Morehead-Rowan County Airport Board Meeting Agenda
Thursday, 26 September 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. Welcome new Board Member: Dr. Stephen Click
D. Recognition of Guests
E. Approval of Minutes from the August 2024 Regular Meeting
F. Receive Financial Report for August 2024
G. Public Comment

H. Reports

   a. FBO Activity Report: Mr. Holley

   b. Garver Report: Mr. Adams
      1. Apron Expansion Project
      2. AWOS Relocation Project

   c. Building and Grounds: Mr. Oliver

   d. Legal Report: Mr. Rogers

   e. Chair Report: Dr. Mattingly
      1. Morehead-Rowan County Chamber of Commerce's 2024 Annual Awards Banquet, November 12, 2024.

I. Old Business:

J. New Business:

K. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 31 October 2024

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
August 29, 2024

Chairman Bruce Mattingly called the meeting to order at 6:07pm in the Airport Community Hangar with board members David Perkins, Bob Helton, Tom Fossett, Shannon Murphy, Tim James, and Porter Dailey. Members absent, Wes Holland and Ron Oliver. Will Adams with Garver was present via Zoom. Other guests present in person were Jack Holley – FBO, Holley Aviation LLC, Harry Clark – Rowan County Judge Executive, Jason Slone, Morehead-Rowan County Chamber of Commerce and Economic Development, Darrell Glover - Rowan County Magistrate District 2, Landon Ratliff - FBO staff, John Northcutt, Rowan County Coroner, Lisa Sergent - Sr. Vice President, Power-Train Inc., Dr. Bob Albert - retired MSU Vice President, Ada Ruth Derrickson Albert, Carmen Swim - Rowan County Property Valuation Administrator, Cecil Watkins - Rowan County Attorney, Craig Melzer, Charlene Derrickson Melzer, Dr. Ralph Derrickson, Aubrey Derrickson, and Barbara Marsh – Administrative Assistant to the Board.

Dr. Mattingly introduced the guests present. Dr. Mattingly's remarks included an appreciation for Dr. Charles Derrickson's 25 years of service to the board. Mr. Dailey read a resolution honoring Dr. Derrickson's contributions including as Secretary/Treasurer, Buildings and Grounds Committee Chair, and Nominating Committee Chair. The motion to approve the Derrickson resolution was made by Mr. Helton, seconded by Dr. Fossett, and approved unanimously. A picture was to document the momentous occasion.

The board reassembled in the conference room at 6:36pm.

Dr. Mattingly presented the Minutes of the July 2024 meeting. The motion to approve the July 25, 2024, Meeting Minutes, was made by Mr. James, seconded by Mr. Helton, and approved unanimously.

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

Public Comment
None.

Reports

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

1. Fuel Report July. 1309 gallons AVGas 100LL; 3400 gallons JETA.
2. Community Hangar/Tie Downs: Zane McGlade and Brandon Hamilton. Tie Downs: Charlie Hamilton, Johnnie Broughton, and Clark Aviation.
3. Matt Oldham. Mr. Oldham has vacated the community hangar as of today. We are reaching out for quotes regarding black mold removal at the double wide trailer.
4. Hangar A10. Performed repairs to T-Hangar door on A10 which consisted of 3 cable replacements and welding broken latch assembly back on.
5. Hangar A1. Mr. Jim Fluty has sold his plane and has vacated A1. Mr. Jim Stevens will take possession of the hangar September 1, 2024.
6. Hangar A6. Wings of Grace has sold their Beech Sundowner and will vacate as soon as Mr. Fred Riffle completes the annual.
7. Grounds Work. Mr. Holley contacted Rowan County Jailer Mr. Wes Coldiron about having their inmates help with some of the grounds work. A reply is expected soon.
8. Rajant. Trees have not been taken down yet for line of site and Rajant has not returned to install a router and T-Hangar components. Voice mail has been left for the techs.
9. Utility Project. The rough in clean up is in for the Apron future box hangars. No other work has been completed by MUPB.
10. Lobby Furniture. A new couch and two loveseats were purchased to replace furniture in the lobby area. The old furniture is in the community hangar as a seating area near an exit door to the back parking lot.

