

## **Carteret County Beaufort Airport Authority**

### **Board Meeting**

**October 24, 2024**

**Present:** Chris Chadwick, Jesse Vinson, Jimmy Falwell, Randy Ramsey, Bucky Oliver

**Others Present:** Janie Mason -Airport Manager, Peggy Piner – Finance, Anthony Held – Building & Grounds, Chad Noble – FBO Manager.

Chairman Chadwick called the meeting to order and led the Pledge of Allegiance and read the conflict-of-interest statement. There were no conflicts.

**Approval of Agenda:** Mr. Vinson made a motion to move old business item B – Discussion about website update to closed session in the event there are contract discussions. He moved that the agenda be accepted with that one change. Mr. Ramsey seconded the motion, and it passed unanimously.

**Consent Agenda:** A motion was made to accept the consent agenda as presented by Mr. Ramsey and seconded by Mr. Vinson and passed unanimously.

**Public Comment:** There was no public comment.

### **Old Business: Talbert & Bright Update**

#### **Runway 3-21 Rehabilitation Construction**

- Construction NTP was issued on June 18th. Original Contract completion date was October 22, 2024.
- ST Wooten will be requesting 14 additional contract days based on excessive rain days during construction. These additional contract days are permitted per contract specifications. The new contract completion date will be November 5th.
- It is anticipated that pipe installation and airfield lighting will be completed by the end of this week.
- Runway 4-22 will be reopened once final marking has been completed and will be coordinated with the Airport.
- Construction progress meetings have been held weekly, alternating between on-site and virtual meetings. Minutes are distributed to attendees following each meeting.
- TBI is working with the FAA on the 7480 to officially decommission Runway 14-32. This process is currently awaiting FAA approval of the Pen and Ink update to the Airport's ALP that was submitted in April 2024.
- Flight checks to chart Runway 4-22 are scheduled to be completed in June 2025\*.

### **Laughton Property Preliminary Permitting Coordination**

- The award letter for BIL AIG funds to cover the design costs associated with the original Work Authorization and Amendments No. 1 and 2 was received on October 9th. The Request for Aid (RFA) application was submitted by the airport on 10/18.
- Copies of Work Authorization Amendment No. 2 will be sent to the Airport for execution once the grant funds have been made available.

### **NC-101 Relocation**

- TBI has received an updated scope from our roadway design subconsultant that fits within the airport's allocated budget and is currently finalizing the work authorization to complete this relocation design. The work authorization will be sent to the Airport for review once completed.

### **Terminal Building Concept Study and Preliminary Terminal Area Site Design**

- TBI submitted a draft work authorization to the Airport for review on 9/16 and, after airport concurrence, submitted the work authorization to the NCDOA for review on 9/19.
- The NCDOA provided review comments on 10/3, which TBI responded to with revised work authorization. The NCDOA concurred with the work authorization on 10/17 pending receipt of the subconsultant architects audited OH rates, which will be forwarded to the NCDOA once TBI has received them.
- TBI will prepare a grant application for project funds once final concurrence from the NCDOA has been received. This study will be funded using FY22 NPE funds.

### **Runway 26 Extension Land Acquisition**

- The Airport has requested that TBI provide a work authorization to assist the Airport in acquiring property on Runway 26 end via fee simple. The scope of the project has been finalized with the airport and TBI is awaiting the proposal from our land acquisition subconsultant and will finalize a work authorization and submit for Airport review once completed.

### **New Business: Audit Presentation – Reid Parker**

Reid Parker – Carr, Riggs & Ingram –

Mr. Parker stated there were no issues with any of the numbers. He stated that they also were required to do a single audit this year. He stated that the single audit met all the directly required materials compliance requirements associated. He also stated that they look at internal controls and state compliance. He stated that there were no issues with internal controls. He stated that he did have one non-compliance issue this year. (Note 2 on page 27) related to expenditures over budget. Infield Development Study was over budget by about \$3,000.00. As corrective action the Board will be required to submit a letter to the LGC stating that the audit was presented and with the corrective action plan going forward the budget will be more closely monitored.

Mr. Parker stated that he presents to a lot of Boards and there are some that he is concerned that they do not know what is going on in the organization. He stated from everything he has seen when he visits the airport that he is not concerned that that is the issue here. Chairman Chadwick stated that it appears we are in good shape. Mr. Parker said absolutely. Mr. Parker said that he sees a finding like this in about 70% of clients. He stated that he will work with Ms. Mason to craft a letter to send. We have 60 days to submit the letter. Mr. Chadwick stated that just to be clear it was a budget revision that wasn't completed and that all funds were accounted for and with the many, many, regulated items we must keep up with, one thing was forgotten which is not hard to do. Mr. Ramsey stated that it looked like a pretty good audit to him. Mr. Vinson stated that a chart is being worked on to keep up with all items that must be completed. Mr. Vinson and Chairman Chadwick stated that they think the staff is doing a good job. Chairman Chadwick stated that all the funds we receive have a lot of hoops to jump through and it was just an oversight, and we will take the appropriate steps to ensure it doesn't happen again. Mr. Parker stated he can get out here, get what he needs and that he really appreciates Peggy and Janie having the information ready for him. He stated he goes to a lot of places where they are not prepared so he is very appreciative of the work Janie and Peggy do.

Chairman Chadwick stated that he had attended the World Skydiving Championships opening and closing ceremonies and that he thought it was impressive. Mr. Oliver stated that he thought they did a very good job. It was well organized, well managed and well controlled. He made a motion that we need to pass a resolution thanking them for being here and inviting them back. Mr. Ramsey seconded the motion, and it passed unanimously.

A motion was made to go into closed session by Mr. Vinson, seconded by Mr. Ramsey, and passed unanimously.

The Board returned to open session and made a motion to adjourn the meeting. It passed unanimously.

Minutes prepared by: Janie Mason

