

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 29 May 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 April 2025
- E. Receive Financial Report for April 2025
- F. Public Comment

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

 - b. FBO Activity Report: Mr. Holley

 - c. Garver Report: Mr. Adams
 - 1. Electrical Project – Radio interference
 - 2. AWOS Project

 - d. Building and Grounds: Mr. Oliver

 - e. Legal Report: Mr. Rogers

 - f. Chair Report: Dr. Mattingly

- H. Old Business

- I. New Business:
 - a. Officer nominating committee

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 26 June 2025

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
April 24, 2025

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport conference room with board members David Perkins, Porter Dailey, Tim James, Bob Helton, and Ron Oliver. Members who were absent: Tom Fossett, Shannon Murphy, Wes Holland, and Stephen Click. The guest present via Zoom was Ryan Sisemore – Garver PE. The guests present were Jill Vice – CEO, AdVice Media; Rebekah Riley – pilot; Jack Holley – FBO, Holley Aviation LLC, and Barbara Marsh – Administrative Assistant to the Board.

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

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

Public Comment

None

Reports

a. Marketing Update. Ms. Jill Vice

Ms. Vice reported that logo branding files were submitted to the airport via a Google drive link. Progress suggestions: Think Relationships - Build Strategic campaign – *This is who we are* rebranding.

- 1) Draft letters to community partners with a direct ask needing their help. Include Morehead-Rowan County Economic Development Council, Morehead Tourism, Morehead-Rowan County Chamber of Commerce, UK-St. Claire Medical Center.
- 2) Build out PowerPoint.
- 3) Ask agencies we partner with to include our new logo in their communications.
- 4) Airport statistics from Virtower should be sent to Jason Slone for economic development.
- 5) Upgrade website (example GoDaddy, need domain and password of current website) and social media new Facebook page, Instagram, LinkedIn.
- 6) Schedule good photography session for website.
- 7) Prepare QR code for website and site map, and forward to community partners.

Mr. Perkins referred to the North Carolina State video provided by KDA from a couple of years ago which showed traffic to and from our airport via filed flight plan data.

The airport mission statement will be reviewed with a committee of 2-3 members appointed by Dr. Mattingly.

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

1. Fuel Report February. 620 gallons AVGas 100LL; 547 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. GA Traffic. Corporate, turbine, and ordinary GA traffic seem to be picking back up as the weather has improved.
4. EAA. The Experimental Aircraft Association is in the process of awarding \$24,000 in scholarships. Two very bright and deserving kids from Morgan County and Montgomery County will be the recipients of the 2025 EAA Scholarships.
5. Plow Truck Repairs. The remainder of our plow parts are being shipped by Viking and should arrive soon.
6. Hangar A10 Door. A couple of pulleys have been damaged beyond our repair. Raynor Garage Door of Lexington came to review and will give an estimate on repair. This door has had many repairs. The solution to prevent future repairs is still being evaluated. It may be to disable the switch permanently. A plaque may need to be installed inside the hangar with directions for proper use. It is recommended to include language in the lease to address misuse of hangar doors. Dr. Mattingly has spoken to Mr. Rogers about this issue.

c. **Garver Report.** Mr. Sisemore

Electrical/Radio Interference. Next week TEM and ADB will be onsite for the replacement of 20 transformers. Mr. Dakota Ellis, a Garver electrical engineer, will be in attendance. The area chosen for the replacements is the area of the worst interference with 10 pairs of light segments. Testing will follow installation. ADB is providing the materials.

Apron Expansion Project. We are ready to make the final drawdown on the project. The contractor, Shamrock Construction, will forfeit the final retainage because they do not want to return to complete the seeding in the ditch area. The amount of retainage is \$3,560 with \$1,789 in grant federal funds. The airport may hire a contractor at their discretion to install channel lining.

AWOS Relocation Project. The KDA has selected our AWOS Relocation Project for funding. The grant will be written for the actual costs rather than estimate. The plans have been completed. Bids will be received, and the state will award after the bids are tabulated. Mr. Dailey requested clarification if timber removal is a part of the project. Yes, the clearing-grubbing is included and will occur approximately November through March due to bat roosting regulations. Subs will likely be hired for the work by the prime electrical contractor. The timeline for relocation typically relies on the supply chain limits. The AWOS will be a new installation so there should be limited to no downtime.

d. **Building and Grounds:** Mr. Oliver

Apron Expansion Project – Ditch Work. In reworking the ditch area, we do not have to have a certified payroll to complete the work. I have been in contact with contractors to work with after we receive notice to proceed with the retainage (\$3,560).

Hay Contract. I have been in contact with Mr. Dement about the groundwork. MSU has done a good job cleaning up. The grass is growing quickly and will be fertilized soon.

Terminal Building HVAC. Estimates will be requested for reworking areas identified by FME.

