

# CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

## Regular Meeting

August 9, 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, Talbert and Bright, and members of the public.

#### Call to Order:

Chairman Pat Joyce called the meeting to order at 5:00 p.m. and led the meeting attendees in the Pledge of Allegiance.

#### Approval of Agenda:

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

#### New Business:

##### ***T-Hangars & Taxilanes Project Contract Award***

Mr. Vinson read the T-Hangars & Taxilanes project contract award recommendation letter provided by Talbert & Bright: Bids were received on Tuesday, August 3, 2021 for the T-Hangars and Taxilanes project at Michael J. Smith Field. Two bids were received for this project: Trader Construction Company and A.R. Chesson Construction Company. Bids were received for a base bid schedule, add alternate schedule, and nine (9) bid alternates. We have reviewed the bids and prepared the enclosed bid tabulation. As discussed with the Airport, it is desired to execute the Base Bid schedule as well as Bid Alternates #1 (Cost for Additional Insured Party Coverage), #2 (Add for Roof Insulation), and #9 (Continuous Ridge Vent Credit). Analyzing this combination of Base Bid schedule and bid alternates, the low bidder for the project was Trader Construction Company with a bid price of \$4,005,051.00 versus A.R. Chesson Construction Company's bid price of \$4,316,618.00. All bid prices for both bidders can be found in the bid tabulation. In reviewing Trader Construction's bid proposal, no errors were found in the bid form. Talbert & Bright also compared the low bidder's bid prices to the prepared engineer's opinion of probable cost, which estimated a cost of \$3,589,015.00 for the selected bid schedules. Overall, the percent difference between the engineer's opinion of probable cost and Trader Construction's bid is 11.0%. After analyzing the individual bid items the discrepancy between Trader's bid and the opinion of probable cost can be contributed primarily to PCC pavement removal, stormwater drainage pipe, the T-hangar buildings, and T-hangar slabs and foundations. Differences in these pay items can likely be attributed to high material costs due to the current supply chain deficit that is being seen across the construction industry. Taking this into account, Trader Construction's bid prices appear to be acceptable. Trader Construction Company is licensed by the State of North Carolina Licensing Board for General Contractors with a classification of "Unclassified" and a financial limitation of "Unlimited". Trader Construction Company is pre-qualified as a Bidder with the NCDOT which satisfies the requirement to provide evidence of competency and financial responsibility. Trader Construction Company did provide a bid bond in accordance with the specifications and other bid documents have been properly completed and signed. There were no DBE requirements for this project. Based on this information, Talbert & Bright recommends award of the T-Hangars and Taxilanes project to Trader Construction Company for \$4,005,051.00.

Pat Joyce was onsite for both bid openings. One gentleman from Paragon attended the bid opening but was not able to get numbers together in order to place a bid. He did stay for the meeting in order to hear the bid results. Chairman Joyce emphasized that the board has heard the recommendation provided by Talbert & Bright. The airport has the

cash, but the concern is cash flow. The authority was awarded a grant that is going to pay \$3.2 million toward the project. The authority received \$1,050,000 in insurance proceeds. The grant match that the authority must pay is 20%, \$823,000. The authority is over the match amount due to the new vault and the engineering fees. The total project package is running over by \$347,000 and the authority will need to use its reserves to pay for this difference, which the authority has available. This is an economic development grant and looking at the schedule of items and the way that it is structures, we will need to county's assistance with cash flow. The authority will need to write checks for work and reimbursement may come anywhere between 30-90 days later. Therefore, there are going to be times that the authority is spending more than we have cash to carry. Dr. Coles asked what the biggest estimated float would be. Chairman Joyce believes anywhere from \$1-2 million. He also emphasized that the biggest increase in cost is the steel which has increased 300% since November. Chairman Joyce doesn't anticipate steel going down any time soon. He has reached out to the county to address the cashflow issue and request assistance for the airport. If the airport borrowed money from the bank, the county would still need to sign off and any process would require Local Government Commission (LGC) approval. Chairman Joyce has spoken with Gene Foxworth who spoke with Tommy Burns and says they weren't prepared to deal with this right now and would need to bring it in front of the commissioners for further discussion. If the authority approves, it would need to be approved contingent upon county approval. The board discussed the lost revenue from the hangars not being replaced and the lost revenue from based airplane taxes. The bids are good for 30 days, which was done to entice contractors to bid. Steel prices are going up 70% on September 1, 2021. Mr. Parker asked if there was any reason why the county could not assist at this time and asked whether the authority could go to the commissioners and make a presentation. Mr. Higgins asked about whether a private investor could be considered. The county would need to approve any financial transaction because the airport belongs to the county. Mr. Joyce noted that the airport is trying to replace hangars that were taken down during the storms and does not want the airport to lose the \$3.2 million worth of grant funding. *Resolved, Dr. Coles made a motion to approve the contract award to Trader Construction, contingent upon the cash flow agreement with the county or a financial institution, with county approval, which was seconded by Mr. Higgins.* The motion was unanimously carried.

