

# CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

## Regular Meeting

March 24, 2022

## Video Conference Call

### Members Present:

Jon Brearey, Bob Coles, Scott Evans, John Floyd, Tom Higgins, WF Parker and Chairman Pat Joyce were present. A quorum was established. Others present were Kristen Sanner, Business Manager, Anthony Held, Buildings and Grounds Technician, Randy Fender of Talbert and Bright, and members of the public.

### Call to Order:

Chairman 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. *Resolved, Dr. Coles made a motion to approve the agenda as presented, 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 February 24, 2022, Committee Reports, Financial Reports, Management Report, FBO Report. *Resolved, Dr. Coles made a motion to approve the consent agenda as presented, while Mr. Brearey seconded the motion.* The motion was unanimously carried.

### Public Comments:

Chad Noble notified the Board of the passing of Damon Lupton's wife on Saturday. There is no service scheduled at this time but a Go Fund Me page has been created for final expenses and will be shared with the Board.

### Chairman's Report:

Chairman Joyce acknowledged that all lights are functioning properly on the airfield and that grass cutting season is here. T-Hangar construction is progressing as expected and the maintenance hangar upfit is well underway. The public announcement for the Avwatch maintenance facility took place on Thursday, March 10. The News Times and WCTI Channel 12 News reported on the opening.

### Old Business:

#### ***Talbert & Bright (TBI) Update***

Mr. Fender reviewed Talbert & Bright's monthly update which is provided as a part of the agenda packet. For the Fuel Farm project, the final balancing change order was executed by the Airport on 2/22 but no closeout documents have been received at this time. For the Airfield Utilities project, all work and punch list items have been completed. Everything is up and running and the contractor has completed all project closeout documentation. The final pay application was received today. For the T-Hangars and Taxilanes project, the southern hangar foundations and slabs are complete, and work has commenced on the northern hangar foundations and slabs. The water line relocation is complete. Drainage pipe and structure installation is underway. Progress meetings are held weekly via zoom and minutes are distributed to attendees. A time extension of 2 calendar days was granted to Trader Construction due to excessive precipitation in February. Contract duration is now 182 calendar days, and the last official contract day is June 10, 2022. The hangar building supplier notified Trader Construction that, due to continual supply chain disruption, delivery of the hangar materials is being delayed. The southern hangar materials are now anticipated to be onsite on

4/28 and the northern hangar materials are anticipated to be onsite on 5/19. TBI is coordinating with Trader Construction to determine the affect on the project completion. For the Runway 3-21 Rehabilitation project, the report for the Environmental wetland and threatened/endangered species investigation has been received and TBI has started the NEPA documentation process. Topographic survey data has been received. TBI has incorporated the data into the base files and is currently reviewing project geometry. Subsurface investigations took place the week of 2/28 and development of the report for the investigation is currently underway. Runway rehabilitation options will be developed after receipt of the subsurface investigation report. A work authorization amendment will be submitted after the completion of the Preliminary Investigation phase to complete the design and bid documents. For the Hangar Layout and Permitting Assistance project, the driller that was performing subsurface investigations on Runway 3-21 completed two cores in the existing taxilane widening area and confirmed that the existing pavement thickness matches the as-built drawings. This pavement is too thin to support the aircraft fleet mix that is going to be using the taxilane in the future. Taxilane widening plans are being finalized. Mr. Fender noted that beginning this fall, the airport will receive Bipartisan Infrastructure Law (BIL) funds for 5 years in the amount of \$295,000 annually. This will require a local match and the airport could use the funding towards the cost of the taxiway widening. For the Project Little Fish project, the second grant, for new hangar site preparation, is now in place. TBI sent a work authorization amendment to provide site preparation design and bidding services to the Airport for execution on 3/10.

Chairman Joyce stated that the BIL funds will arrive at the same time as the NPE funds which are paid toward the fuel farm. He asked Mr. Fender whether any surplus could be used toward additional tie-down spaces. Mr. Fender mentioned that he was unsure whether the funds could be used towards revenue producing items. He confirmed that fencing would be an acceptable expenditure and he will investigate the possibility of using the funds towards a security camera system. The immediate need is for the taxilane widening near Hangar 19.

Chairman Joyce acknowledged the airports receipt of its first Federal EDA payment which will be settled up with the County. He hopes that the airport can keep the line of credit for future projects, where payments would be similar to the fuel farm process.

