

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 31 July 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 June 2025 Regular Meeting
- E. Receive Financial Report for June 2025
- F. Public Comment

- G. Reports
 - a. FBO Activity Report: Mr. Holley

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

 - c. Building and Grounds: Mr. Oliver

 - d. Legal Report: Mr. Rogers

 - e. Chair Report: Dr. Mattingly

- H. Old Business:

- I. New Business:
 - a. Land acquisition for AWOS relocation
 - b. Approval of 2025-26 Amended Budget
 - c. Approval of 2024-25 Final (Actual) Budget

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 28 August 2025

Morehead-Rowan County Airport Board Meeting
Annual Meeting Minutes
June 26, 2025

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport conference room with board members David Perkins, Porter Dailey, Bob Helton, Ron Oliver, and Shannon Murphy. The member present via Zoom was Tim James. The absent members were Tom Fossett, Stephen Click, and Wes Holland. The guest present via Zoom was Will Adams IV – Garver PE. The guests present were Harry Clark – Rowan County Judge Executive; Cass Blair – hangar tenant; Lee Shanklin – pilot; Aaron Roberts – Clark Aviation, hangar tenant; Josh Clark – Clark Aviation, hangar tenant; Evan Barker – visitor; Jack Holley – FBO, Holley Aviation LLC; and Barbara Marsh – Administrative Assistant to the Board.

Dr. Mattingly presented the Minutes of the May 2025 meeting. The motion to approve May 29, 2025, Meeting Minutes, was made by Mr. Helton, seconded by Mr. Oliver, and approved unanimously.

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

Public Comment

None

Reports

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

1. Fuel Report May. 958 gallons AVGas 100LL; 2185 gallons JETA. According to Virtower data, visiting/transient traffic operations are down about 500 in number compared to the same time frame last year, down 29% which matches with fuel sales percentage decline within a few points.
2. Community Hangar/Tie Downs. Zane McGlade, Brandon Hamilton, Nick Alexander, Toby Pettit, and Exell Helicopters, which finished their contract several weeks ago. Tie Downs: Johnnie Broughton and Clark Aviation.
3. Fence Cut. Brought backhoe and stretched the tree-damaged segment the rest of the way up, not pretty but functional. Four deer were herded off the property last week and none have been seen since. There is still one drain area where we should add skirting and will take care of shortly.
4. Beacon. Mr. Eric Cowan, Cowan Electric, will bypass the ballast to convert to LED bulbs.
5. Hangar A10 Door. Raynor Garage Door of Lexington installed the back ordered pulley on T-Hangar A10.

Dr. Mattingly reported that @ \$6,000 has been spent on Hangar door A10 repairs. It is functional now but there have been 4 or 5 repairs. It is more than the rent collected for the hangar.

6. Runway Lightning Strike. An area 15x30 sq ft on the south end threshold of the runway was hit with machine gun-like holes (from softball to silver dollar size) during the week of June 16. No runway lighting was damaged, and the issue is not a threat to flight safety. Garver will survey and suggest best repair options.
7. EAA Event. EAA hosted another Young Eagles event for 95 on June 14 (46 kids), but due to weather another Saturday was added on June 21 (49 kids). Attendance estimated at 250 of kids, parents, visitors, staff.

Dr. Mattingly reported that the EAA 1525 chapter, for no benefit to them, has contributed \$80,000 to scholarships. The Young Eagles event on June 14 was a professionally organized registration system by Mr. Blair, Dr. Murphy showing educational videos, and Mr. Blair also providing hands-on activities. Chapter members provided excellent support.

b. Garver Report: Mr. Adams

1. Electrical Project – Radio Interference. Water infiltrating the system might be the cause of the interference. A megger test was conducted when we were there last. The issue has been so much rain that 5 days of dry weather to properly test the system has been difficult. The subsoil is most likely still wet. Jack will run a repeat megger test this week. Depending on the results, the next step would be to isolate the circuit and check resistance in sections. The conduits where wire is pulled through are not waterproof. The conduit is buried 3 to 4 feet.