### **Ground Lease Hangar Layouts & Permitting Assistance**

This discussion was deferred to Closed Session as contract negotiations were included. If any action is necessary, the authority will enter back into Regular Session in order to vote on those items.

### **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. Floyd seconded the motion.* The motion was unanimously carried.

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

### **Ground Lease Hangar Layouts & Permitting Assistance**

No action was taken during Closed Session.

*Resolved, Mr. Brearey made a motion to approve Talbert & Bright's completion of the necessary hangar layout and permitting assistance services, while Dr. Coles seconded the motion. The authority agrees to assist in providing the topographic survey, finish floor elevation and footprint.* The motion was unanimously carried.

### **Additional Business:**

Mr. Evans suggested modifying the traffic patterns for Runway 32, asking the board to consider a right traffic approach to avoid the town of Beaufort overflight. The board discussed the suggestion and will further investigate based on FAA regulations before proceeding. Dr. Coles suggested a public meeting to discuss further. Mr. Talbert recalled a memorandum of understanding that was made between the County, Beaufort, the FAA, the DOA, the airport authority

and the state historical preservation office where a number of issues were mentioned. He believes that non-standard patterns were stipulated in that memorandum. The board will look into the memorandum before proceeding.

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

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Sanner

**MICHAEL J. SMITH FIELD (MRH)**

**WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

**Work Authorization No. 21-03  
Hangar Layout and Permitting Assistance**

**TBI Project No. 2112-2103**

**July 29, 2021**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services. Master Contract expiration date is March 26, 2026.

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**Description of Work Authorized**

The Engineer shall provide professional services for alternative hangar layouts and permitting assistance at Michael J. Smith Field. This assistance will be limited to seven (7) box hangars of varying size located in the areas highlighted on the attached exhibit. The project and scope of professional services will generally be as described below and in the attached Work Hour Estimate. This work authorization assumes that all work is being completed with local funds.

Hangar Layout Assistance services includes preparation for and chairing a meeting with the Airport to discuss hangar needs and potential locations; development of up to three (3) hangar layout alternatives; review of hangar layout alternatives with the airport via phone, email, or teleconference; development of a final hangar layout exhibit; conceptual grading to help determine hangar finished floor elevations (FFE) and drainage requirements. No topographic survey services are included in this work authorization so survey results will need to be provided by others to TBI in order to assist with FFE determinations and drainage requirements.

Permitting Assistance services includes preparation, submission, and coordination of one (1) stormwater minor modification associated with state stormwater management permit no. SW8 990419. Site plans signed and sealed by an engineer licensed in North Carolina must be provided to TBI for all seven (7) hangar locations prior to preparation of the stormwater minor modification. If it is determined that multiple stormwater modifications are required, preparation, submission, and coordination of additional stormwater minor modifications may be performed as Additional Services, at the Owner's direction.

As coordinated with the NCDOT Division of Aviation (NCDOA), it is anticipated that a CATEX Simple Written Record will be sufficient for this project, as long as the soil disturbances are limited to previously disturbed/routinely mowed areas. Services include preparation and submission of the Simple Written Record to the NCDOA. In the event that additional environmental documentation or other permitting is necessary, it will be performed as Additional Services.

Also included in this work authorization is the preparation of construction plans for the widening of the hangar access taxilane south of Hangar 19, as shown in the attached exhibit. This task will include development of the proposed taxilane geometry based on FAA design criteria; development of construction plans; pavement design development; and

development of an opinion of probable construction cost. As this project is anticipated to be constructed using local funds, no specifications are to be developed for this project and no bidding assistance or construction administration is included in this work authorization. No subsurface investigation is included in this work authorization as it is assumed that historical subsurface information from surrounding projects will provide sufficient subsurface information for pavement design development.

