

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 24 April 2025 – 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 Reports for March 2025
- F. Public Comment

- G. Reports
 - a. Marketing Update: Mr. Helton/Ms. 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

- H. Old Business:

- I. New Business:

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 29 May 2025



**Morehead-Rowan County Airport Board Meeting
Meeting Minutes
March 27, 2025**

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport conference room with board members David Perkins, Porter Dailey, Tom Fossett, Tim James, Stephen Click, Bob Helton, and Ron Oliver. The members present via Zoom were Wes Holland and Shannon Murphy. There were no members absent. The guests present via Zoom were Will Adams – Garver PE, and Jill Vice – CEO, AdVice Media. The guests present were Josh Clark – Clark Aviation/hangar tenant; Aaron Roberts – Clark Aviation/hangar tenant; Lee Shanklin – pilot; Rebekah Riley – pilot; Ronald Beller – hangar tenant; Jack Holley – FBO, Holley Aviation LLC, and Barbara Marsh – Administrative Assistant to the Board.

Dr. Mattingly presented the Minutes of the February 2025 meeting. The motion to approve February 27, 2025, Meeting Minutes, was made by Mr. James, seconded by Mr. Dailey, and approved unanimously.

Dr. Mattingly presented the February 2025 financial reports consisting of Statements of Activity and Financial Position. The motion to approve the February 2025 financial reports was made by Mr. Helton, seconded by Mr. Dailey, and approved unanimously.

Public Comment

Mr. Roberts reported that he downloaded the Facebook app on his phone and went through a name change for the site back to the airport.

Reports

a. Marketing Update. Ms. Jill Vice

Ms. Vice presented the logo approved by the logo committee consisting of Ms. Vice, Mr. Holland and Dr. Click. It features blue MOREHEAD, green ROWAN CO, and black Regional Airport coloring; an aerial view of a jet plane; a tilted compass; and two rectangular shaped runways in blue and green.

The motion to approve the new logo was made by Mr. Perkins, seconded by Mr. James, and approved unanimously. Ms. Vice will forward the approved logo which will be utilized on social media, business cards, letterhead, brochures, signage, etc.

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

1. Fuel Report February. 585 gallons AVGas 100LL; 221 gallons JETA.
2. Community Hangar/Tie Downs: Zane McGlade, Brandon Hamilton, Nick Alexander, and Toby Pettit. Tie Downs: Charlie Hamilton, Johnnie Broughton, and Clark Aviation.
3. Virtower. Due to consistent internet connection errors, Virtower elected to install a cellular comms system, at no cost to the board, to rectify the issue. We have not encountered any further service disruptions.
4. Grounds Mowed. The MSU University farm crews mowed the grounds in prep for this year's hay season.
5. Fly-In, Car Show. We are in the process of planning a combination fly-in/car show for a tentative date of September 13.
6. Tree Cutting, Chain Link Fence. Most of the tree cutting in all the drainage features has been completed. A large oak tree has been removed which had fallen and crushed the fence on the west side of the field. Most of the chain link fence will be able to be salvaged but will need to replace one post (which we have) and a portion of the top rail.
7. AWOS. The AWOS dial-in reporting has been inoperable for several months. The tech had formerly insisted that the phone line was bad but we eventually determined that not to be the case. Further testing finally led the tech to believe the modem had gone bad and was searching for a replacement. Meantime, we took it upon ourselves to crack the cabinet and take a look. We discovered that one of the terminals had been left disconnected, obviously following a previous service call. We hooked it back up and everything is working as it should now.
8. Plow Truck Repairs. We are still struggling to get the remainder of our plow parts delivered from Viking. I contacted the TN shop rep we've been dealing with again last week and he was supposed to get back with me, but as of today, he still hasn't. We were able to apply a temp fix that allowed us to plow off the last heavy snow event, but without the proper parts, continued plowing would eventually lead to damage of the plow blade. I'll reach out again next week if I don't hear back soon.

c. **Garver Report.** Mr. Adams

Electrical/Radio Interference. We still have interference. ADB owes us an update. We will coordinate on the installation of the replacement transformers.

Apron Expansion Project. Completion of the project depends on the resolution of the seeding issue. Reseeding has happened 2 times in a ditch area with poor results. The optimum method is

rip rap stone, but Shamrock doesn't want to apply this material because it is not in the project plans. In addition, the area is not graded properly. We are holding \$3,500 retainage.