#### ***Budget Amendment General Operating Expenses***

Board members reviewed the budget amendment for general operating expenses in the amount of \$59,000. *Resolved, Mr. Brearey made a motion to approve the Budget Amendment as submitted, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

#### ***Budget Amendment Maintenance Hangar***

Board members reviewed the budget amendment for the Avwatch Maintenance Hangar upfit, also referred to as Project Little Fish, in the amount of \$400,000. *Resolved, Mr. Brearey made a motion to approve the Budget Amendment as submitted, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

#### ***Budget Ordinance Maintenance Hangar***

Board members reviewed the budget ordinance for the Avwatch Maintenance Hangar upfit, also referred to as Project Little Fish, in the amount of \$400,000. *Resolved, Mr. Brearey made a motion to approve the Budget Ordinance as submitted, while Mr. Higgins seconded the motion.* The motion was unanimously carried.

#### ***NCAA 42<sup>nd</sup> Annual Conference***

The NCAA 42<sup>nd</sup> Annual Conference will take place on April 20-22, 2022, in Winston Salem, NC. Chairman Joyce asked that anyone interested in attending please notify the airport staff so that they may register you for the event. No members of the authority planned to join the event at this time.

#### ***New Business:***

#### ***FAA Terminal Grant***

Chairman Joyce explained that the airport has taken preliminary steps toward applying for a \$5,000,000 grant for a new terminal building. This type of endeavor would however take some political clout to gain traction. Mr. Fender mentioned that the program is part of the Bipartisan Infrastructure Law (BIL) funding. The FAA is looking for shovel ready projects for the first year of funding and there is a lot of competition for these funds. The board spoke about the design work for a terminal building and the cost. Chairman Joyce mentioned that he has come up with a Beaufort type building design with a 5500-6000 square foot floor plan and shell with wrap around porch on top and bottom.

### **Ground Lease Plan Review**

The board briefly discussed the ground lease plans as provided in the agenda packet. Chairman Joyce acknowledged that when the lease is signed, the authority will require the annual lease payment be made. The board accepted the conceptual ground lease hangar drawings as provided.

### **Closed Session:**

*Resolved, Mr. Higgins made a motion to enter into a Closed Session for purpose of discussing confidential information, legal matters, personnel, and contract negotiations as permitted by NCGS 143-318.11(a)(1), (3), (5) and (6), while Mr. Brearey seconded the motion. The motion was unanimously carried.*

*Hearing no further discussion Mr. Brearey made a motion to return to Regular Session, while Mr. Parker seconded the motion. The motion was unanimously carried.*

### **Additional Information:**

Chairman Joyce suggested that the April meeting take place in-person at the Airport Administration Building.

*Hearing no further discussion, Mr. Parker made a motion to adjourn, while Mr. Brearey seconded the motion. The motion was unanimously carried.*

Respectfully Submitted,

Jesse Vinson  
Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Sanner

## BUDGET AMENDMENT

Date: March 24, 2022

The following Amendments are presented to the Board for your approval.  
Increase Budget with Care Grants Funds awarded this year.  
Also, to move funds into line items that need additional funds.

	Decrease	Increase
<b>Revenue</b>		
383.863 Cares Grant		\$ 59,000.00
<b>Expenses</b>		
453.110 Salaries & Wages		\$ 6,300.00
453.120 FICA/Medicare Contribution		\$ 570.00
453.191 Professional/Contracted Services		\$ 30,900.00
453.255 Tractor/Supplies Fuel		\$ 2,200.00
453.260 Supplies/Materials		\$ 1,600.00
453.470 Uniforms		\$ 2,000.00
453.970 Contingency Allocation		\$ 15,430.00
		<hr/> \$ 59,000.00

Approved by:

Patrick Paul Joyce

Date:

March 24, 2022

## BUDGET AMENDMENT

Date: March 24, 2022

The following Amendments are presented to the Board for your approval, to set up line items for the Project Little Fish - Awatch

	Decrease	Increase
<b>Revenue</b>		
430.000 Project Little Fish - 3244.47.8.2		\$ 169,270.00
435.000 Project Little Fish-Phase II - 36244.47.8.3		\$ 230,730.00
		<u>\$ 400,000.00</u>
<b>Expenses</b>		
785.000 Construction Little Fish - Awatch		\$ 360,000.00
786.000 Grant Design/Admin		\$ 40,000.00
		<u>\$ 400,000.00</u>

Approved by:

Patrick Paul Joyce

Date:

March 24, 2022

**Carteret County Beaufort Airport Authority**  
**Capital Fund**  
**Project Little Fish - Avwatch- Multi Year**  
**Budget Ordinance**

It is estimated that the following revenues will be available for the year beginning January 2, 2022 and ending June 30, 2022.

Project Little Fish	\$169,270
Project Little Fish Phase 2	<u>\$230,730</u>
	\$400,000

The following amount is hereby appropriated for the Project Little Fish and its activities for the year beginning January 1, 2022 and ending June 30, 2022.

Construction Little Fish-Avwatch	\$360,000
Grant Design/Admin	<u>\$ 40,000</u>
	\$400,000

Approved This the 24<sup>th</sup> of March, 2022

  
Chairman, Patrick Joyce