In addition to the items noted above, the following items are not included in this work authorization, however can be performed as Additional Services:

- Topographic survey or subsurface investigation services
- Hangar site plan or structure development
- Permitting other than stormwater minor modification (Erosion Control, Building Permits, etc.)
- Stormwater drainage design
- FAA airspace case coordination and submission (FAA Form 7460-1)
- Site visits
- Direct coordination with potential tenant's engineer and/or architect
- Grant Administration

Deliverables for hangar layout and permitting assistance will include:

- Hangar Layout Alternatives and One (1) Final Hangar Layout Exhibit
- One (1) Stormwater Minor Modification Submission
- CATEX Simple Written Record
- Hangar Access Taxilane Widening Construction Plans and Opinion of Probable Construction Cost

**Time Schedule:**

- Hangar layout alternative work will be performed within 30 days from Notice to Proceed.
- Final Hangar Layout Exhibit will be submitted to the Airport within 7 days of an accepted alternative by the Airport.
- Stormwater minor modification will be submitted to the NCDEQ within 21 days after site plan information is received for all proposed hangars.
- CATEX Simple Written Record will be submitted to the NCDOA within 45 days from Notice to Proceed.
- 90% Plans for Hangar Access Taxilane Widening to Airport for Review 45 days from Notice to Proceed.
- Final Plans for Hangar Access Taxilane Widening to Airport for Review 21 days from receipt of 90% comments.

**Cost of Services:** The method of payment for the Hangar Layout and Permitting Assistance Services shall be lump sum in accordance with Section V of the Contract.

Cost Summary

|                                                             |                    |
|-------------------------------------------------------------|--------------------|
| Hangar Layout and Permitting Assistance Services (lump sum) | \$8,700.00         |
| Taxilane Widening Design Services (lump sum)                | \$11,160.00        |
| <b>Total</b>                                                | <b>\$19,860.00</b> |

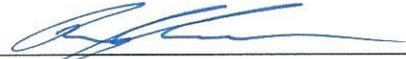
Agreed as to scope of services, time schedule and budget:

Approved:

  
\_\_\_\_\_  
For Carteret County-Beaufort Airport Authority

  
\_\_\_\_\_  
For Talbert & Bright, Inc.

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

8-19-2021  
\_\_\_\_\_  
Date

8/16/2021  
\_\_\_\_\_  
Date

Work Hour Estimate  
 Hangar Layout and Permitting Assistance  
 Michael J. Smith Field  
 July 29, 2021  
 TBI No. 2112-2103

**Hangar Layout and Permitting Assistance Services**

|                      | Description                                                                                                                                            | Prin     | PM       | E4        | A4       |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|----------|
| 1                    | Develop Work Scope and Submit to Owner. Coordinate Work Scope with Owner                                                                               | 1        | 1        | 8         | 2        |
| 2                    | Prepare for and Chair Meeting with Airport to Discuss Hangar Needs and Potential Layouts                                                               | 0        | 2        | 4         | 0        |
| 3                    | Hangar Layout Alternative Development. Review Hangar Alternatives with Airport Via Phone, Email, or Teleconference.                                    | 0        | 2        | 8         | 0        |
| 4                    | Develop Final Hangar Layout Exhibit                                                                                                                    | 0        | 0        | 2         | 0        |
| 5                    | Conceptual Grading Design to Assist with FFE Determination and Drainage Requirements.                                                                  | 0        | 0        | 12        | 0        |
| 6                    | Prepare and Submit Stormwater Permit Minor Modification Package to NCDEQ Including Project Narrative Report.                                           | 0        | 2        | 8         | 2        |
| 7                    | Prepare CATEX Simple Written Record Letter and Exhibit. Coordinate with Owner and Submit to NCDOA to Address Environmental Documentation Requirements. | 0        | 1        | 4         | 0        |
| <b>Manhour Total</b> |                                                                                                                                                        | <b>1</b> | <b>8</b> | <b>46</b> | <b>4</b> |