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

f. **Chair Report.** Dr. Mattingly
Zoom Meeting with Commissioner. Mr. Holley and I will be attending a Zoom meeting with KDA Commissioner Mark Carter next week to discuss the \$200K funding earmarked for the legislature for all GA airports.

FAA Funding and ICE Agents. I forwarded a form back to the FAA regarding ICE agents. It is a requirement to continue to receive funding from the federal government that we are to cooperate with the agents regarding their duties with U.S. immigration and customs control.

Old Business
None

New Business
None

Adjournment
_The meeting was adjourned at 7:02pm.

Statement of Activity

Morehead-Rowan County

Airport Board

April 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
44500 Government Grants	0
44540 State Grants	20,000.00
Total for 44500 Government Grants	\$20,000.00
45000 Investments	0
45030 Interest-Savings, Short-term CD	13.14
45031 Interest, checking account	7.92
45040 Interest Income, savings account	0.09
Total for 45000 Investments	\$21.15
47500 Rentals	0
47520 T-Hangars	4,255.00
47570 Residence	750.00
Total for 47500 Rentals	\$5,005.00
Total for Income	\$33,192.82
Cost of Goods Sold	
Gross Profit	\$33,192.82
Expenses	
62100 Contract Services	0
62112 AWOS Maintenance	1,007.00
62140 Legal Fees	175.00
62150 FBO	3,333.33
62170 Administrative	1,250.00
Total for 62100 Contract Services	\$5,765.33
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	209.81
62840 Equipment, Repair, and Maintenance	102.41
62870 Vehicle Registration/Repair/Mainte	78.98
Total for 62800 Grounds and Facility Support	\$391.20
64400 Utilities	0
64410 Electric	894.94
64420 Telecommunications	28.57
64430 Waste Disposal	102.54
64440 Water and Sewer	92.80
64450 TV	67.46
Total for 64400 Utilities	\$1,186.31

Statement of Activity

Morehead-Rowan County

Airport Board

April 2025

DISTRIBUTION ACCOUNT	TOTAL
65000 General Administration	0
65150 Memberships and Dues	20,000.00
Total for 65000 General Administration	\$20,000.00
Total for Expenses	\$27,342.84
Net Operating Income	\$5,849.98
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$5,849.98

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
43400 Direct Public Support	0
43420 County Operating Support	44,166.70
43440 City Operating Support	37,500.00
Total for 43400 Direct Public Support	\$81,666.70
44500 Government Grants	0
44520 Federal Grants	164,651.00
44540 State Grants	30,562.40
Total for 44500 Government Grants	\$195,213.40
45000 Investments	0
45030 Interest-Savings, Short-term CD	13.14
45031 Interest, checking account	150.35
45040 Interest Income, savings account	46.39
Total for 45000 Investments	\$209.88
47500 Rentals	0
47520 T-Hangars	\$49,840.00
47521 Hangar Refund	-89.55
Total for 47520 T-Hangars	\$49,750.45
47550 Late Fee	157.00
47570 Residence	3,250.00
Total for 47500 Rentals	\$53,157.45
Total for Income	\$330,247.43
Cost of Goods Sold	
Gross Profit	\$330,247.43
Expenses	
62100 Contract Services	0
62111 Attestation/Audit	6,000.00
62112 AWOS Maintenance	3,928.00
62140 Legal Fees	1,399.50
62150 FBO	33,333.30
62170 Administrative	12,500.00
Total for 62100 Contract Services	\$57,160.80
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	14,137.25
62840 Equipment, Repair, and Maintenance	10,478.47
62870 Vehicle Registration/Repair/Mainte	1,432.79
Total for 62800 Grounds and Facility Support	\$26,048.51

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-April 30, 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	9,697.36
64420 Telecommunications	1,640.73
64430 Waste Disposal	386.53
64440 Water and Sewer	1,575.70
64450 TV	653.06
Total for 64400 Utilities	\$13,953.38
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	20,200.00
65890 Events, Ceremonies, & Meetings	5,014.65
65895 Travel	758.74
Total for 65000 General Administration	\$28,403.65
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	\$324,332.65
Net Operating Income	\$5,914.78
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$5,914.78

Statement of Financial Position

Morehead-Rowan County

Airport Board

As of April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank Construction Acct	2,662.89
Citizens Bank Facilities Reserve Acct	0.21
Citizens Bank Operating Acct	18,329.87
Total for Bank Accounts	\$20,992.97
Accounts Receivable	
Other Current Assets	
Edward Jones CD 90 day 4.35% matures June 27, 2025	73,013.14
Edward Jones Money Market/Insured Bank Deposit	249.48
Total for Other Current Assets	\$73,262.62
Total for Current Assets	\$94,255.59
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total for Fixed Assets	\$3,080.65
Other Assets	
Total for Assets	\$97,336.24
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	5,914.78
30000 Opening Balance Equity	321,613.58
Total for Equity	\$97,336.24
Total for Liabilities and Equity	\$97,336.24