

# CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

## Regular Meeting

September 24, 2020

## Video Conference Call

### Members Present:

Jon Brearey, Bob Coles, Scott Evans, John Floyd, Tom Higgins, Chairman Pat Joyce and WF Parker were present. A quorum was established. Others present were Jesse Vinson, Airport Manager, Jay Talbert, Talbert and Bright, and members of the public.

### Call to Order:

Chairman Pat Joyce called the meeting to order at 6:00 p.m. and John Floyd led the meeting attendees in the Pledge of Allegiance.

### Approval of Agenda:

The agenda was reviewed. *Resolved, Mr. Higgins made a motion to approve the agenda, while Mr. Brearey 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 27, 2020 and September 16, 2020, Committee Reports, Financial Reports and the Manager's Report. *Resolved, Mr. Parker made a motion to approve the consent agenda as provided, while Mr. Higgins seconded the motion.* The motion was unanimously carried.

### Public Comments:

There were no public comments.

### Chairman's Report:

Chairman Joyce began by noting that an electrician is inspecting the PAPI lights on the airfield as there have been some issues with the lights lately. One transformer and a relay are on order for replacement at this time. Chairman Joyce praised the new maintenance gentleman on a job well done thus far. The board commended Chad and his crew from Crystal Coast Aviation on the great work following the incident that took place on the runway last week and also praised the work of Bucky Oliver. No one was hurt during the incident, the passengers drove to New Bern and flew from there, and the plane was taken back to the hangar and eventually flew back to Greensboro.

### Old Business:

#### *Announcement regarding FBO Services Award*

Chairman Joyce noted that a FBO award recommendation was made at a Special Board Meeting on September 16, 2020 and is subject to a final contract agreement. Further discussion will take place in Closed Session.

## ***Hangar Demolition***

The company that was hired to perform the hangar demolition began moving equipment today and will have all equipment on site by Friday. Demolition work of the four hangars is scheduled to begin on Monday, September 28, 2020 and should take five days to complete. The fifth hangar will be demolished once the lighting vault is relocated. Asbestos and lead paint studies were completed on the hangars and there were no traces of either. This cost the airport \$846.00.

Mr. Parker asked for an update on the fuel farm site work and tanks. It was Chairman Joyce's understanding that the contractor should be moving on site on Monday. The electrical requirements for the tanks have been supplied to the contractor. Mr. Vinson noted that he was in conversation with Randy today and they plan to begin the site work on Monday, October 5, 2020. Mr. Talbert stated that there were potential issues that could arise and they wanted to get the fuel system submittals approved before issuing notice to proceed with the site work. Dr. Coles asked for a timeline on the tank ordering process. Mr. Talbert noted that the tanks have not yet been ordered. He just received the submittals of the final shop drawings on the fuel system less than a week ago. Those submittals were delayed from the fuel system contractor. He is working to make sure that they are up to the specifications. Next week Mr. Talbert plans to send the specifications to the contractor to order. Mr. Parker showed some concern with the delay. He asked Mr. Talbert to confirm that he believes that the project is still on schedule, which he confirmed. Mr. Vinson noted that Duke Energy has signed all necessary paperwork and is ready to run power lines along the ditch banks and add lighting to the poles running to the fuel farm site. Mr. Talbert also noted his frustration in some of the responses received from particularly the tank contractor but believes we are now on track with the schedule. The tank contractors would not move forward until they knew that the loan was approved.

## **New Business:**

### ***Initial Discussion on Ground Lease Rates and Hangar Rental Rates***

Chairman Joyce asked the board to consider how the airport approaches rental rates when planning for the new hangars and the future of existing hangars. Mr. Vinson has completed some calculations on hangar square footage based on the current rates and suggests equalizing rental rates across the board and eliminating the sweetheart deals. The contractor that is completing the economic impact study is also doing a hangar study and was able to provide Mr. Vinson with some preliminary results. Mr. Vinson also emailed NCAA for their comments on hangar rent. Mr. Vinson's recommendation is for the board to have a workshop or a closed session to discuss hangar rental rates. The challenge is to support aviation and to bring as many people as possible to the airport while also getting a good return on the airport's money. Mr. Floyd did some rough calculations and found that \$0.35 per square foot for a space with one light, once receptacle and a garage door is an average rate for storage in Carteret County. Dr. Coles noted that it is important to do a data driven analysis and to remember that the money is from FAA grants to support aviation. It is important to see what other airfields are charging. He believes that setting up a committee to discuss this is important, especially to find out land lease costs so the airport is able to give customers an answer when they are shopping for an airport to build a hangar on in the future. Chairman Joyce noted that the topic was brought forward to get the board thinking for future discussions. Mr. Talbert stated that the master plan for the airport has been sent off to the Division of Aviation (DOA) on September 17, 2020 for final review. Once approved, Mr. Vinson will post the latest to OnBoard for the board members. Mr. Brearey discussed an airport evaluation that was completed a few years ago where no findings were reported back and he suggested that another evaluation be completed. Ashley with the DOA noted on a recent visit that the airport is delinquent. Mr. Talbert will follow-up with Ashley on what, if any, issues she has when she is back in the office from maternity leave. Chairman Joyce noted that Mr. Vinson will send a copy of the letter and cover letter to Mr. Talbert for reference.

***Hangar Project Engineer Selection Committee is evaluating proposals received in response to RFQ***

Chairman Joyce noted that four proposals have been received. The county wants to be involved in the selection of the engineer. Gene Foxworth received the proposals today and a meeting will be scheduled for next week to decide how to proceed. The Selection Committee includes Mr. Joyce, Mr. Parker and Mr. Floyd. The committee will meet, make a recommendation to the board, negotiate with the engineer and then send the contract to the Atlanta office for final approval.

***2021 Board Meeting Schedule***

The board reviewed the 2021 Meeting Schedule. Mr. Vinson noted that it follows the current year schedule. Once the new website is complete, the meeting schedule will be posted. Mr. Vinson believes the website will be ready to go live by mid-October.

**Additional Business:**

Mr. Seagraves, of Crystal Coast Aviation, thanked the Board for selecting his business to continue as FBO operator, pending contract negotiations. Mr. Seagraves shared his appreciation for the trust that the board has put in his business and in Chad and his team and looks forward to earning and keeping the boards trust every day.

**Closed Session:**

*Resolved, Mr. Brearey 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:**

The board directs the FBO Committee to meet tomorrow, September 25, 2020 at 2:00 p.m. to negotiate and finalize the contract.

*Hearing no further business, Mr. Brearey made a motion to adjourn the meeting while Mr. Floyd 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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