

## CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

### Regular Meeting

### ZOOM

July 28, 2022

#### **Members Present:**

Members present on Zoom: Jon Brearey, Scott Evans, W.F. Parker, Thomas Higgins, John Floyd.

Others Present on Zoom: Randy Fender of Talbert and Bright, Anthony Held, Building and Grounds Technician, Chad Noble, FBO, Robert Shapero, Don Cleveland, Commissioner Ed Wheatly.

Others present were Patrick Joyce, Board Member, Peggy Piner, Finance, Janie Mason, Airport Business Manager.

A quorum was established.

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

Mr. Brearey called the meeting to order at 6:00 p.m. and lead the meeting attendees in the Pledge of Allegiance.

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

A motion was made to approve the agenda, seconded and motion carried unanimously.

#### **Consent Agenda:**

A motion was made to approve the consent agenda as discussed and seconded. Motion carried unanimously.

Financial reports were discussed.

Commissioner Wheatly was welcomed to the meeting.

#### **Public Comment:**

There was no public comment.

#### **Chairmans Report:**

Chairman Brearey spoke of Tailwinds Avionics (Steven Ponder) insurance being cancelled in December and the fact that he has surrendered his FAA license. He has agreed that he will not perform any business under Tailwinds Avionics here. His sign has been removed. Chairman Brearey stated he is very disappointed that we do not have Avionics on the field.

Full time Manager progress: In consultation with the County concerning hiring a full-time manager.

There is a meeting scheduled for Monday, August 1 in the County Managers office. Until that time Chairman Brearey stated that he thinks it needs to be left alone and then after the meeting will see where it goes from there.

W.F. Parker spoke of Lease issues. He spoke of the CPI on the new ground leases. He says it is not correct and it needs to be decided how it will be handled and the correct information needs to be in the leases. Chairman Brearey spoke of the new leases and the fact that everything needs to be fair across the board. Cumulative basis was discussed. Chairman Brearey suggested a committee to get the leases uniform.

W. F. spoke of all plans, insurance, builders' risk etc. for the building of hangars with the new ground leases.

John Floyd spoke of a website (Bureau of Labor Statistics) that Dr. Coles had spoken about concerning CPI. He said Dr. Coles would have to speak for himself, but his understanding was that he did not think that with the large investment these tenants were making to build these hangars that he didn't think it was a good idea to impose an annual increase and that the five-year increment was correct. This language needs to be in the leases.

Mr. Brearey spoke of needing a full time Manager – that the work W.F. Parker has done is not what a Board Member should be doing. That the Business Manager is doing a good job and every time he comes in the office, she is busy and doing a good job and she would support a full time Manager. Chairman Brearey suggested having a committee or assign one person to oversee the leases until we have a manager on board. W.F. Parker said he agreed and said he didn't think it was a Board Members responsibility. That they are volunteers. He suggested a freeze on future leases until it is resolved. He said there are modifications that need to be made. An amendment to the lease will need to be done about having to be ready to build in 90 days.

Mr. Brearey said it is not the Boards job to take care of leases. It was suggested by W.F. Parker to put this on hold until they meet with the County on Monday.

W.F. Parker made a motion to put a freeze on signing new leases until the Board decides the wording, CPI and wording in the leases. Mr. Higgins seconded it. Unanimous.

Pat Joyce said Mr. Wagner has his building on order. We are waiting on plans, insurance etc. from him.

Chairman Brearey spoke of Hangar 32. Spoke of needing an Airport Manager to handle leases. Mr. Brearey agreed to speak with occupants about their improvements and the parameters of their lease regarding improvements.

Chairman Brearey said he noticed Papi lights being out last week. He consulted Chad at the FBO and he wasn't aware. Chad took care of the NOTAM. Anthony contacted repairman and it was repaired and the NOTAM cancelled. Chairman Brearey stated that an Airport Manager should be the one checking these things. Anthony assured him that he checks the lights every day sometimes several times a day. Chad Noble said that his guys check the FOD but do not do the light checks. It is not their responsibility. Chairman Brearey said these things happen mostly at the busiest time which is the weekends. Mr. Floyd commented that there wouldn't be a manager here on weekends. Chairman Brearey said he wasn't going to try to solve the problem now. He said that if there was a proper Airport Manger it could be worked out.

Little Fish water intrusion. Anthony said that Thomas at Avwatch had told him not to call the gutter installers right now. Chairman Brearey said he thought we needed to wait and table any issue until Thomas lets us know if they are going to handle it. He said it is their responsibility to keep the property up. Mr. Parker said the gutters are another case that if they want to alter the building, they must submit

it in writing and get approval from the Board. Chairman Brearey said that he had told them that. Mr. Parker said they did not need to proceed until approval. He said they needed to read their lease.

Chad Noble said that the water is coming in on his side as well. Under door and a leak in the roof. Mr. Parker said with a hard rain there are going to be water issues. Chairman Brearey said an Airport Manager would take care of these things.

