

## CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

### Regular Meeting

April 22, 2021

### Video Conference Call

#### Members Present:

Jon Brearey, Bob Coles, Scott Evans, John Floyd, Tom Higgins, Chairman Pat Joyce and WF Parker were present. A quorum was established. Others present were Jesse Vinson, Airport Manager, Kristen Janes, Airport 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. Chairman Joyce noted that he will give a verbal report on behalf of the Construction Committee. *Resolved, Dr. Coles made a motion to approve the agenda as presented, while Mr. Higgins seconded the motion.* The motion was unanimously carried.

#### Consent Agenda:

The following items were reviewed as a part of the consent agenda: Minutes of March 25, 2021 and April 14, 2021, Committee Reports, Financial Reports, and the Manager's Report. *Resolved, Mr. Parker made a motion to approve the consent agenda as provided, while Dr. Coles seconded the motion.* The motion was unanimously carried.

Chairman Joyce stated that the 60% drawings were submitted for the T-Hangar project and the Construction Committee reviewed them. Chairman Joyce and Mr. Parker had a discussion regarding the plans with Mr. Fender of Talbert & Bright. Chairman Joyce stopped by Talbert & Bright's office and met with Mr. Talbert and Mr. Fender to review a few suggested changes to the plan regarding the asphalt slope, drainage, and clearance and size of pipe. Talbert & Bright will take these suggestions into consideration. Once the plans are at 90%, Chairman Joyce and Mr. Parker would like to go to Wilmington to fast track the rest of the plans. Mr. Fender will arrange for a meeting during the week of May 17<sup>th</sup>, 2021 and hopes to have the drawings at 95% and will write a bid shortly thereafter. Mr. Talbert and Mr. Fender showed their thanks to Chairman Joyce and Mr. Parker for their feedback on the drawings.

Chairman Joyce noted that the Operations Committee report is attached, there is no Finance Committee report at this time, the Maintenance Hangar Committee report will fall under Old Business, the Ground Lease Committee is in ongoing discussions right now, and the Manager's Report is attached.

#### Public Comments:

There were no public comments.

#### Chairman's Report:

Chairman Joyce stated that there is not much to report at this time. The mowing is ongoing, the fuel farm is operational, projects are on track, and the vault is ordered. Chairman Joyce asked Mr. Fender for an update



on the electrical vault bid contract. Mr. Fender noted that the Authority accepted the contract last week and the EDA accepted the contract the following day. The contract is with Rifenburg at present and will be forwarded to the airport once received by Talbert & Bright. The contract is bonded.

Chairman Joyce gave an update for the FBO as Chad Noble was unable to join the meeting. The FBO renovation is almost finished, with final landscaping scheduled for next week. A meeting was held today with a contractor to remove the old fuel farm. The new fuel farm seems to be operating well. Mr. Vinson recalled seeing two Sunland trucks at the fuel farm site this morning and asked for clarification. Chairman Joyce believed that they were working on repairing a light issue. Mr. Fender will follow-up with Sunland as he was not aware that they would be onsite today. Chairman Joyce asked Mr. Vinson if everything was settled with the EDA. Mr. Vinson confirmed that he has sent Ms. Stacey Mills an email and has not yet received a response but believes that all is well.

## **Old Business:**

### ***Hangar 19 Electrical Service Update***

Mr. Vinson has spoken with the engineer at Duke Power who is coordinating with the electrician Mr. Jack Williams to set the meter and switch the power over. Chairman Joyce noted that completing this work is necessary in order to move forward with the electrical for the lighting vault.

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

Mr. Fender acknowledged that there is no update on the ALP at this time as Talbert & Bright is still awaiting final acceptance from the FAA. Mr. Fender plans to send a reminder to them early next week as a follow-up. As stated previously, everything is working well with the new fuel farm. Talbert & Bright is still waiting on Sunland to complete a few more tasks and they are holding onto the retainage for that. Talbert & Bright put together a letter showing the failed quality assurance test and those costs will be taken out of Sunland's final payment. That letter has been sent over to Sunland with no response at this time. Close out documentation is still outstanding and will be finalized once Sunland completes all the punch list items. From the fuel system standpoint, Mr. Fender has received most everything and is just waiting on one more document to close out that portion of the project. On the T-Hangars and Taxilanes job, the site certificate form was formally approved by the EDA on April 6, 2021. With that, the EDA is now able to give the official okay and award of any of the projects and reimburse funding. For the electrical vault project, the vault shop drawings were approved earlier this month and they are currently on the schedule to be fabricated and delivered to the airport in mid-May, contingent upon the next project which is getting the site prepared. From an airfield vault electrical utilities standpoint, those bids were open and the contract was awarded to Rifenburg. Once contracts are received, they will be sent to the airport to be executed fully. After that point, a discussion will take place with Rifenburg to figure out a schedule for the project. The T-Hangar and Taxilanes 60% design has been submitted. Discussions will continue between Talbert & Bright and Chairman Joyce and Mr. Parker during the week of May 17<sup>th</sup>, 2021. Lastly, Mr. Fender touched on the runway 21 pavement issues. Ameriseal visited the airport at the end of last month and removed all loose material. They found that it is primarily a 10-foot by 90-foot area that is experiencing issues. After seeing the area, Ameriseal was uncomfortable with putting their product back due to the depth of the delamination. They believed that their material would come right back up if it were placed to that depth. Mr. Fender is exploring a few more options and the area may need to be milled and overlaid and then Ameriseal would be willing to put their product down if the Authority wishes. The good news is that the major safety concern, for the most part, has been cleared up at this point.

