

Carteret County – Beaufort Airport Authority Minutes

Regular Meeting

March 23, 2023

Members Present: Robin Comer, Jesse Vinson, John Floyd, Dean Graham, Jimmy Falwell, Bucky Oliver

Others Present: Randy Fender & Jay Talbert of Talbert & Bright, LLC, Janie Mason – Interim Airport Manager, Peggy Piner – Accounting Technician, Anthony Held – Maintenance & Grounds Technician.

Call to Order:

Robin Comer called the meeting to order, led the Pledge of Allegiance and read the conflict of interest statement. There were no conflicts.

Approval of Agenda:

Mr. Comer suggested moving the Presentation of the Master Plan to 4A and moving of Financial Reports on the Consent Agenda to 6A. He then asked for approval of the agenda as amended. Mr. Vinson made that motion, and Mr. Floyd seconded. It passed unanimously.

Mr. Comer called for a motion to approve the consent agenda as amended. Mr. Vinson made that motion and Mr. Floyd seconded the motion. It passed unanimously.

Master Plan Update Presentation:

Randy Fender and Jay Talbert of Talbert and Bright, LLC presented to Master Plan for the Board most of who are fairly new.

Mr. Talbert explained that the Master Plan was approved by the NC Division of Aviation and the FAA. Mr. Fender explained that any time a project is completed the plan is updated.

Mr. Fender stated this plan was started in 2018 – which is year zero. It was completed in 2021. We are currently in year 5.

Airport Inventory – condition of existing facilities, zoning and land use, areas of potential development and what historical activity is.

Aviation Forecast – they look at the traffic – take off and landings, size of aircraft, etc.

Requirements for facility – Red GA airport. What do we need to improve? Runway 826 needs to be lengthened to at least 5500 feet – 6000 feet is shown on the Master Plan as well.

Runway 321 crosswind needs to be rehabilitated. Nav aids on 826 need to be updated or replaced. Reducing approach minimums from 1 mile to $\frac{3}{4}$ mile.

Land side/Hangar Area:

New Terminal building – we are extremely deficient from a State recommendation. For a red airport the minimum for a Terminal building is 5500 square feet.

Additional corporate hangers, T-hangars, box hangars, apron space, parking. Separate building for equipment storage.

Items completed in the first five year period – Fuel Farm – 2021, 28 T-Hangars, Taxilanes and Electrical Vault 2022 – Taxilane Widening February 2023.

Projects under construction – Hangar 75 Sitework Project – Starting April 10th.

In development right now – Runway 826 Expansion Land Acquisition, Ground Lease tenants are in development for building their private box hangars, Laughton Property preliminary investigation, Runway 321 Rehab.

Potential projects that Talbert & Bright feel like the Airport needs to be looking at – new Terminal building really needs to be a priority. The FBO and Airport administration need to be consolidated into one building. The property where the Airport administration building currently is will be prime property for another hangar.

Public Comment:

Eddie Youngblood, hangar tenant, spoke of items in the manual. He has issues with four items. He spoke of Mogas. He asked for an exemption with Item 5.6 – Firearms – he also asked for an exemption regarding storage of alcohol for his plane. 7.22 (k) Flammable fluids – indicated he wanted to be able to store oil. He asked about ground lease rules. Janie Mason asked him if he would like to be added to the waiting list for ground leases and he said yes. Ms. Mason informed him there were 24 people on the waiting list. She sent him a copy of the lease at his request. He commended the Board for their good work.

Financials:

The financials were discussed. Budget amendments and ordinances were approved. Mr. Oliver made a motion to approve the financials as presented. It was seconded by Mr. Vinson and passed unanimously.

Chairmans Report:

Hangar roof coating was discussed. Weather permitting the roofs will be assessed and hopefully start coating work as soon as it warms up. All safety precautions will be taken.

Janie & Robin will be meeting on Monday with Becca Eversole about getting our name on the STIP.

Talbert & Bright Update:

Grant closeout process is being worked through.

T-Hangars & Taxilanes – required closeout documentation and final reimbursement package have been accepted by EDA and the final grant disbursement has been received.

Runway 321 – 60% Design Documents are being prepared and should be submitted to Airport by Mid-April.

Taxilane Widening – Construction was substantially completed on February 24, 2023. A pre-final walkthrough was completed on March 1, 2023, and the punch list items have been completed.

Hangar 75 Site Work – NCDOA approved grant change request for more funding. Contracts have been executed and work will begin April 10, 2023.

Laughton Property – Alternatives for the Laughton Property based on guidance from the NCDEQ will be sent to the airport by Mid-April.

Closed Session:

Mr. Comer made a motion to go into closed session. It was seconded by Mr. Floyd and passed unanimously.

Returned to open session and Mr. Comer made a motion to adjourn. It was seconded by Mr. Floyd.

Minutes prepared by Janie Mason