Mr. Evans spoke of the NOTAM. He said that the FBO folks should be checking the lights when they are checking for FOD. Chairman Brearey said he agrees with that. Chairman Brearey then said we have a contract with the FBO and that the light checks are not in it. Chairman Brearey said that an Airport Manager could work this out locally with Chad Noble. Mr. Evans said that they would have to decide if they are going to pull on the rope or push on the rope and we will see how it moves forward.

Chairman Brearey suggested the Committees be reviewed. He said that he had been Operations Chief but thought someone else needed to take that since he is Chairman. Mr. Parker said he didn't mind being in charge of a committee, but daily operations are an Airport Manager's job. Mr. Parker said he wasn't going to do what Mr. Brearey had been doing. He isn't here every day. Said he would be glad to talk to Anthony at any point and time. Said that someone here needs to be Anthony's supervisor. He said that the Board probably needs to assign Janie Mason as Overseer of Operations officially, even if temporarily for safety and liability. Said we do not want to become negligent in the event someone is injured. Mr. Higgins said that as Volunteer Board Members they are supposed to overlook the operation of the airport, not to operate it. Mr. Higgins said that this is the job of a manager. He said that the Airport Manager is to find out what the problems are and bring them to the Board for them to set the policy. The Board is not supposed to run it. Mr. Parker stated he would be glad to serve as Operations Chief but he would request that Janie be appointed as temporary Supervisor over Operations so there is a chain of command. Not Anthony going straight to Mr. Parker. He said he would accept the Chief position with a chain of command. He stated he cannot come to the airport every day. He stated that he knew Anthony didn't need that kind of supervision, but liability wise a chain of command is needed.

Chairman Brearey asked Janie Mason if she thought she could handle that for a while and she agreed she could.

Chairman Brearey asked if Mr. Floyd would be willing to serve under Dr. Coles on the Finance Committee. Mr. Floyd agreed. He said his employer does not allow him to sign checks, but he would be willing to serve/advise on the Finance Committee.

Building Committee – Pat Joyce said that next month is his last meeting so Mr. Brearey said someone would need to take his place on the Building Committee. Mr. Higgins said that it needed to be someone who has experience in building. He said that would be Mr. Parker but he didn't need to be on both committees. Mr. Higgins said he would be willing to help. Mr. Parker suggested that he and Mr. Higgins switch committees and that Mr. Parker be on the building committee instead of Operations Chief. He said the building committee would make sure they get the plans; engineer seal is in place and the Board responds to say that they are approved. Mr. Higgins said they should be notified when leases are to be signed so they can check them. Mr. Floyd said the Boards job is not that of the Building Inspector. He said the Board should not have responsibility for any liability of that role. Mr. Parker said that they need to oversee that plans are submitted and that they comply with the lease and that they make sense.

Mr. Higgins suggested that someone had to be out here every day. Chairman Brearey said that that is what an Airport Manager does. He said that the Boards job is to make sure the Airport Manager is doing what he is supposed to be doing and make sure he is geared up to do what he needs to do. Mr. Floyd reiterated that to get any kind of permit you still must go to the county. That it is not the Boards

responsibility. Mr. Parker said the Board isn't there to make sure designs are right – they are just there to look at the final plans – just to oversee it. Submit a sketch of what modifications are to be made, submit to the Board, and give them written approval. No liability - don't have to be an engineer to do it. It just has to make sense.

Chairman Brearey said that he would like everyone to become familiar with the budget. He asked for help. That he is new to this and would need to delegate. He asked that everyone keep Janie informed of everything that is going on. Chairman Brearey said he didn't want the Board to give Janie directions unless it was absolutely necessary because she knows what she is supposed to be doing but she needs to be informed of things, especially things that have not been going through the office.

### **Old Business:**

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

Randy Fender

Fuel Farm – only items outstanding are the one-year warranty items. They are trying to find staff to do them. Waiting on responses and following up. Working on close out documentation.

T- Hangars and Taxilanes – South Hangar materials arrived June 30<sup>th</sup> and they started erection immediately. Roof will start on Monday due to high winds this week. Electrical work is coming along. Hangar doors are being installed. Duke Energy has been out to lay out the new service. New pole and wires are being run.

100 AMP Main Breakers were on National backorder. Worked with contractor to find alternate breaker and it was approved by Board. The breaker panels arrived on site and its full steam ahead. Hoping for good weather and good conditions to get it done.

Revised schedule shows substantial completion first week of September. July has been the rainiest month in 10 years. It has impacted the project. Current completion date is September 24<sup>th</sup>.

Randy visited project and is happy with progress.

Runway 321 Runway Rehab project – documented CATEX has been submitted to DOA and received comments and have sent back revised CATEX. Everything is good to go on that until after the public review period part of it. It is posted in the admin building now through August 19<sup>th</sup>.

Preliminary design exhibits sent to DOA on June 6<sup>th</sup>. Got comments on July 7<sup>th</sup>. They are good with everything as is. They want to review our preliminary design report before we submit work authorization to do the full design for the project. That report was not in the work authorization to do. Finishing up report right now. They will just include those costs in the next work authorization amendment.

Mr. Parker asked that Randy speak of the cost of the project since Commissioner Wheatly was participating in the meeting. He asked the cost of the project roughly - Randy stated they will round up to \$7,000,000.00 and the local share will be 10%. \$700,000.00. All subject to change because of rising construction prices.