**Labor Expenses**

| Classification                                 | Rate           | Estimated Manhours | Estimated Cost    |
|------------------------------------------------|----------------|--------------------|-------------------|
| Principal                                      | \$83.00        | 1                  | \$83.00           |
| Project Manager                                | \$77.00        | 8                  | \$616.00          |
| Engineer IV                                    | \$50.00        | 46                 | \$2,300.00        |
| Admin IV                                       | \$25.00        | 4                  | \$100.00          |
| Subtotal - Labor Expenses (without Multiplier) |                | <b>59</b>          | <b>\$3,099.00</b> |
| State Audited Overhead Rates                   | Overhead Rate: | 152.36%            | +                 |

Labor/Overhead Subtotal: \$7,820.64

|                |        |   |          |
|----------------|--------|---|----------|
| Profit:        | 11.00% | + | \$860.27 |
| Capital Costs: | 0.52%  | + | \$16.11  |

**Subtotal - Labor Expenses**

**\$8,697.02**

**Total - Hangar Layout and Permitting Assistance Services**

Lump Sum: \$8,697.02

USE: **\$8,700.00**

Work Hour Estimate  
 Hangar Layout and Permitting Assistance  
 Michael J. Smith Field  
 July 29, 2021  
 TBI No. 2112-2103

**Taxilane Widening Design Services**

| Description            |                                                                                                            | Prin     | PM       | E4        | A4       |
|------------------------|------------------------------------------------------------------------------------------------------------|----------|----------|-----------|----------|
| 1                      | Review Topographic Survey from T-Hangar and Taxilane Project and Prepare Base Mapping for Project.         | 0        | 0        | 2         | 0        |
| 2                      | Review Geotechnical Report and Recommendations from New T-Hangar Taxilanes project (TBI Project 2112-1302) | 0        | 1        | 2         | 0        |
| 3                      | Prepare Pavement Design for Hangar Access Taxilane                                                         | 0        | 1        | 4         | 0        |
| 4                      | Plans                                                                                                      |          |          |           |          |
|                        | Cover Sheet                                                                                                | 0        | 0        | 1         | 0        |
|                        | Existing Conditions and Removal Plan                                                                       | 0        | 1        | 6         | 0        |
|                        | Hangar Access Taxilane Layout and Paving Plan                                                              | 0        | 1        | 8         | 0        |
|                        | Grading Plan                                                                                               | 0        | 1        | 8         | 0        |
|                        | Typical Section and Details                                                                                | 0        | 1        | 6         | 0        |
|                        | Cross Sections                                                                                             | 0        | 0        | 4         | 0        |
| 5                      | Calculate Project Quantities and Develop Opinion of Probable Construction Cost                             | 0        | 1        | 6         | 0        |
| 6                      | QA/QC Review for Plans                                                                                     | 1        | 1        | 6         | 0        |
| 7                      | Reproduce and Mail 90% Review Plans to Airport                                                             | 0        | 0        | 2         | 1        |
| 8                      | Coordinate with Airport, Plan Review, Comments and Revisions for 90% Design Submission                     | 1        | 1        | 4         | 0        |
| 9                      | Reproduce and Mail Final Plans to Airport                                                                  | 0        | 0        | 2         | 1        |
| <b>Work Hour Total</b> |                                                                                                            | <b>2</b> | <b>9</b> | <b>61</b> | <b>2</b> |

**Labor Expenses**

| Classification                                 | Rate               | Estimated Manhours | Estimated Cost     |
|------------------------------------------------|--------------------|--------------------|--------------------|
| Principal                                      | \$ 83.00           | 2                  | \$166.00           |
| Project Manager                                | \$ 77.00           | 9                  | \$693.00           |
| Engineer IV                                    | \$ 50.00           | 61                 | \$3,050.00         |
| Admin IV                                       | \$ 25.00           | 2                  | \$50.00            |
| Subtotal - Labor Expenses (without Multiplier) |                    | 74                 | \$3,959.00         |
| State Audited Overhead Rates                   | Overhead Rate:     | 152.36%            | +                  |
|                                                | Overhead Subtotal: |                    | \$9,990.93         |
|                                                | Profit:            | 11.00%             | +                  |
|                                                | Capital Costs:     | 0.52%              | +                  |
| <b>Subtotal - Labor Expenses</b>               |                    |                    | <b>\$11,141.89</b> |

