

CARTERET COUNTY – BEAUFORT AIRPORT AUTHORITY

RECOMMENDED BUDGET

FY 2021 - 2022

**Prepared by: Jesse Vinson,
 Airport Manager
 June 24, 2021**

Fiscal year 2021-2022 Budget Proposal

Table of Contents

- I. Authority Board of Directors**
- II. Vision and Mission Statement**
- III. Budget Presentation by Interim Manager**
- IV. Budget Ordinance**
- V. Conclusions, Observations**

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY

<u>DATE APPOINTED</u>	<u>NAME AND ADDRESS</u>	<u>TERM</u>	<u>TERM EXPIRES</u>
09/14/20 Town of Beaufort Appointment	Scott W. Evans 207 Live Oak Street Beaufort, NC 28516 901-361-2088 scotte65@gmail.com	2 Years	09/14/22
09/21/20 County	Pat Joyce - Chairman 715 Comet Drive Beaufort, NC 28516 223-3171 – W 241-8752 – C pat@joyceandassoc.com	2 Years	09/21/22
03/18/19 County	William Parker 250 Chris Street Newport, NC 28570 241-0376 – C wfp74@gmail.com	2 Years	03/16/23
06/17/13 County	Dr. Robert Coles - Treasurer 201 Lands End Road Morehead City, NC 28557 247-2101 – W 241-5886 – C recoles007@gmail.com	2 Years	06/30/21
08/19/19 County	Thomas Higgins 1811 Front Street Beaufort, NC 28516 838-1068 – H 919-801-2853 – C tdupreehiggins@gmail.com	2 Years	08/31/21
08/19/19 County	Jon Brearey 203 Rudolph Drive Beaufort, NC 28516 241-9131 – C 504-3664 – H jonbrearey@icloud.com	2 Years	08/31/21
08/19/19 County	John Floyd - Vice Chairman 100 Darwin Court Morehead City, NC 28557 904-1886 – C 773-0252 – W johncfloyd@hotmail.com	2 Years	08/31/21

Note: Email appointment notices to Jesse Vinson, Airport Manager at AirportManager@KMRHairport.org

Carteret County-Beaufort Airport Authority

Vision

Provide a safe, modern, self-sustaining general aviation environment that will stimulate new, and enhance existing economic, industrial, educational, and recreational growth and opportunity for Carteret County and the Crystal Coast.

Mission

To realize our vision, the Airport Authority must maintain an active and effective leadership role within the community. Through available social media resources, we must effectively communicate our aviation capabilities and how they complement the goals and objectives of Carteret County. We must strive to adopt industry best practices and operate in the most cost-effective manner possible. We must continue to seek out and identify time-sensitive business opportunities through Local, State and National organizations, and be prepared to capitalize on those that are a best fit for our county and our citizens.

Strategic Goals and Objectives

- Maintain an effective leadership / management structure
- Establish effective communication with all operators on the airfield and other County organizations
- Continue associations with other surrounding airports
- Develop and maintain funding vehicles for airport operations and improvements
- Increase revenue generated by airport operations
- Meet safety, security, legal standards
- Improve the position of the airport's role in enhancing economic development throughout the County
- Increase the use of the airport property for aviation through an aggressive marketing campaign
- Continually upgrade runways, taxiways, ramp areas, and airport infrastructure
- Enhance the appearance, accessibility and community awareness of the airport and its capabilities
- Continually enhance airport facilities to prepare for the larger, more technologically advanced aircraft

May 27, 2021

TO: Carteret County-Beaufort Airport Authority

FROM: Jesse Vinson
Airport Manager, Interim

SUBJECT: Fiscal Year 2021-2022 Budget, Proposal

Board Members,

I have reviewed all expenditures from Fiscal Year 2020-2021 and offer the following considerations. As you recall, beginning with FY 20-21 many additional line items were added in order to better segregate expenditures so as to properly inform the Board of all costs. Additionally other line items have been split in order to accurately budget for expenditures. Telephone charges have been separated from utilities charges; utilities now include electric, water & garbage. A line item provision now appears for computers / technology and advertising.

I believe that to the best of my knowledge, the line item budget recommended accurately reflects potential expenditures.

