

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

Regular Meeting

August 27, 2020

Commissioner's Board Room

Members Present:

Jon Brearey, Bob Coles, John Floyd, Tom Higgins, Chairman Pat Joyce and WF Parker were present. A quorum was established. Others present were Jesse Vinson, Airport Manager 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 requested the following addition to the agenda: Old Business, Item C. Potential Changes Proposed for Maintenance Hangar. *Resolved, Mr. Brearey made a motion to approve the agenda, while Mr. Parker seconded the motion.* The motion was unanimously carried.

Consent Agenda:

The following items were reviewed as a part of the consent agenda: Minutes of August 6, 2020, Committee Reports, Financial Reports and the Manager's Report. *Resolved, Dr. Coles made a motion to approve the consent agenda as provided, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

Public Comments:

There were no public comments.

Chairman's Report:

Chairman Joyce introduced the airport's new maintenance employee, Anthony Held, to the Board and noted his good performance thus far. Chairman Joyce noted that the grant work to replace the hangars is ongoing and a pre-bid meeting took place recently for the demolition of four of those hangars. Currently there are ten separate entities showing interest in the project and the airport has received four bids thus far. The bid opening officially begins on Friday at 2:00 p.m. The demolition of the four hangars does not require a bond, but that is something the board will discuss further once the bids come in. The material will need to be disposed of at an approved disposal site. The liability of the disposal would be the airports. There is no obvious asbestos that the airport is aware of. Prior to awarding the contract, the contract will need to be revised and approved through the Atlanta office. Mr. Vinson has also sent a recommended RFQ for the engineer of the project and is waiting on a response back. A large part of the project is the control vault for airfield lighting which is currently located in the fifth building. Chairman Joyce noted that he has met with the electrical contractors who recommend a prefabricated vault, similar to Johnston County and Wilson County. It could take five months to build the vault out of concrete and masonry. The demolition of the hangars is just one part of the project. The master plan will include a final design for the hangars, new taxiways, new building paths, bigger building paths and will need to be approved by the roads and sedimentation folks and the department of water quality. That will all go through

the engineer that is hired for the project. The airport has also met with a Duke power representative regarding the best way to bring power to the hangars, the vault, potential new box hangars and to Hangar 19.

Old Business:

Fuel Farm Update

Mr. Vinson referenced the schedule for the fuel farm project located in the board materials. The airport is due to get money from the County and the contract has been executed. The process took an extended period of time due to the signing of all documents between Talbert and Bright, the airport, the contractor, etc. The estimated timeline for the fuel farm completion is February 2021. The pandemic has slowed down every entity that the airport works with by weeks. The NPE funds are project specific and the balance of the 2018, 2019 and 2020 funds exceed \$300,000 while the project is close to \$1 million.

Members met with Duke power regarding introducing three phase power to the airfield, but the cost was estimated at \$100,000 which is not feasible for the airport at this time. Single phase will suffice for the needs of the airport. In order to get the power from the pole to the new site, one option was to cut down trees on an adjacent property. Two options that made the most sense to the Board were to either install an underground new source of power, at \$9,966.66, or to add overhead power going down the ditch line parallel to the road on the way to the FBO, at \$4,418.00.

FBO Selection Update

The FBO selection process will be discussed during Closed Session.

Potential Changes Proposed for Maintenance Hangar

The original proposal called for 4200 sq. ft. of roofing to come off and be put back with insulation, but that was a mistake and should have been noted as 7200 sq. ft. The airport negotiated with Waters Contracting Company and decided to eliminate the roof insulation, bringing the cost to \$62,209.00 which is under the original project bid amount of \$64,044. The airport also requested that Waters Contracting quote the repair of the rotting and rusting roof purlins, the replacement of the hangar lighting with LEDs, and the repair of falling insulation on the walls. The total price of the repairs is \$7,618.15. In addition, the airport requested a quote to motorize the doors on the hangar, which will be reviewed by the Board once received. *Resolved, Mr. Parker recommended the approval of the repairs by Waters Contracting Company in the amount of \$7,618.15, while Mr. Brearey seconded the motion.* The motion was unanimously approved.

New Business:

EDA Grant Bank Account

The Board decided to open a separate bank account for the EDA Grant, after discussions with the auditor, in order to keep all records separate from the airport's day-to-day operating expenses.

Capital Hangar Replacement Project – Budget Ordinance

The Board will need to approve the Budget Ordinance in order to get the \$1,050,000 from the County for the Capital Hangar Replacement Project. *Resolved, Mr. Brearey approved the Budget Ordinance as provided, while Dr. Coles seconded the motion.* The motion was unanimously approved.

Closed Session:

Resolved, Mr. Parker made a motion to enter into a Closed Session for purpose of discussing confidential information, personnel and contract negotiations as permitted by NCGS 143-318.11(a)(1), (5) and (6), while Dr. Coles seconded the motion. The motion was unanimously carried.

Additional Business:

Dr. Coles made a motion to include the maintenance side of the large hangar in the FBO negotiation discussions. Mr. Floyd seconded the motion. The motion was unanimously carried. Mr. Brearey noted that the airport does not yet have a mechanic but had hoped to keep the maintenance hangar for said mechanic. Further discussion will be had once the FBO negotiations have taken place.

Dr. Coles made a motion to extend the FBO proposals, for the two candidates currently in negotiations, through the end of the calendar year. Mr. Brearey seconded the motion. The motion was unanimously carried. Proposals were due to expire on September 25, 2020 and will be extended through December 31, 2020. If a decision is not made by that time, the proposals will be null and void.

Mr. Parker read an excerpt from the June 27, 2019 Minutes as follows: T-Hangar Update: Closeout documents received from Talbert & Bright; Sod/seed replacement to be done under warranty; Tungsten weed-eated inside silt fence today; Yesterday's call between Tungsten president and Talbert did not result in a commitment as they asked if the Authority would contribute to the cost; The Board directed Talbert & Bright to prepare letters to file a bond claim and to ask the State to remove them from the pre-qualified list. The Board also directed Talbert and Bright to make a call in the morning to notify Tungsten before the letters are sent to see if this will result in action. Talbert & Bright will also pursue approval to remove the silt fence as the grassy fields provide the same filtration. The Board will send a copy of those minutes to Jay Talbert for follow-up.

Hearing no further business, Dr. Coles made a motion to adjourn the meeting while Mr. Parker seconded the motion. The motion was unanimously carried and the meeting was adjourned.

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:
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