Mr. Oliver reported the reason we wanted a new airfield electrical system was the poor quality of the old system. But we are now in the same shape as before and see little help.

2. AWOS Relocation. The original study for the approved site required only trees prior to the small cliff to be removed. We purchased the 1.47 acres based on approval given previously. The new site study requires all trees *which are obstructions* within 500' to be removed, some on property we do not own. Garver analyzed data from the state. Now we must get an appraisal and survey on more property to satisfy this 500' requirement.

Our AWOS is 13 years old. When the project was originally designed, the AWOS was 10 years old. The useful life of an AWOS is around 15-20 years old. We will be bidding an additive alternate for a new AWOS with a base bid to relocate the existing AWOS. \$210,000 was the cost last year of a new AWOS.

3. Lightning Strike. There are around 25 spots damaged on the south end runway asphalt. There are three methods for repair: cold patch (band aid); infrared; and mill & fill (recommended). I spoke with the state about emergency funds, and I also recommend an insurance claim. The area is 15x30' = 450 sq ft. Costs will include mobilization to get equipment out there. Reach out to Hinkle for an estimate.

c. Building and Grounds: Mr. Oliver

Apron Expansion Project – Ditch Work. The channel lining and rip rap rock was completed today. Another erosion area was found and repaired.

Hay Contract. I have not been able to get with Mr. Dement at the MSU farm, but I believe he does not recommend fertilizer but suggests broadleaf control.

Terminal Building Wainscoting. I have noticed a lot of rock falling off the wainscoting around the building.

Terminal Building HVAC. Estimates for a ductal return are being sought

DWMH AC. Mr. Dave LeQuire reported the unit not cooling. Service of Morehead came out and suggested a new system. Prices are being gathered: \$7900, \$3900, \$5,300.

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

None.

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

Airport Economic Impact. We have had capital construction of around \$6M from state and federal sources. We have also had AIP (Airport Improvement Plan) yearly of @\$150K, we need to let the county and city know in the Rowan Review and newspaper about the impact of manufacturing job and the ripple effect.

Old Business

None.

New Business

- a. Approval of Ms. Barbara Marsh as Administrative Assistant to the Board. The motion to approve Ms. Marsh as Administrative Assistant to the Board was made by Mr. Helton, seconded by Mr. Oliver, and approved. Mr. Dailey recused himself.
- b. Approval of 2024-25 Amended Budget. Dr. Mattingly reviewed the amended budget. The motion to approve the 2024-25 amended budget was made by Mr. Oliver, seconded by Mr. Dailey, and approved unanimously.
- c. Approval of 2025-26 Budget. Dr. Mattingly reviewed the budget line by line explaining each estimate of revenues and expenditures. The motion to approve the 2025-26 budget was made by Mr. Perkins, seconded by Dr. Murphy, and was approved unanimously.
- d. Approval of Financial Institutions. The airport board has banking accounts at The Citizens Bank and asset accounts at Edward Jones. The motion to maintain the financial institutions The Citizens Bank and Edward Jones was made by Mr. Perkins, seconded by Mr. Helton, and approved unanimously.
- e. Approval of Secondary Signature Authority for Administrative Assistant (Ms. Barbara Marsh). The motion to approve second signature authority for Administrative Assistant (Ms. Barbara Marsh) was made by Mr. Helton, seconded by Mr. Oliver, and approved. Mr. Dailey recused himself.
- f. Approval for Administrative Assistant (Ms. Barbara Marsh) to Access Financial Records. The motion to approve Administrative Assistant (Ms. Barbara Marsh) to access financial records was made by Mr. Helton, seconded by Mr. Oliver, and approved. Mr. Dailey recused himself.
- g. Nominating Committee Report: Mr. Dailey. The airport board nominating committee consisting of Mr. Dailey, Mr. Oliver, and Mr. James made the following recommendation. The consensus of the committee was the approval of the current board officers to serve another year: Dr. Mattingly

as 2025-2026 chair; Mr. Helton as 2025-2026 vice chairman; and Mr. Perkins as 2025-2026 secretary-treasurer.

