

Carteret County – Beaufort Airport Authority Minutes

Regular Meeting

September 28, 2023

Prior to the beginning of the meeting Carteret County Commissioners Jimmy Farrington and Chris Chadwick were sworn in as members of the Board by Ken Raper. They will replace John Floyd and Robin Comer.

Members Present: Jesse Vinson, Chris Chadwick, Dean Graham, Jimmy Falwell, Jimmy Farrington, Bucky Oliver.

Zoom: Randy Fender of Talbert & Bright

Others Present: Janie Mason – Airport Manager, Peggy Piner – Accounting, Anthony Held – Maintenance & Grounds, Chad Noble – FBO Manager, Susan Cohen – Institute for The Environment – UNC.

Call to Order: Vice Chairman Dean Graham called the meeting to order and led the Pledge of Allegiance and read the conflict-of-interest statement.

Due to the resignation of Chairman Robin Comer a new Chairman had to be elected.

A motion was made by Jesse Vinson to declare Chris Chadwick by acclimation to the position of Chairman to fill the remainder of Robin Comer’s term. It passed unanimously.

Mr. Oliver asked if Mr. Comer was on the finance committee. It was determined he was, and that Chairman Chadwick will also fill the spot on the finance committee.

Approval of Consent Agenda: Chairman Chadwick asked for a motion to approve the consent agenda. Mr. Graham made a motion to approve. It was seconded by Mr. Vinson and passed unanimously.

Public Comment: There was no public comment.

Old Business: Randy Fender of Talbert and Bright reported on the following:

Runway 321 Project:

90% submission was submitted to the NCDOA and Airport on August 28, 2023. Comments were received on September 22 and TBI is currently reviewing these comments and revising documents as necessary.

The Sedimentation and Erosion Control Permit Application was submitted to the NCDEQ on August 24, 2023 and approved on September 14, 2023.

The Stormwater Minor Permit Modification was submitted to the NCDEQ on August 30, 2023, and we are waiting on review. This one typically takes longer.

This project is currently scheduled to be included on the agenda for November NCDOT BOT meeting for construction and CA funding. The project will be advertised for bidding once initial funding is approved.

Anticipated Schedule is (pending funding) Bid advertisement November 2023 and Construction NTP Spring 2024.

Project Little Fish/Hangar 75 Site Work:

Grant closeout documentation has been sent to NCDOA on September 12 and this project is now complete.

Laughton Property Preliminary Permitting Coordination:

Work Authorization amendment was sent for Review to the NCDOA on July 6, 2023. This WA Amendment provides additional design services including topographic survey and subsurface investigation.

The NCDOA provided WA Amendment comments on August 3, 2023. TBI was required to reach out to another subsurface investigation consultant to complete the required work. A revised WA Amendment was sent to the NCDOA on August 21, 2023, and the NCDOA concurred with the WA Amendment on September 13, 2023.

Copies of the WA Amendment were sent to the Airport for execution on September 14, 2023. TBI will coordinate subcontracts with subconsultants.

The WA Amendment as well as the original WA will be funded using FY2022 NPE Funds.

Infield Hangar Development Investigation:

The Airport requested a WA to investigate potential hangar development layouts in the infield area east of Runway 3 once Runway 14-32 is decommissioned as part of the Runway 321 Rehab Project. This will open approximately 30 acres. TBI Development developed a WA and submitted it to the Airport for review on September 13, 2023.

TBI submitted the WA to the NCDOA for review on September 26, 2023. This WA will be funded using FY2022 NPE funds.

Comments were received today, September 28, 2023. TBI will do three plans to choose from and due to the decommissioning of 1432 not being included in the ALP that was done a few years ago, a pen and ink change to the ALP will be required after one is chosen. A revised WA was immediately completed, we received the go ahead from the State and will send the copies to Airport to be executed.

Mr. Oliver asked Mr. Fender when the Board could expect the three plans to be ready. Mr. Fender said two months – early December tentatively.

Janie asked Randy to explain the Letter of Agreement for Airport/Safety Maintenance Projects (SPAM) to the Board. He explained that it allows the Airport to reach out if we have maintenance issues like runway marking and pavement issues. It costs the Airport nothing for the Maintenance Department to come out and repair minor items so there is no risk to the Airport in signing this agreement.

Janie stated she needs a motion and a second to include on the agreement. Chairman Chadwick asked for the motion. A motion was made by Mr. Vinson and seconded by Mr. Graham and passed unanimously.