AWOS Relocation Project. The KDA has begun acknowledging projects and they are aware of our request for AWOS relocation but may not be funded this year. They do still intend to fund, but most likely not this year. Dr. Mattingly asked if the \$200,000 legislative allotment for each GA airport would carry over. Grants do carry over with no expiration date per Mr. Adams. In order to award the funds, an invoice needs to be submitted with project costs. KDA.

d. Building and Grounds: Mr. Oliver

Terminal Building Energy Audit. Fleming Mason Energy performed a terminal building energy audit on March 6, 2025. A copy of the audit was provided to all members previously. The big issue is the poor design of the return air part of the HVAC system. Currently, the space above the ceiling in the board room/office/lounge part of the building is the return air plenum with infiltration of outside air from the exterior parts of the building. Other items mentioned were insulation above the dropped ceiling and around light fixtures. This is problematic in that it is often necessary to access the area above the ceiling for various maintenance reasons resulting in misplaced insulation when exiting of the ceiling area. Adding additional insulation around the hot water heater was mentioned in the report. This would likely make little difference as water heaters manufactured in recent years are usually insulated with foam at the factory. Lastly, weatherstripping around doors (we can do). Service estimates will be obtained.

Hay Contract. Mike Dement, MSU Derrickson Agricultural Complex manager, suggests broadleaf treatment for the hay areas and later a fertilizer application. They will also provide treatment between the taxiway and runway. We have the funds budgeted. Southern States Owingsville will treat the areas. Farm crews have been at the airport bush hogging, and it seems to be more thorough than in times past, with areas outside the fence being mowed also.

e. Legal Report: Mr. Rogers

None.

f. Chair Report. Dr. Mattingly

Illegal Subletting A5. Hangar subletting is not approved. At the last meeting, a motion was approved to evict Mr. Ron Beller, A5 tenant. After discussions with Mr. Kevin Mays, Mr. Beller did buy a twin plane and sold to Mr. Tim Keller. None of us were aware that the plane was not flyable. Mr. Beller was under the impression that we were aware of the situation. The issue was discovered during the FAA required plane census of all hangars. Since this was an innocent mistake, the eviction notice was rescinded. At this time Mr. Beller has a cardinal in the hangar which he is trying to get in flying condition. Mr. Kevin Mays has agreed to begin making payments on his past due account.

g. KBT Meeting Update. Mr. Helton

The Kentuckians for Better Transportation 47th 2025 annual Transportation Conference was held on January 22-25, at the Louisville Omni Hotel. Discussions centered around four modes of transportation: aviation, roadways, rail, and waterways. Speakers included Commissioner Jonathan Shell, Senate President Robert Stivers, and Governor Advisor Rocky Adkins. I also made

contact with the KBT Executive Director, Jennifer Kirchner, who said she is committed to supporting all four. Of the four modes of transportation, aviation conversation was the least heard. Not many airports were represented. Kentucky Aviation Association has not provided much communication and support. Mr. Helton will attend a KBT aviation committee meeting on April 8, 2025 in Henderson. KBT information link: [Kentuckians for Better Transportation | We Make Kentucky Go](#)

Old Business

None.

New Business

1. Approval of KAA Membership Dues. Commissioner Mark Carter, Kentucky Department of Aviation, met with the executive committee of the reorganized Kentucky Aviation Association last fall. The commonwealth was divided into five aviation districts and nominations were requested with three representatives from each district, two airports and one at-large board member. The at-large member submitted from our immediate area, Adam Hinton, vice president of Hinton Mills was elected. A member representing an airport in our district is from Mt. Sterling-Montgomery County Airport was also elected. Committees formed include finance, legislative, an executive director search, as well as electing officers. Efforts include redesigning the website and minutes for meetings. There has been verbal assurance for the reorganization of KAA and their dues. Discussions now include tiered dues based on size of airport, and eliminating 2nd year dues. Of the 53 GA airports, KDA Commissioner Carter said he believes that more than 40 airports will participate. Funds allocated by the legislature for each airport are eligible for use on KAA dues. We will request disbursement of funds to cover the dues invoice for \$20,000. A motion to approve KAA dues invoice for \$20,000 was made by Mr. Oliver, seconded by Mr. James, and approved unanimously.
2. Acceptance of FY 24 Audit Report. The audit was previously provided to all members. It was prepared by Lane and Company LLC, Mt. Sterling, KY. There were no findings, a clean audit. The motion to approve the FY24 Audit Report was made by Mr. Holland, seconded by Mr. Dailey, and approved unanimously.

Adjournment

The meeting was adjourned at 7:09pm.