Mr. Higgins asked what needed to be done to the runway to enable Ameriseal to put down their product. Chairman Joyce noted that we will need to mill up a section and then repave it with the right type of asphalt to receive the sealant to go on top of it. He believes that Ameriseal will come and reseal it once the airport gets



the right asphalt down with the proper curing time. Mr. Talbert noted the age and condition of the pavement. There were two applications of Flex-seal by Ameriseal. One application was approximately 20 years ago and the second layer approximately 10 years ago. The double thickness was not the intended design of the product. In his opinion a rotary type of milling machine should be used instead of drum milling machine. It would need to be patched with asphalt and then Ameriseal would reseal once the grades are fixed. Mr. Fender has sent a request to the Department of Aviation for potential funding assistance and is waiting on a response at this time. Chairman Joyce will try to get an estimate on the runway repair work.

### ***Maintenance Hangar Update***

Chairman Joyce's office completed a complementary drawing of the upfit of the maintenance hangar. The contractor that is doing the work for the FBO is interested in eventually bidding on the upfit job and was willing to do a complimentary ballpark estimate on what it would take to do the work based on the drawing from Chairman Joyce's office. Once received, the estimate will give the Authority an idea of what the project will cost.

Mr. Vinson stated that he met with Mr. Noble and discussed the maintenance hangar rental on a month-to-month basis and effective May 1, 2021, the FBO will start renting the maintenance hangar on a month-to-month basis at \$1,000 per month.

### **New Business:**

### ***Approval of Budget Amendment***

Chairman Joyce stated that the budget amendment is included in the agenda packet and asked for any comments before requesting a motion on the matter. Mr. Vinson explained that the budget amendment is a housekeeping item. When the airport received the insurance money from the county, a budget appropriation was completed for the county match for the grant which was \$821,950 but did not do anything to account for the balance of that money which was \$228,050. Therefore, the airport is doing a budget amendment now to move that money into the hangar fund, to follow the government accounting process. *Resolved, Mr. Higgins made a motion to approve the budget amendment as presented, while Mr. Brearey seconded the motion.* The motion was carried.

Mr. Vinson received a call from Mr. Noble and provided a brief update to the Authority. Mr. Noble apologized for missing the meeting but relayed that they were handling some staffing issues today. Mr. Noble has spoken with a company that is going to clean and dry out the old fuel farm tanks and will know more about the relocation timeline next week.

### ***Hangar Space License Agreement Notification emailed***

Mr. Vinson noted that specifically the hangar rate adjustment notifications were emailed, this did not include any adjustments to the ground leases. Letters were sent via email stating that hangar rental rates will be increasing as of July 1, 2021.

### ***Update of Hangar Space License / Ground Lease Agreement in progress***

Mr. Vinson has called the attorney Mr. Andrew Harris to get an update on the review of our current hangar and ground lease agreements. Mr. Vinson is awaiting a response and any recommended changes, additions and/or corrections. Mr. Vinson will update the board as soon as he receives an update.

### ***NCAA Conference Agenda & Hotel Information – August 2021***

There were no questions or comments regarding the upcoming conference.

**Closed Session:**

*Resolved, Dr. Coles 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. Higgins seconded the motion. The motion was unanimously carried.*

*Dr. Coles made a motion to return to Regular Session, while Mr. Brearey seconded the motion. The motion was unanimously carried.*

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

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Janes

## BUDGET AMENDMENT

Date: April 22 2021

The following Amendments are requested to Budget insurance proceeds received from the County for Hangar Replacement Project.

| <b>Capital Fund- Hangar Replacement Project</b> |                                  | <b>Acct #</b> |    | <b>Increase</b> |
|---|----------------------------------|---------------|----|-----------------|
| <b>Revenue</b>                                  | H Replacement Insurance Proceeds | 505           | \$ | 228,050         |
| <b>Expense</b>                                  | HP Contingencies                 | 890           | \$ | 228,050         |

Approved by:



Date:

April 23, 2021