b>Total 64400 Utilities</b>	<b>10,846.61</b>
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	6,265.65
<b>Total 65135 Interest Expense</b>	<b>6,265.65</b>
65140 Bank Fees	64.94
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	1,376.82
<b>Total 65000 General Administration</b>	<b>10,103.98</b>
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
<b>Total 80100 Capital Purchases</b>	<b>2,090,581.55</b>
<b>Total Expenditures</b>	<b>\$2,172,227.14</b>
NET OPERATING REVENUE	<b>\$ -361,569.67</b>
NET REVENUE	<b>\$ -361,569.67</b>



**Morehead Rowan County, Clyde A. Thomas, Regional Airport**  
**1800 Rodney Hitch Boulevard, P. O. Box 934, Morehead, KY 40351**

***Addendum to Hangar Lease Agreement***

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the Morehead-Rowan County Airport Board, herein called Lessor, and Josh Clark dba Clark Aviation, herein called Lessee.

As approved by the Morehead Rowan County Airport Board on 9 May 2024, the lessee is approved to conduct the following commercial activities **in T-Hangar A10**.

1. Aircraft maintenance in accordance with FAA Certifications;
2. Flight Instruction in accordance with FAA Certifications; and
3. Aircraft rentals.

This approval is limited to the activities listed above and all other terms and conditions of original hangar lease remain intact. The Airport Board expressly does not endorse these commercial activities, and the Lessee must maintain sufficient and appropriate liability insurance to cover any, and all claims of damage resulting from such commercial activities.

All other provisions of the Hangar/Tie-Down Lease Agreement between the parties shall remain in full force and effect to the extent that they are not inconsistent herewith. *Lessee and commercial customers must adhere to Airport policies related to both aircraft and vehicle parking.*

Failure to abide by this lease agreement as amended along with airport policy shall result in the termination of this commercial use agreement.

\_\_\_\_\_  
Lessor by Bruce Mattingly – Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee Sign

\_\_\_\_\_  
Date

Lessee Print Name: Josh Clark