

# **CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES**

## **Regular Meeting**

**July 22, 2021**

### **Airport Administration Building**

#### **Members Present:**

Jon Brearey, Bob Coles, Scott Evans, John Floyd, Tom Higgins, WF Parker (via video) and Chairman Pat Joyce were present. A quorum was established. Others present were Jesse Vinson, Airport Manager, Kristen Sanner, Business Manager, Jay Talbert and Randy Fender, Talbert and Bright, and members of the public.

#### **Call to Order:**

Chairman Pat Joyce called the meeting to order at 6:00 p.m. and led the meeting attendees in the Pledge of Allegiance.

#### **Approval of Agenda:**

The agenda was reviewed. *Resolved, Mr. Higgins made a motion to approve the agenda as presented, while Mr. Brearey seconded the motion.* The motion was unanimously carried.

#### **Consent Agenda:**

The following items were reviewed as a part of the consent agenda: Minutes of June 24, 2021, Committee Reports, Financial Reports, and the Manager's Report. *Resolved, Mr. Floyd made a motion to approve the consent agenda as provided, while Dr. Coles seconded the motion.* The motion was unanimously carried.

#### **Public Comments:**

There were no public comments.

#### **Chairman's Report:**

Chairman Joyce acknowledged that the old fuel farm has been removed and there are a few electrical items that are scheduled to be removed by Williams Electric. Chairman Joyce recommended that the slab remain until all permitting is worked out, as that area is an impervious surface. Chairman Joyce was unsure as to whether the cost of removing the slab was within the FBO contract, but that discussion was deferred to a later date. Chairman Joyce noted that the T-Hangar and Taxilanes project received only one bidder and therefore a second bid opening has been scheduled for August 3, 2021. He noted that steel prices have increased anywhere from 50-70%. In recent discussions, Erect-a-tube stated that they are hopeful that the market will turn around in three to four months and acknowledged the tube steel delivery lag time taking four to eight weeks longer than normal, which is impacting their business. Chairman Joyce confirmed that all board members have received the revised minimum standards and ground lease documents for review and should send any suggested changes to Mr. Vinson. Chairman Joyce also noted the ongoing audit with no issues found at this time.

#### **Old Business:**

##### ***Talbert & Bright Update***

Randy Fender reviewed Talbert and Bright's monthly update provided in the agenda packet. The ALP is still under review with the FAA. For the Fuel Farm site work, a final balancing change order is being prepared at this time and construction closeout documents will follow. A final pay application will be processed at the completion of these items. A letter was sent to Sunland Builders on April 8, 2021 regarding costs for failed QA tests on the project. Per the project specifications, the Contractor is required to pay for any retesting costs due to failed tests. For the fuel systems, the

project is completed and TBI will work through the closeout process in conjunction with the site work project. The AVGAS tank issues are being coordinated through the contractor and Crystal Coast Aviation. Mr. Noble verified that the FBO is working with ABACON on the fuel farm pressure and flowage issues. For the airfield vault electrical utilities, Rifenburg set the vault on June 24, 2021 and anticipates that construction will resume the week of August 2, 2021, due to extended material lead times beyond the contractor's control. For the T-Hangar and Taxilanes project, an insufficient number of bids were received at Bid Opening #1 on July 1, 2021 to open bids. The project was readvertised on July 4, 2021 and Bid Opening #2 will be held on August 3, 2021. TBI has completed additional bidder outreach with new and previously contacted potential bidders. All permits (stormwater, erosion control and FAA Form 7460) have been submitted for the project. The erosion control permit has been approved by the NCDEQ, stormwater has been reviewed and approved by the NCDEQ and form 7460 has been accepted by the FAA. Mr. Joyce asked for clarification of the wetlands study. Mr. Fender explained that the state requires the study because of the size of the project. For the Runway 3-21 Rehabilitation, a draft work authorization for the preliminary investigation phase was sent to the airport for review and will be forwarded to the NCDOA for review. It is anticipated that the design would be funded in FY2022 and the earliest funding for construction of the rehabilitation of the runway would be FY2023. Mr. Higgins asked about the funding for the 3-21 repairs. Mr. Vinson clarified that the airport is not paying for anything at this time, but the DOA has asked that TBI get numbers together and if the DOA will provide grant funding for the project, then it will come back to the board for approval before moving forward. For the hangar layout and permitting assistance, TBI met with the airport on July 1, 2021 to discuss the potential hangar layouts to accommodate the current demand. During this meeting, the airport authorized TBI to prepare and submit a work authorization to provide assistance to the airport for hangar site layout and stormwater permitting assistance. Additionally, the development of construction plans for the realignment of the taxilane running south of Hangar 19 will be included in this work authorization. TBI is currently working on this work authorization and will send it to the airport for review once completed.

