

Morehead-Rowan County Airport Board Special Meeting Agenda

Thursday, 21 November 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 September 2024 Regular Meeting
- E. Receive Financial Reports for September and October 2024
- F. Public Comment

G. Reports

a. Marketing Update: Mr. Helton/Ms. Jill Vice

b. FBO Activity Report: Mr. Holley

c. Garver Report: Mr. Adams

- 1. Electrical/Radio Interference
- 2. Apron Expansion Project
- 3. AWOS Relocation Project

d. Building and Grounds: Mr. Oliver

e. Legal Report: Mr. Rogers

f. Chair Report: Dr. Mattingly

- 1. KAA Reorganization
- 2. Airport Board Facebook Page

H. Old Business:

I. New Business:

- 1. December 2024 Regular Meeting

J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 26 December 2024

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
September 26, 2024

Chairman Bruce Mattingly called the meeting to order at 6:12pm in the Airport conference room with board members David Perkins, Bob Helton, Tom Fossett, Tim James, and Porter Dailey. The members present via Zoom were Ron Oliver and Wes Holland. The members absent were Shannon Murphy and Stephen Click. The guest present via Zoom was Ryan Sisemore – Garver PE. The guests present were Jack Holley – FBO, Holley Aviation LLC; Earl Rogers – Attorney, Campbell, Rogers & Stacy, PLLC; Lee Shanklin – Pilot; Landon Ratliff - FBO staff; and Barbara Marsh – Administrative Assistant to the Board.

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

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

Public Comment

Airfield Electrical Interference. Mr. Shanklin reported that there is still interference in the system.

Reports

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

1. Fuel Report August. 1260 gallons AVGas 100LL; 4945 gallons JETA.
2. Community Hangar/Tie Downs: Zane McGlade and Brandon Hamilton. Tie Downs: Charlie Hamilton, Johnnie Broughton, and Clark Aviation.
3. Southern States. A Southern States rep came yesterday to evaluate the grounds for potential spray applications. More information by next meeting.
4. Lighting Conversion to LED. Completed the flood and façade lighting conversion to LED on front of terminal building.
5. Community Hangar Lounge Area. The old lobby furniture was used to create a new recreation and relaxation area in the community hangar.
6. Logo. Mr. Jason Ratliff, Rowan County High School art teacher, (and father of Landon Ratliff) designed a draft logo. (not available during meeting).



7. Cadan Blair, Work Study. Mr. Blair is a high school aviation student who is an intern and work study for the FBO in the morning hours.
8. Three-Wheel Car. We are restoring the blue three-wheel car and modifying it to look like an airplane. It will be used for parades and general advertising for the airport.

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

1. Apron Expansion Project. Shamrock, the project contractor, will return after Hurricane Helene rains dissipate. We do have a letter from the seeding contractor that they will return. Retainage is being held. Mr. Oliver reported on the existence of aquatic plants in the ditch line which are starting to grow. The roots may have to be removed at the end of the ditch line.
2. AWOS Relocation Project
 - The state hasn't decided on their project approvals yet, which is somewhat later in the year than previous. A meeting is scheduled for October 11, 2024.
 - The FAA has approved the site location.
 - Plans and specs are done and is bid ready after approval.

Land Acquisition: Mr. Dailey reported we have a land purchase agreement. A timeline for closing on the purchase has not been confirmed. We are not sure the seller will be able to log the trees needing to be removed before we purchase. We hope the logger will be out within the next two weeks. If the logging is not done before the property changes hands, we will have to wait until after November 1 to pay to have the trees removed. The rule applies for projects using federal funds due to roosting periods of certain protected species.

Airfield Electrical

- Communication was received today from equipment manufacturer ADB, which has previously provided installation kits on the regulators and inductors on power circuits to resolve the issue.
- Mr. Jim Menendez has planned a visit to the airport, bringing 10 new edge light fixtures and isolation transformers at no charge. The plan is to swap equipment for a segment of the taxiway when interference is documented.
- Mr. Menendez will coordinate with an electrical contractor to get them on site. It will be a process of replacing and confirming.
- This is a significant effort by the manufacturer.

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

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

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

2024 Chamber of Commerce Annual Awards Banquet - November 12, 2024

If you and your spouse would like to attend, we need a count soon so an appropriate table size may be secured.