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

1. Apron Expansion Project. Shamrock returned and shot the grade as promised. They will have sod installed in September. At this time, they will determine what needs to be done for overseeding in late September.
2. AWOS Relocation Project.

- The $200,000 KDA grant (funded through the KY General Assembly) has been signed and submitted.
- All costs will be combined for an invoice including the appraisal, surveys, land purchase, etc.
- Project is 100% designed and ready to go once we get the approval.
- Garver has worked with the utility company for advance planning.
- Mr. Dailey asked if we have a target date for the bidding. It is pending the $75,000 approval of additional requested funds from the state. Mr. Adams will call the state next week and report back.
- After the land purchase and timber is removed, we can go forward.
- Mr. Dailey requested if an analysis has been done of the timber section to be removed. Yes. Mr. Adams will send coordinates for the trees to be

removed. Our surveyor has the track survey which Garver performed. The trees need to be flagged or painted for removal.

3. FY25 – 29 FAA ACIP. See chair report.
4. Airfield Electrical. Mr. James reported that the interference and noise seem to have returned. When the noise occurred, the landing lights were on.
5. Kentucky Aviation Conference. See chair report.

c. **Building and Grounds**: Mr. Oliver
None.

d. **Legal Report**: Mr. Rogers
None.

e. **Chair Report**. Dr. Mattingly
Kentucky Aviation Association Annual Conference October 23-25 (Wednesday-Friday) (https://kyaviation.org/annual-conference-2/)

Old Business
None.

New Business

1. Approval of FY25 – 29 ACIP (Airports Capital Improvement Plan). A question was asked about 2025 Repay Loan line item. Mr. Adams reported that so long as our repayment invoices do not result in the board paying less than 5% of the project cost..

   The motion to approve the FY25 – 29 ACIP was made by Mr. Perkins, seconded by Mr. James, and approved unanimously. Dr. Mattingly will sign the document and forward it to Mr. Adams before the September 3, 2024, COB due date.

2. Approval of Audit Contract with Lane & Associates. Dr. Mattingly reported the FAA requires an audit in any year that funds are received exceeding $750,000. A regular audit with a single audit (FAA) are performed together. We have had a good relationship with Lane & Associates, which assists us throughout the year with any issues. The motion to approve an audit contract for $6,000 was made by Mr. Dailey, seconded by Mr. Helton, and approved unanimously.

3. Potential Distillery Partnership. Mr. Helton reported it is a common practice for businesses to welcome new businesses to town by having a display in their lobby as a welcome. Positive comments were heard. Mr. Helton will work with Mr. Holley on an Eastern Light Distillery lobby display.

4. Marketing Strategy for New Apron. Mr. Helton reported on a strategy to market the new apron space and solicit box hangar tenants. Ms. Jill Vice, AdVice Marketing Media, has built a successful advertising business. She is anxious to help us with marketing. She is complimentary of Mr. Holley's social media presence.

Steps:

- Ms. Vice to visit the airport and discuss plans with Mr. Holley and Mr. Helton.
- Obtain a drawing of the apron layout for box hangars. Mr. Adams will forward the renderings to Mr. Helton.
- Obtain an aerial view of the site.
- Morehead-Rowan County Tourism has very good drone videos of the area. Ms. Joy Brown will be contacted for videos.
- Mr. Adams reported the state has a platform to market projects. They post content provided to them on the Kentucky Cabinet for Economic Development website, if the content fits their criteria.

Mr. Helton will work with Mr. Holley on the Eastern Light Distillery display and with Ms. Vice on the marketing strategy.

Adjournment

The meeting was adjourned at 7:23pm.