Chairman: Dr. Mattingly has agreed to serve another term as chairman of the board.

Vice Chair: Mr. Helton has agreed to accept the position of vice chairman should he be elected.

Secretary/Treasurer: Mr. Perkins has agreed to continue to serve another term as secretary/treasurer.

- h. Election of 2025-26 Officers. Dr. Mattingly opened the floor to nominations for people who wish to be recognized. Hearing none, Mr. Dailey recommended adopting the named slate of officers for the 2025-26 fiscal year. Officers for the 2025-26 fiscal year are Chairman – Dr. Bruce Mattingly; Vice-Chairman – Mr. Bob Helton; Secretary/Treasurer – Mr. David Perkins.
- i. FBO Contract 5-Year Extension. Dr. Mattingly commended Holley Aviation LLC and Mr. Holley on accomplishments of the last year including complete renovation of the DWMH saving the board much expense. Dr. Mattingly recommended a Fixed Base Operator 5-year contract extension to Holley Aviation LLC. The proposed contract was previously sent out to each board member. The motion to approve Holley Aviation LLC and Jack and Jodi Holley as Airport FBO with a five-year contract extension was made by Dr. Murphy, seconded by Mr. Perkins, and approved unanimously.

Adjournment

The meeting was adjourned at 7:37pm.

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
43400 Direct Public Support	0
43420 County Operating Support	53,000.00
43440 City Operating Support	45,000.00
Total for 43400 Direct Public Support	\$98,000.00
44500 Government Grants	0
44520 Federal Grants	166,440.00
44540 State Grants	210,562.40
Total for 44500 Government Grants	\$377,002.40
45000 Investments	0
45030 Interest-Savings, Short-term CD	812.49
45031 Interest, checking account	165.66
45040 Interest Income, savings account	46.48
Total for 45000 Investments	\$1,024.63
46400 Other Types of Income	0
46430 Miscellaneous Revenue	0
46481 Vehicle Surplus Sale	5,600.00
Total for 46430 Miscellaneous Revenue	\$5,600.00
Total for 46400 Other Types of Income	\$5,600.00
47500 Rentals	0
47520 T-Hangars	\$55,945.00
47521 Hangar Refund	-89.55
Total for 47520 T-Hangars	\$55,855.45
47550 Late Fee	157.00
47570 Residence	4,750.00
Total for 47500 Rentals	\$60,762.45
Total for Income	\$542,389.48
Cost of Goods Sold	
Gross Profit	\$542,389.48
Expenses	
62100 Contract Services	0
62111 Attestation/Audit	6,000.00
62112 AWOS Maintenance	3,963.09
62140 Legal Fees	1,399.50
62150 FBO	40,000.00
62170 Administrative	15,000.00
Total for 62100 Contract Services	\$66,362.59

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	16,333.18
62840 Equipment, Repair, and Maintenance	10,552.90
62870 Vehicle Registration/Repair/Mainte	1,461.55
Total for 62800 Grounds and Facility Support	\$28,347.63
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	10,947.97
64420 Telecommunications	1,697.98
64430 Waste Disposal	386.53
64440 Water and Sewer	1,761.30
64450 TV	787.98
Total for 64400 Utilities	\$15,581.76
65000 General Administration	0
65010 Bookkeeping Software and Subscriptions	1,596.07
65020 Postage, Mailing Service	246.00
65030 Printing and Copying	6.21
65040 Material & Supplies	469.78
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	1,085.00
65895 Travel	4,817.01
Total for 65000 General Administration	\$28,792.76
65200 Fuel Expenses	1,934.02
80100 Capital Purchases	0
80188 AWOS Relocation	5,980.00
80189 Apron Expansion Project	\$44,985.62
80187 Apron Expansion Loan Documents	121,300.00
80192 Apron Construction Loan Interest	4,845.35
Total for 80189 Apron Expansion Project	\$171,130.97
Total for 80100 Capital Purchases	\$177,110.97
Total for Expenses	\$340,928.95
Net Operating Income	\$201,460.53
Other Income	