EV Aviation and Future Needs. A zoom meeting was held about an ARC aviation electrification grant and study. The Kentucky Department of Aviation commissioner and Kentucky Aviation Association personnel attended the meeting.

Phase 1 – collect info on airport data

Phase 2 – enhancing/installing equipment at various levels

The KAA may be considering a reorganization with new board membership to enhance functionality by lobbying the legislature for General Aviation airports.

Old Business

None.

New Business

1. Eastern Light Distillery Booth at Bourbon and Beyond. Mr. Helton reported he had been at the Bourbon and Beyond Festival in Louisville recently representing Eastern Light Distillery. There are display panels at the airport as part of a community welcome to our soon-to-be new neighbor.
2. Marketing Strategy for New Apron. Ms. Jill Vice, AdVice Marketing Media, visited the airport in a pre-meeting at 5:30pm today and spoke with several board members.

Meeting Minutes:

- Ms. Vice will do marketing to find new tenants for the box hangar apron site.
- Has agreed to help us create a general brand.
- Suggest how to work with Morehead-Rowan County Tourism and raise awareness.
- Has agreed to help us at no charge.
- Anything she suggests such as printing costs will be an extra fee.

Adjournment

The meeting was adjourned at 7:00pm.

Morehead-Rowan County

Airport Board

Statement of Activity

July - September, 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	13,250.01
43440 City Operating Support	11,250.00
Total 43400 Direct Public Support	24,500.01
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	54.78
45040 Interest Income, savings account	18.42
Total 45000 Investments	73.20
47500 Rentals	
47520 T-Hangars	16,986.00
47521 Hangar Refund	-89.55
Total 47520 T-Hangars	16,896.45
47550 Late Fee	92.50
Total 47500 Rentals	16,988.95
Total Revenue	\$78,571.49
GROSS PROFIT	\$78,571.49
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62140 Legal Fees	250.00
62150 FBO	9,999.99
62170 Administrative	3,750.00
Total 62100 Contract Services	14,806.99
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	2,229.63
62831 Facility Repair & Maintenance Reserve	946.88
62840 Equipment, Repair, and Maintenance	272.84
62870 Vehicle Registration/Repair/Mainte	254.06
Total 62800 Grounds and Facility Support	3,703.41
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	2,443.25
64420 Telecommunications	474.69
64430 Waste Disposal	95.22
64440 Water and Sewer	529.60
64450 TV	180.84
Total 64400 Utilities	3,723.60
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,012.38
65030 Printing and Copying	6.21
65040 Material & Supplies	55.95
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	250.00
65890 Events, Ceremonies, & Meetings	2,666.25
65895 Travel	320.00
Total 65000 General Administration	4,322.79
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	1,834.46
Total 80189 Apron Expansion Project	42,377.04
Total 80100 Capital Purchases	43,857.04
Total Expenditures	\$88,726.16
NET OPERATING REVENUE	\$ -10,154.67
NET REVENUE	\$ -10,154.67

Morehead-Rowan County

Airport Board

Statement of Activity

July - October, 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	17,666.68
43440 City Operating Support	15,000.00
Total 43400 Direct Public Support	32,666.68
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	70.36
45040 Interest Income, savings account	23.60
Total 45000 Investments	93.96
47500 Rentals	
47520 T-Hangars	21,981.00
47521 Hangar Refund	-89.55
Total 47520 T-Hangars	21,891.45
47550 Late Fee	92.50
Total 47500 Rentals	21,983.95
Total Revenue	\$91,753.92
GROSS PROFIT	\$91,753.92
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	1,914.00
62140 Legal Fees	450.00
62150 FBO	9,999.99
62170 Administrative	5,000.00
Total 62100 Contract Services	17,363.99
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	2,389.58
62831 Facility Repair & Maintenance Reserve	946.88
62840 Equipment, Repair, and Maintenance	599.35
62870 Vehicle Registration/Repair/Mainte	254.06
Total 62800 Grounds and Facility Support	4,189.87
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	3,104.84
64420 Telecommunications	633.14
64430 Waste Disposal	189.88
64440 Water and Sewer	822.59
64450 TV	248.30
Total 64400 Utilities	4,998.75
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,012.38
65030 Printing and Copying	6.21
65040 Material & Supplies	55.95
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	250.00
65150 Memberships and Dues	200.00
65890 Events, Ceremonies, & Meetings	4,094.27
65895 Travel	320.00
Total 65000 General Administration	5,950.81
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	2,452.59
Total 80189 Apron Expansion Project	42,995.17
Total 80100 Capital Purchases	44,475.17
Total Expenditures	\$95,290.92
NET OPERATING REVENUE	\$ -3,537.00
NET REVENUE	\$ -3,537.00