All hangar files have been reorganized by hangar number; all rents have been verified, as have all license fees. It is my opinion that potential income is accurately represented. The Carteret County salary contribution was \$120,000 during FY-2020-2021. I have requested \$75,000.00 from Carteret County for FY 21-22 in consideration for moving an existing County employee into an Airport support role: Airport Business Manager.

It is understood that individual line item adjustments will need to occur as we receive a response from Carteret County, and have a better understanding of the year-end results.

The upcoming Fiscal year budget will primarily address ongoing operations. However, consideration should be given to upgrading gate access to eliminate code entry access and implement RFID technology. RFID technology provides better control over access to the airfield as well as provide records on airfield access.

Carteret Airport Authority
Hangar Replacement
Recommended Budget Ordinance
FY 2021-2022

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

2020 EDA Grant Funds	\$3,287,800.00
Appropriated Fund Balance	\$ 821,950.00
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	\$4,109,750.00

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

Hangar Project Administrative Expense	\$ 30,000.00
Hangar Project Inspection Fees	\$ 155,000.00
Hangar Project Site Work	\$ 913,250.00
Hangar Project Demolition & Removal	\$ 161,500.00
Hangar Project Construction	\$2,590,000.00
Hangar Project Contingencies	\$ 260,000.00
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	\$4,109,750.00

Approved

This the 24th day of June, 2021

Chairman, Patrick Joyce

Carteret Airport Authority

Fuel Farm

FY 2021-2022 Recommended Budget Ordinance

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

2021 NPE Funds	\$150,000.00
County Appropriation (NPE Match-2021)	\$ 16,667.00
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	\$166,667.00

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 01, 2020 and ending June 30, 2021.

Installment Payment on Loan from	\$166,667.00
Carteret County for New Fuel Farm	<hr/>
	\$166,667.00

Approved

This the 24^h day of June, 2021

Chairman, Patrick Joyce

Carteret County-Beaufort Airport Authority
FY 2021-2022 Recommended Budget Ordinance

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022

Hangar / Other Rent & License Fees	\$227,612
Interest	\$ 200
Carteret County	<u>\$ 75,000</u>
	\$302,812

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022

General Government	\$227,812
Transportation	\$ 56,500
Installment Purchase Payments	<u>\$ 18,500</u>
	\$302,812

Approved

This the 24th day of June, 2021

Chairman, Patrick Joyce

BUDGET CONCLUSIONS AND OBSERVATIONS

June 15, 2021

All things considered this has been a productive year for the Airport. We have moved to the OnBoard Portal for the administration and management of Authority Board meetings. And, we have placed many of our historical documents in the cloud library provided by OnBoard. Board members have access to this data at any time. Board agenda packages also post directly to our website.

The Board has also initiated the development of an Airport website that provides information to the general public relating to activities at the Airport. Our website also is the preliminary step toward the initiation of a marketing campaign. Our Airport is a significant economic driver for Carteret County; the more we develop this asset, the greater the financial reward for our County.

The Airport has added the position of Airport Business Manager, to more effectively manage the tremendous paper-work shuffle. Ms. Kristen Janes, a current Carteret County employee has accepted this role.

We have begun the execution of our EDA Grant for the replacement hangar project. All damaged hangars have been removed except the one last unit that contains our airfield lighting vault. That unit will be removed as soon as the new lighting vault is operational. Project bids for the Hangar & Taxi-lanes construction will open on July 01, 2021. At the pre-bid meeting held on June 15, three prospective bidders attended.

The Authority Board has studied our hangar rental rate structure and our hangar lease. New hangar rental rates as well as a newly revised lease will be implemented July 01, 2021. A new ground lease and rate structure is under study currently and will apply to all new ground leases.

Future considerations for the Board are implementation of hangar management software and the possible change to RFID control of our gate system. An RFID system provides better control over access to the hangar area and the airfield taxi lanes plus provides a record of access. Maintaining awareness of tenant insurance and up-to-date aircraft registrations are vital records for the best management practices at the Airport. The proper software effectively does what it would take a dedicated employee to accomplish. With the growth soon to come, managing this data "by hand" is almost an impossible task subject to numerous errors and oversights.

Our Airport has a bright and exciting future; it is up to our Board and management team to properly manage this growth to the best advantage of our County and the airport community.