

*The items listed below are for informational purposes only. Any item may be moved to the full agenda for public vote at a subsequent Authority Board meeting.*

1. Main door to administrative office has been unlocked and a sign is posted asking visitors to knock before entering. Effective August 24, 2021, masks must be worn in public buildings within Beaufort Corporate Limits.
2. New Fuel Farm is operational. Final payment has been made for tanks; some balance remains to Sunland for site work pending completion of several punch list items
3. Negotiations continue for an entity to operate an aircraft maintenance shop next door in the maintenance hangar. We have received an official proposal and are currently working out the details.
4. Airport Business Manager continues to update all hangar files to ensure compliance.
5. New lighting vault enclosure has been set in place and wiring is underway. Rifenburg Electric anticipates project completion the first week in October. The remaining obsolete hangar will be demolished and removed soon thereafter. Webb-Harrell has been updated.
6. The FY 21-22 Budget was approved at the June 24 Meeting.
7. Hangar rate adjustments took effect July 1, 2021.
8. New hangar leases were sent to all current hangar occupants and took effect July 1, 2021. All but one has been returned. (Mr. Yenner is deployed, his documents are in the mail.)
9. Demand is strong for both t-hangars and ground leases. Once construction begins on the 28 new t-hangars, deposits will be required from those on the waiting list.
10. We currently have 7 deposits on hand for the construction of private hangars; construction cannot begin on these units until our existing storm water permit is modified and approved by DEHNR.
11. Attorney has provided a revised ground lease document to better protect airport interests. The revised ground lease has been provided to all Board members for their review; Review is underway.
12. Research is ongoing for a hangar management software program. Most programs are directed at building management such as apartment complexes or shopping centers. At this point, only one US entity seems to focus solely on airports entirely. Airport needs are specific and are not easily addressed in generic software. With multiple pieces and parts (insurance, registration documents) coming due any one of 365 days, along with multiple

hangar sizes and various rents, generic software takes a lot of data manipulation that can lead to numerous errors; basically the same as having nothing and doing it by hand. We are beginning to narrow our options and hope to make a recommendation at the regular September Board Meeting.

13. Suggest in the coming fiscal year we consider moving to RFID technology for all gate control thus eliminating gate codes. Access to hangars and airfield would be by an airport issued RFID sticker affixed to vehicle not by a gate code. This would provide access to data as to the individuals entering airport property. It would also possibly prevent housing of unknown aircraft (owner could not get back in the gate to access his plane).
14. Discussion is underway with the Division of Aviation regarding funding to repair Runway 3-21 with a reduced width of 75 feet. Excess asphalt will be removed in the rehab process and runway lighting will be replaced as part of this project; Airport has also requested that airfield drainage issues (near the tetrahedron) be addressed in conjunction with this runway project. Talbert & Bright has presented a cost estimate proposals and project scope for presentation to DOA.
15. Airport minimum standards are currently under committee review. Hopefully they will be ready for final Board approval in the near future.
16. The Auditor, Reid Parker, has been working on our 2020-21 audit. We still are providing documentation.
17. James Capps, DOA Airport Inspector, performed a 5010 Airport Safety Inspection on Saturday, July 24, 2021. This inspection is performed once every three years. Mr. Capps noted, in recent conversation, that the final report is forthcoming. This report and any recommended changes will be shared with the board upon receipt.
18. Susan Cohen and team, with UNC's Institute for the Environment, visited the airport on Thursday, August 19, 2021. They are conducting a resiliency study of shorelines that could impact vital infrastructure, such as our airfield. They are identifying areas where dredge needs align with marsh vulnerability and evaluating approaches to protect coastal infrastructure from shoreline erosion and sea level rise. Ms. Cohen will be in touch with the airport in the near future with her findings.
19. Suggested changes have been made to the website ([www.flythecrystalcoast.org](http://www.flythecrystalcoast.org)) and we have been receiving general inquiries through our 'Contact Us' page. Please let us know if you have any further suggestions for improvement.
20. Members of the authority recently traveled to Pinehurst, NC for the North Carolina Airports Association Conference. Conference topics included operational resiliency for airports, surviving financial volatility, maximizing revenue, rate setting 101, good lease practices and concluded with the NC state of aviation presentation.