Morehead-Rowan County

Airport Board

Statement of Activity

October 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	15.58
45040 Interest Income, savings account	5.18
Total 45000 Investments	20.76
47500 Rentals	
47520 T-Hangars	4,995.00
Total 47500 Rentals	4,995.00
Total Revenue	\$13,182.43
GROSS PROFIT	\$13,182.43
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	1,107.00
62140 Legal Fees	200.00
62170 Administrative	1,250.00
Total 62100 Contract Services	2,557.00
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	159.95
62840 Equipment, Repair, and Maintenance	326.51
Total 62800 Grounds and Facility Support	486.46
64400 Utilities	
64410 Electric	661.59
64420 Telecommunications	158.45
64430 Waste Disposal	94.66
64440 Water and Sewer	292.99
64450 TV	67.46
Total 64400 Utilities	1,275.15
65000 General Administration	
65150 Memberships and Dues	200.00
65890 Events, Ceremonies, & Meetings	1,428.02
Total 65000 General Administration	1,628.02

	TOTAL
80100 Capital Purchases	
80189 Apron Expansion Project	
80187 Apron Expansion Loan Documents	618.13
Total 80189 Apron Expansion Project	618.13
Total 80100 Capital Purchases	618.13
Total Expenditures	\$6,564.76
NET OPERATING REVENUE	\$6,617.67
NET REVENUE	\$6,617.67

Morehead-Rowan County

Airport Board

Statement of Activity

September 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	14.72
45040 Interest Income, savings account	5.84
Total 45000 Investments	20.56
47500 Rentals	
47520 T-Hangars	6,105.00
Total 47500 Rentals	6,105.00
Total Revenue	\$14,292.23
GROSS PROFIT	\$14,292.23
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	218.97
62870 Vehicle Registration/Repair/Mainte	169.95
Total 62800 Grounds and Facility Support	388.92
64400 Utilities	
64410 Electric	799.26
64420 Telecommunications	158.45
64440 Water and Sewer	215.07
64450 TV	60.28
Total 64400 Utilities	1,233.06
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	42.38
65110 Promotions and Advertising Expenses	12.00
65890 Events, Ceremonies, & Meetings	1,631.25
65895 Travel	320.00
Total 65000 General Administration	2,005.63
65200 Fuel Expenses	0.00

	TOTAL
80100 Capital Purchases	
80189 Apron Expansion Project	
80187 Apron Expansion Loan Documents	1,216.33
Total 80189 Apron Expansion Project	1,216.33
Total 80100 Capital Purchases	1,216.33
Total Expenditures	\$9,427.27
NET OPERATING REVENUE	\$4,864.96
NET REVENUE	\$4,864.96

Statement of Financial Position

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .25%	7,638.87
Citizens Bank Construction Account NOW .25%	52,763.40
Citizens Bank Operating Account NOW .25%	14,555.72
Total Bank Accounts	\$74,957.99
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	3,228.15
Total Other Current Assets	\$3,228.15
Total Current Assets	\$78,186.14
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total Fixed Assets	\$3,080.65
TOTAL ASSETS	\$81,266.79
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-230,192.12
Net Revenue	-10,154.67
Total Equity	\$81,266.79
TOTAL LIABILITIES AND EQUITY	\$81,266.79

Morehead-Rowan County

Airport Board

Statement of Financial Position

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .25%	7,640.49
Citizens Bank Construction Account NOW .25%	52,774.60
Citizens Bank Operating Account NOW .25%	21,157.01
Total Bank Accounts	\$81,572.10
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	3,231.71
Total Other Current Assets	\$3,231.71
Total Current Assets	\$84,803.81
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total Fixed Assets	\$3,080.65
TOTAL ASSETS	\$87,884.46
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	-230,192.12
Net Revenue	-3,537.00
Total Equity	\$87,884.46
TOTAL LIABILITIES AND EQUITY	\$87,884.46