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
43400 Direct Public Support	0
43420 County Operating Support	39,750.03
43440 City Operating Support	33,750.00
Total for 43400 Direct Public Support	\$73,500.03
44500 Government Grants	0
44520 Federal Grants	164,651.00
44540 State Grants	10,562.40
Total for 44500 Government Grants	\$175,213.40
45000 Investments	0
45031 Interest, checking account	142.43
45040 Interest Income, savings account	46.30
Total for 45000 Investments	\$188.73
47500 Rentals	0
47520 T-Hangars	\$45,585.00
47521 Hangar Refund	-89.55
Total for 47520 T-Hangars	\$45,495.45
47550 Late Fee	157.00
47570 Residence	2,500.00
Total for 47500 Rentals	\$48,152.45
Total for Income	\$297,054.61
Cost of Goods Sold	
Gross Profit	\$297,054.61
Expenses	
62100 Contract Services	0
62111 Attestation/Audit	6,000.00
62112 AWOS Maintenance	2,921.00
62140 Legal Fees	1,224.50
62150 FBO	29,999.97
62170 Administrative	11,250.00
Total for 62100 Contract Services	\$51,395.47
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	13,927.44
62840 Equipment, Repair, and Maintenance	10,376.06
62870 Vehicle Registration/Repair/Mainte	1,353.81
Total for 62800 Grounds and Facility Support	\$25,657.31

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
63000 Insurance	0
63010 Insurance - Property, Er/Omis	17,885.34
63040 Surety Bond	167.97
63050 Liability Insurance	4,745.91
Total for 63000 Insurance	\$22,799.22
64400 Utilities	0
64410 Electric	8,802.42
64420 Telecommunications	1,612.16
64430 Waste Disposal	283.99
64440 Water and Sewer	1,482.90
64450 TV	585.60
Total for 64400 Utilities	\$12,767.07
65000 General Administration	0
65010 Bookkeeping Software and Subscriptions	1,596.07
65030 Printing and Copying	6.21
65040 Material & Supplies	455.29
65110 Promotions and Advertising Expenses	12.00
65130 Business Registration Fee	275.75
65140 Bank Fees	84.94
65150 Memberships and Dues	200.00
65890 Events, Ceremonies, & Meetings	5,014.65
65895 Travel	758.74
Total for 65000 General Administration	\$8,403.65
65200 Fuel Expenses	1,934.02
80100 Capital Purchases	0
80188 AWOS Relocation	5,980.00
80189 Apron Expansion Project	\$41,907.72
80187 Apron Expansion Loan Documents	121,300.00
80192 Apron Construction Loan Interest	4,845.35
Total for 80189 Apron Expansion Project	\$168,053.07
Total for 80100 Capital Purchases	\$174,033.07
Total for Expenses	\$296,989.81
Net Operating Income	\$64.80
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$64.80

Statement of Activity

Morehead-Rowan County

Airport Board

March 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
43400 Direct Public Support	0
43420 County Operating Support	4,416.67
43440 City Operating Support	3,750.00
Total for 43400 Direct Public Support	\$8,166.67
45000 Investments	0
45031 Interest, checking account	12.70
45040 Interest Income, savings account	8.81
Total for 45000 Investments	\$21.51
47500 Rentals	0
47520 T-Hangars	4,440.00
47570 Residence	750.00
Total for 47500 Rentals	\$5,190.00
Total for Income	\$13,378.18
Cost of Goods Sold	
Gross Profit	\$13,378.18
Expenses	
62100 Contract Services	0
62150 FBO	3,333.33
62170 Administrative	1,250.00
Total for 62100 Contract Services	\$4,583.33
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	202.58
62870 Vehicle Registration/Repair/Mainte	324.49
Total for 62800 Grounds and Facility Support	\$527.07
64400 Utilities	0
64410 Electric	1,170.25
64420 Telecommunications	28.57
64440 Water and Sewer	92.80
64450 TV	67.46
Total for 64400 Utilities	\$1,359.08
65000 General Administration	0
65010 Bookkeeping Software and Subscriptions	234.07
65040 Material & Supplies	34.69
65140 Bank Fees	
Total for 65000 General Administration	\$268.76
Total for Expenses	\$6,738.24
Net Operating Income	\$6,639.94
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$6,639.94

Statement of Financial Position

Morehead-Rowan County

Airport Board

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank Construction Acct	2,661.87
Citizens Bank Facilities Reserve Acct	0.21
Citizens Bank Operating Acct	12,494.14
Total for Bank Accounts	\$15,156.22
Accounts Receivable	
Other Current Assets	
Edward Jones CD 90 day 4.35% matures June 27, 2025	73,000.00
Edward Jones Money Market	249.39
Total for Other Current Assets	\$73,249.39
Total for Current Assets	\$88,405.61
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total for Fixed Assets	\$3,080.65
Other Assets	
Total for Assets	\$91,486.26
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	0
Long-term Liabilities	
Total for Liabilities	0
Equity	
32000 Unrestricted Net Assets	-230,192.12
Net Income	64.80
30000 Opening Balance Equity	321,613.58
Total for Equity	\$91,486.26
Total for Liabilities and Equity	\$91,486.26