Mr. Parker asked Randy to explain why this project is in the hopper to be done. Randy explained the runway project. The runway is original to the Airport. It is a WWII from 1941. The pavement has never had any major renovation done to it. There has been a skim coat put on in 2000 and another in 2010. It was brought to our attention that the material is starting to lift in sheets. This is a danger to aircraft.

This runway is 150 feet wide, and we only need 75 feet wide. So, it will be narrowed 37.5 feet on each side. All lighting will need to be replaced. The lighting is at least 30 years old.

Randy reiterated that this project really needs to be done. Said that we are probably looking at bidding it Spring 2023 with construction in 2023 provided the State comes through on their end.

Redesignation of 422 – Going back and forth the State on that right now. The soonest that can redesignate that runway to 422 is July 2024 which does not jive well with the rehab schedule that is out there right now. Proposing that we put it back as 321 and monitor magnetic declination that requires the redesignation. Currently we are still in tolerance. If the magnetic declination continues doing what it does, we will come back and remark and install new signage. Then the FAA would have to come in and do their flight checks.

Hangar layout and permitting assistance. The final taxi lane widening design specs were sent to the DOA and airport on July 14<sup>th</sup>. Haven't sealed the plans yet. Waiting until bidding begins. Airports plan to use BIL funds for that project. The DOA sent out an email that they are pausing the BIL funds right now. Spoke with DOA and if the airport would like to front the money and get it done – that is fine, and it would be eligible for reimbursement when the BIL application for funds is opened back up again. The FAA stated that anything after the BIL is eligible to be reimbursed. The Board needs to decide how we want to go about it. Mr. Joyce noted that there is money in reserves that can pay for this. Chairman Brearey agreed. It was noted that the Airport will be reimbursed. Chairman Brearey suggested it be done. Mr. Floyd suggested that Dr. Coles and the Finance Committee sit down and discuss it and how it would affect cash flow. Chairman Brearey agreed.

Project Little Fish – working on site plans for Hangar 75. Will send plans before next meeting.

T-Hangars radio system. Will need to have the Fire Department test to see if Radios work with outside communication. After the North building is complete and the doors are on the Fire Chief needs to come out and test it. It will be determined then if the \$80,000.00 system is needed. Randy is thinking we will not need it. If we do not need it, then it saves \$80,000.00.

#### **New Business:**

Jeff Deaton's Hangar. Chairman Brearey asked that thee plans be approved. Mr. Parker said he cannot be allowed to proceed until we have come to terms of the lease or the modification thereof. Mr. Higgins asked that the plans be explained to him. Deaton is asking to do an addition to his existing Hangar, and he is asking for an extension of the lease for 10 years through Dr. Coles. He has not requested this in writing to the Board. Mr. Parker said he needs to put in writing what he wants and let the Board go over it. Board must decide what kind of rate he will be charged. Mr. Parker says that the Board must look at the numbers. Chairman Brearey made a motion that it be tabled. Mr. Floyd asked that Mr. Deaton be asked to submit in writing what he would like for the Board to take into consideration and then the Board can collectively decide prior to meeting with Mr. Deaton. Mr. Higgins stated that he agreed with that and that he thought as a Board they should not be negotiating with a Lessee. That the Board should tell the Manager what they want, and the Manager do the negotiating. Chairman Brearey said he agreed with that. Mr. Parker made a motion that it be deterred until Mr. Deaton provides a full package information and meets with the Board. It was seconded by Mr. Higgins. Passed.

Maintenance truck repairs needed. Mr. Parker said he looked at the truck and Mr. Brearey also looked at it. Said there are two choices. Make repairs or replace it. Suggested that Anthony get some prices

and break it down to see how much it would cost to paint, fix wheels, fix seat – get it looking presentable. Mr. Evans offered to help with this.

Mr. Higgins made a motion to approve the 97<sup>th</sup> Battalion visit. Mr. Parker seconded. Unanimous.

Richard Shapero thanked the board for the storage in the new hangars. The old shed is empty and will be either sold and removed or removed if it can't be sold. Mr. Shapero is trying to get a door and wall installed in the Hangar for storage. Mr. Parker asked if he is doing an exterior door and a wall. Mr. Shapero said yes. Mr. Parker asked Randy if Mr. Shapero doing the changes will void the warranty on the hangar. Randy said potentially yes. They will need to talk to Trader and Erector also. Randy said that doing anything inside of that year time frame is risky. Mr. Parker suggested after plans are received that the Board will talk with them.

#### **Closed Session:**

A motion was made by Mr. Parker to enter 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 the motion was seconded, and motion carried.

W.F. Parker made a motion to return to regular session and Mr. Higgins seconded, motion carried.

#### **Open Session:**

Pat Joyce made a motion to pay Jesse Vinson for his work with the auditor and with Janie and with help especially with the grants. Chairman Brearey seconded it. It was unanimous.

Hearing no further discussion W.F. Parker made a motion to adjourn. Mr. Higgins seconded the motion. Motion carried.