**Direct Expenses**

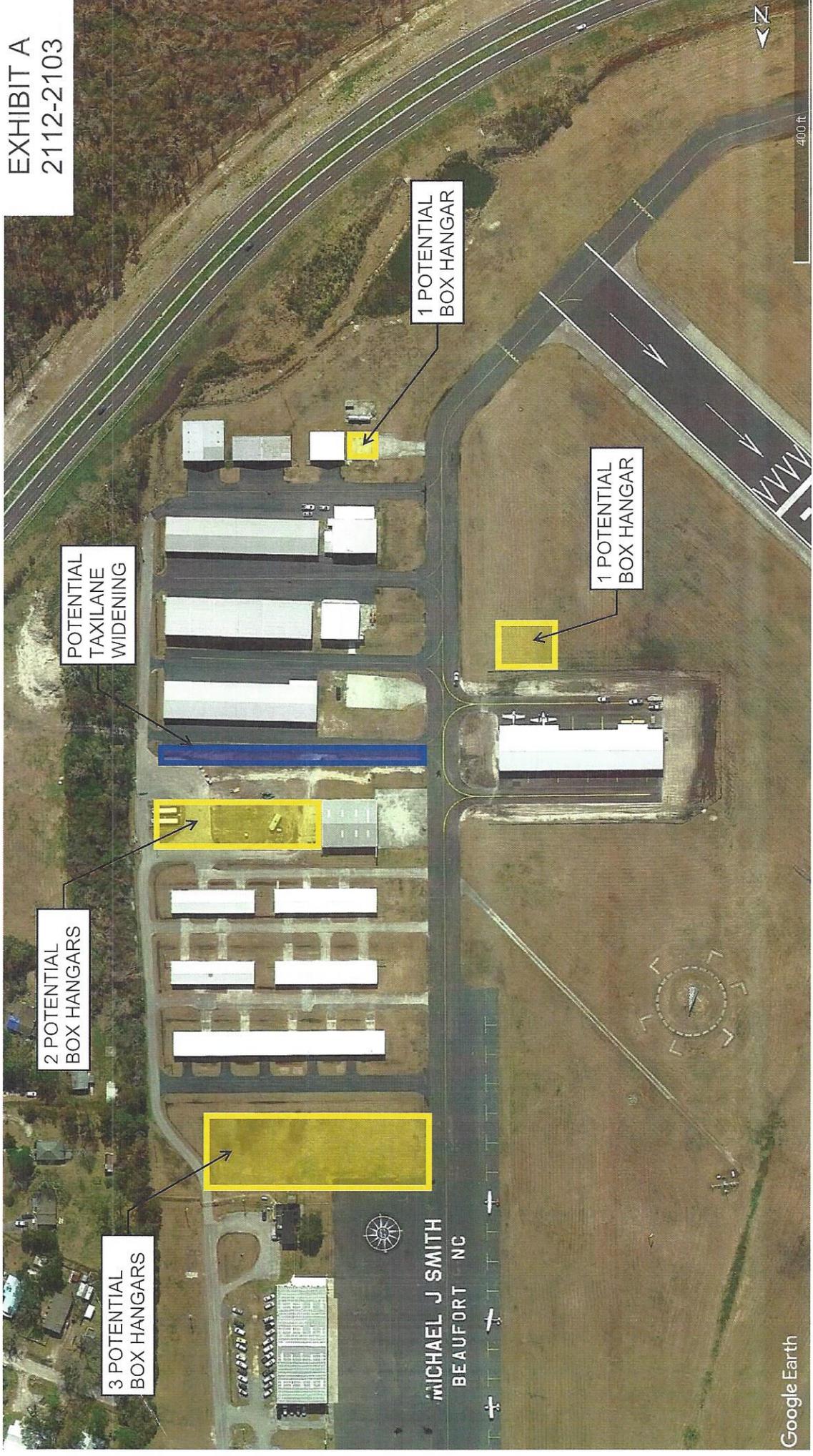
| Expense Description               | Unit     | Unit Rate | Estimated Units | Estimated Cost |
|-----------------------------------|----------|-----------|-----------------|----------------|
| Shipping Expenses                 | Packages | \$8.50    | 2               | \$17.00        |
| <b>Subtotal - Direct Expenses</b> |          |           |                 | <b>\$17.00</b> |

**Total - Taxilane Widening Design Services**

Lump Sum \$11,158.89

Use **\$11,160.00**

EXHIBIT A  
2112-2103



POTENTIAL TAXILANE WIDENING

2 POTENTIAL BOX HANGARS

3 POTENTIAL BOX HANGARS

1 POTENTIAL BOX HANGAR

1 POTENTIAL BOX HANGAR