Statement of Activity

Morehead-Rowan County

Airport Board

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Expenses	
Net Other Income	0
Net Income	\$201,460.53

Statement of Activity

Morehead-Rowan County

Airport Board

June 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
43400 Direct Public Support	0
43420 County Operating Support	4,416.63
43440 City Operating Support	3,750.00
Total for 43400 Direct Public Support	\$8,166.63
44500 Government Grants	0
44540 State Grants	180,000.00
Total for 44500 Government Grants	\$180,000.00
45000 Investments	0
45030 Interest-Savings, Short-term CD	812.49
45031 Interest, checking account	9.62
Total for 45000 Investments	\$822.11
46400 Other Types of Income	0
46430 Miscellaneous Revenue	0
46481 Vehicle Surplus Sale	5,600.00
Total for 46430 Miscellaneous Revenue	\$5,600.00
Total for 46400 Other Types of Income	\$5,600.00
47500 Rentals	0
47520 T-Hangars	740.00
47570 Residence	750.00
Total for 47500 Rentals	\$1,490.00
Total for Income	\$196,078.74
Cost of Goods Sold	
Gross Profit	\$196,078.74
Expenses	
62100 Contract Services	0
62150 FBO	3,333.37
62170 Administrative	1,250.00
Total for 62100 Contract Services	\$4,583.37
62800 Grounds and Facility Support	0
62830 Facility Repair and Maintenance	2,092.35
62840 Equipment, Repair, and Maintenance	41.57
62870 Vehicle Registration/Repair/Mainte	15.41
Total for 62800 Grounds and Facility Support	\$2,149.33
64400 Utilities	0
64410 Electric	652.34
64420 Telecommunications	28.68
64440 Water and Sewer	92.80
64450 TV	67.46
Total for 64400 Utilities	\$841.28

Statement of Activity

Morehead-Rowan County

Airport Board

June 2025

DISTRIBUTION ACCOUNT	TOTAL
65000 General Administration	0
65040 Material & Supplies	14.49
Total for 65000 General Administration	\$14.49
80100 Capital Purchases	0
80189 Apron Expansion Project	3,077.90
Total for 80100 Capital Purchases	\$3,077.90
Total for Expenses	\$10,666.37
Net Operating Income	\$185,412.37
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$185,412.37

Statement of Financial Position

Morehead-Rowan County

Airport Board

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank Construction Acct	4,453.51
Citizens Bank Facilities Reserve Acct	0.21
Citizens Bank Operating Acct	31,285.56
Total for Bank Accounts	\$35,739.28
Accounts Receivable	
Other Current Assets	
14000 Investments - Edward Jones	0
14100 Edward Jones Money Market/Insured Bank Deposit	62.06
14200 Edward Jones CD 90 day 4.35% matures June 27, 2025	
14300 Edward Jones \$180K CD 5 mo. 4.374% matures 11.10.25	180,000.00
14400 Edward Jones CD 90 day 4.3% \$74,000 matures 10.15.25	74,000.00
Total for 14000 Investments - Edward Jones	\$254,062.06
Total for Other Current Assets	\$254,062.06
Total for Current Assets	\$289,801.34
Fixed Assets	
15000 Furniture and Equipment	3,080.65
Total for Fixed Assets	\$3,080.65
Other Assets	
Total for Assets	\$292,881.99
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	201,460.53
30000 Opening Balance Equity	321,613.58
Total for Equity	\$292,881.99
Total for Liabilities and Equity	\$292,881.99