Morehead-Rowan County Airport Board

Statement of Activity

August 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**
44500 Government Grants	
44540 State Grants	10,218.33
Total 44500 Government Grants	**10,218.33**
45000 Investments	
45031 Interest, checking account	14.82
45040 Interest Income, savings account	6.21
Total 45000 Investments	**21.03**
47500 Rentals	
47520 T-Hangars	5,149.00
47521 Hangar Refund	-89.55
Total 47520 T-Hangars	**5,059.45**
47550 Late Fee	92.50
Total 47500 Rentals	**5,151.95**
Total Revenue	**$23,557.98**
GROSS PROFIT	**$23,557.98**
Expenditures	
62100 Contract Services	
62150 FBO	3,333.33
62170 Administrative	1,250.00
Total 62100 Contract Services	**4,583.33**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	336.54
62831 Facility Repair & Maintenance Reserve	946.88
62840 Equipment, Repair, and Maintenance	53.90
Total 62800 Grounds and Facility Support	**1,337.32**
63000 Insurance	
63040 Surety Bond	167.97
Total 63000 Insurance	**167.97**
64400 Utilities	
64410 Electric	762.55
64420 Telecommunications	158.45
64440 Water and Sewer	154.57
64450 TV	60.28
Total 64400 Utilities	**1,135.85**

	TOTAL
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	970.00
65030 Printing and Copying	6.21
65040 Material & Supplies	20.53
65890 Events, Ceremonies, & Meetings	900.00
Total 65000 General Administration	**1,896.74**
80100 Capital Purchases	
80188 AWOS Relocation	1,480.00
80189 Apron Expansion Project	40,542.58
Total 80100 Capital Purchases	**42,022.58**
Total Expenditures	**$51,143.79**
NET OPERATING REVENUE	**$ -27,585.81**
NET REVENUE	**$ -27,585.81**

Morehead-Rowan County Airport Board

Statement of Activity

July - August, 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	8,833.34
43440 City Operating Support	7,500.00
Total 43400 Direct Public Support	**16,333.34**
44500 Government Grants	
44520 Federal Grants	26,791.00
44540 State Grants	10,218.33
Total 44500 Government Grants	**37,009.33**
45000 Investments	
45031 Interest, checking account	40.06
45040 Interest Income, savings account	12.58
Total 45000 Investments	**52.64**
47500 Rentals	
47520 T-Hangars	10,881.00
47521 Hangar Refund	-89.55
Total 47520 T-Hangars	**10,791.45**
47550 Late Fee	92.50
Total 47500 Rentals	**10,883.95**
Total Revenue	**$64,279.26**
GROSS PROFIT	**$64,279.26**
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	250.00
62150 FBO	6,666.66
62170 Administrative	2,500.00
Total 62100 Contract Services	**10,223.66**
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	2,010.66
62831 Facility Repair & Maintenance Reserve	946.88
62840 Equipment, Repair, and Maintenance	272.84
62870 Vehicle Registration/Repair/Mainte	84.11
Total 62800 Grounds and Facility Support	**3,314.49**
63000 Insurance	
63010 Insurance - Property, Er/Omis	17,885.34
63040 Surety Bond	167.97
Total 63000 Insurance	**18,053.31**

	TOTAL
64400 Utilities	
64410 Electric	1,643.99
64420 Telecommunications	316.24
64430 Waste Disposal	95.22
64440 Water and Sewer	314.53
64450 TV	120.56
Total 64400 Utilities	**2,490.54**
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	970.00
65030 Printing and Copying	6.21
65040 Material & Supplies	55.95
65130 Business Registration Fee	250.00
65890 Events, Ceremonies, & Meetings	1,035.00
Total 65000 General Administration	**2,317.16**
65200 Fuel Expenses	259.02
80100 Capital Purchases	
80188 AWOS Relocation	1,480.00
80189 Apron Expansion Project	40,542.58
80187 Apron Expansion Loan Documents	618.13
Total 80189 Apron Expansion Project	**41,160.71**
Total 80100 Capital Purchases	**42,640.71**
Total Expenditures	**$79,298.89**
NET OPERATING REVENUE	**$ -15,019.63**
NET REVENUE	**$ -15,019.63**

Morehead-Rowan County Airport Board

Statement of Financial Position

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .25%	7,637.25
Citizens Bank Construction Account NOW .25%	52,752.20
Citizens Bank Operating Account NOW .25%	9,707.80
Total Bank Accounts	**$70,097.25**
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	3,223.93
Total Other Current Assets	**$3,223.93**
Total Current Assets	**$73,321.18**
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total Fixed Assets	**$3,080.65**
TOTAL ASSETS	**$76,401.83**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-230,192.12
Net Revenue	-15,019.63
Total Equity	**$76,401.83**
TOTAL LIABILITIES AND EQUITY	**$76,401.83**