Mr. Fender stated that anytime a runway extension is mentioned the State does a runway justification study and they have a separate consultant do that. The separate consultant looked at it and they felt that in the FAA's eyes a runway extension to Runway 826 was not justified at this time. Randy stated that Talbert & Bright disagree with this assessment and have put together a letter as a response to that saying how they disagree. A masterplan update was done recently that showed that it IS justified. Since the masterplan document was updated, some of the requirements have changed. As part of our response one of the things that the NCDOA has been pushing for is an airport traffic count software that will give us a much more accurate traffic count. There are several software companies that the DOA recommends. There is a program in place now that will reimburse half of the cost of the software. Randy stated that part of their justification letter recommends that the airport sign up for one of the software programs so we can show that we do have the operations to justify the runway extension. Randy stated that he thinks MRH does have the traffic to justify. He stated that not having FAA justification for the extension does not necessarily mean it cannot be done. It only means that we most likely would not receive any FAA discretionary funds to work on the runway and in Randy's tenure he has never seen any General Aviation airport receive FAA discretionary funds. Randy said it wasn't something that had to be voted on right now, but he does recommend that the Airport investigate it.

Mr. Vinson said he had asked Chad Noble to get a count on AVGAS and Jet Fuel. He stated that over a 12-month period we had sold over double in Jet Fuel over AVGAS. From January 1st – September 28th, we have more than doubled. Randy stated that the FAA is looking for specific aircraft. Mr. Vinson stated that it is showing that we are handling a lot more larger aircraft. Randy stated that he knew that, and he felt that we were justified in pursuing the extension or he would not recommend it.

Mr. Oliver asked if the Airport should be keeping data on aircraft that are using the Airport. Randy stated that the better information we have regarding the aircraft using our facility the better. Chad Noble stated that he could have some of the data in a few days regarding fueling, type of aircraft. Mr. Oliver stated that he thought that they, as a Board should track make, model and quantity of fuel monthly. Chad Noble stated that he could provide that information. Mr. Oliver stated that if we could have number of people flying that would be helpful as well.

Mr. Vinson stated that it would also help us when we get complaints about flying over town and noise complaints.

Mr. Oliver stated that he thought we need a motion. Mr. Vinson made a motion that Janie investigate the Virtower software, exact cost and get us subscribed to it and that we will get information as well from Chad Noble. It was seconded by Mr. Oliver and passed unanimously.

New Business:

Susan Cohen of Institute for The Environment – UNC – regarding NOAA Marsh Project – Review of conceptual design and report for potential marsh project.

Susan stated that there is a lot of money to fund many projects for our shorelines across the country. FEMA and NOAA are giving money for grants like she has never seen before.

Mr. Oliver asked what her specific recommendation is for the Airport. She stated that her recommendation is to use a combination of sediment placement and planting, plus a hybrid living shoreline to protect it. Mr. Oliver asked how long this would take and how much would it cost. She stated they could probably sit down with state regulators in a month if they really want to move forward. She estimated the cost to be around \$15,000,000.00 plus \$1,000,000.00 for living shoreline around Gables Creek. She stated that if a casual informal thumbs up was received from the permittees they would say go for it, we like it. Mr. Oliver asked about a match, and she stated there is no match required. Mr. Farrington stated that evidently, they have so much money right now they want to fund it 100%. Mr. Vinson stated it's obvious that our runways and airport are critical and that if there is no match and we can get the grants to do this work that it is a no brainer. Susan agreed and said there is nothing to lose only something to gain.

Mr. Oliver made a motion that he sees nothing to lose in getting a specific proposal of the airport's property based on the assumption that there would be no cost or match associated. Mr. Farrington seconded the motion and it passed unanimously.

Sale of 2006 Ford F-150 Truck

Mr. Vinson made a motion to authorize the Airport Manager to advertise and sell the truck after which time the newer one is ready for use. It was seconded by Mr. Falwell and passed unanimously.

Janie stated that the Fire Marshal is coming out October 9, 2023, to inspect all the hangars for the first time. She stated that a Flammable Safety Cabinet with self-closing doors needs to be purchased for the Maintenance Shop to house flammables and fuel. The cost approximately \$1468.00 for this cabinet. Janie asked permission to purchase the cabinet as her threshold for purchasing is \$1,000.00. Mr. Graham made the motion to purchase the cabinet and Mr. Vinson seconded it. It passed unanimously.

Chairman Chadwick made a motion to raise the Airport Manager's purchasing threshold to \$3,000.00. It was seconded by Mr. Vinson and passed unanimously.

A motion was made to go in to closed session.

Returned to open session and a motion was made to adjourn by Mr. Farrington and seconded by Mr. Vinson. It passed unanimously.

Minutes prepared by: Janie Mason