### ***Maintenance Hangar Upfit***

The Maintenance Hangar Upfit topic was deferred to Closed Session due to contract related discussions.

### ***Ground Lease Update***

Mr. Vinson confirmed that all board members had received the latest ground lease and asked that they email any recommended changes to his attention.

### ***NCAA Conference Information***

Chairman Joyce noted that the NCAA Conference information is included in the agenda packet and reminded participants to make hotel reservations on their own. Registration has been paid for Dr. Coles, Mr. Joyce, Mr. Higgins, and Mr. Parker. Mr. Talbert invited the board members to attend the Talbert & Bright sponsored dinner event on Tuesday, August 10, 2021.

### ***Minimum Standards Update***

The minimum standards have been sent out to the committee and will be distributed to the full board following the meeting with tracked changes in red. Board members have been advised to respond to Mr. Vinson with any feedback.

### ***Deaton / Hangar Signage***

Mr. Vinson noted that the board granted preliminary approval of the placement of hangar signage based on final product approval once completed. Mr. Vinson asked the board whether they were satisfied with this particular instance of signage and asked that the board vote on the matter. *Resolved, Dr. Coles made a motion to accept Mr. Deaton's hangar signage as erected, while Mr. Brearey seconded the motion.* The motion was unanimously carried. The board agreed that the signage improves the airport.

### ***New Business:***

### ***Preliminary Work Authorization for Presentation to DOA***

Mr. Vinson confirmed that the preliminary work authorization is for the runway 3-21 rehabilitation, in which the airport is requesting grant funding. The airport is not spending any money or committing any funds at this time. When grant funding is available, Mr. Vinson will bring the project back to the authority board for approval before proceeding. Chairman Joyce noted that the preliminary work authorization is a starting point for the grant application.

Mr. Talbert mentioned some potential infrastructure funds becoming available and an urgency to spend them quickly. He urged the authority to consider looking at projects on the ACIP/TIP to have ready to go in case the DOA has money available for spending. Mr. Vinson noted that fencing and a security system are two items to be considered. Mr. Vinson mentioned separate funding, the Americans Recovery Act, in which language implied that additional money from the FAA would fund grants that were not already funded at 100%. Later Mr. Vinson learned from Senator Burr's office that those funds were already distributed by the FAA and there was nothing available. Mr. Talbert agreed there was some misleading verbiage in what was written and distributed. He believed the funding was applicable to all grants but it was only applicable to FAA funded projects.

#### **Closed Session:**

*Resolved, Mr. Higgins made a motion to enter into a Closed Session for purpose of discussing confidential information, legal matters, personnel, and contract negotiations as permitted by NCGS 143-318.11(a)(1), (3), (5) and (6), while Mr. Brearey seconded the motion. The motion was unanimously carried.*

*Hearing no further discussion, Mr. Higgins made a motion to return to Regular Session, while Mr. Floyd seconded the motion. The motion was unanimously carried.*

#### **Additional Business:**

Mr. Vinson informed the board that the Highlands Games will be taking place adjacent to the airport at the Maritime Museum parking area in October and the staff have asked to place signage near or on the airport property fencing. The board agreed that signage could be placed by this organization to gain more traction, as this is a not-for-profit event. Each request should be vetted by the authority separately.

The authority agreed to have the Maintenance Hangar Committee continue their negotiations with Avwatch and may need to hold a special called meeting in the near future to finalize the arrangements. The committee will sort out specifics for the lease agreement and the New Construction Committee has asked to see the final drawings. *Resolved, Mr. Higgins made a motion to approve the Maintenance Hangar Committee's continued negotiations with Avwatch on behalf of the Airport Authority, while Dr. Coles seconded the motion. The motion was unanimously carried.*

*Hearing no further discussion, Mr. Higgins made a motion to adjourn, while Dr. Coles seconded the motion. The motion was unanimously carried.*

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Sanner