

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

Regular Meeting

September 23, 2021

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 Jesse Vinson, Airport Manager, Kristen Sanner, Business Manager, Randy Fender, 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. 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 26, 2021 and September 8, 2021, Committee Reports, Financial Reports, and the Management Report. *Resolved, Dr. Coles made a motion to approve the consent agenda as provided, while Mr. Parker seconded the motion.* The motion was unanimously carried.

Public Comments:

There were no public comments.

Chairman's Report:

Chairman Joyce thanked Mr. Held for his work on the airfield and how nicely he has maintained the lawn. Chairman Joyce announced that the Airport has received its 5010 Inspection Report and will respond within the 90-day required window.

Old Business:

FBO Update

Mr. Vinson noted that the FBO has provided a fuel report which will be provided monthly to the board, per the FBO contract, and will be found in the Consent Agenda portion of the board packet moving forward.

Talbert & Bright (TBI) Update

Mr. Fender reviewed Talbert & Bright's monthly update provided in the agenda packet. The Airport Layout Plan (ALP) is still under review by the FAA. Mr. Fender is going to reach out to the FAA tomorrow for an update. On the Fuel Farm Construction, Mr. Fender heard from Sunland yesterday and things should be closing out soon. There are no issues with the rest of the fuel system. For the Airfield Vault Electrical Utilities, Rifenburg is working on vault equipment installation. Due to the vault equipment material delivery issues, the project is slightly behind schedule. It is anticipated that electrical service will be transitioned to the new vault the week of October 11, 2021. The transition is being coordinated with the Airport, the Federal Aviation Administration (FAA) and the National Weather Service (NWS). For the T-Hangars & Taxilanes project, the construction contracts have been fully executed by both Trader Construction and the Airport. Shop drawings for hangar buildings are anticipated to be received from Trader the first week in October.

Trader has informed TBI that, due to continued strains on the supply chain, the lead time for the hangar buildings is now up to 20 weeks from the time that the shop drawings are approved. TBI is coordinating with Trader to determine a preliminary project schedule and pre-construction meeting time. For the Runway 3/21 Rehabilitation, funding for the full project design was included on the September 2021 Board of Transportation meeting and was approved. The Airport is awaiting a Notice to Award from the NCDOA before the grant Request for Aid (RFA) process can commence. The Preliminary Investigation phase will be executed after the grant is executed and in place. 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, TBI is awaiting site information for hangar developers and additional survey before stormwater permit modification can be prepared and submitted. Design for taxiway widening is underway and will be coordinated with the Airport.

Dr. Coles asked about the fuel farm project and its warranty limits. Mr. Fender confirmed that the site work warranty is in affect through December and the fuel system itself is under warranty until early February. Dr. Coles asked about the stormwater permitting process and if there is anything the Authority can do to speed up the process. Mr. Fender noted that the stormwater permit was submitted on March 18, 2021 and the Airport is still awaiting approval. Mr. Parker asked about the preliminary schedule with Trader and the anticipated timeline for completion. Mr. Fender believes that the hangar material will not arrive until early March which will put the estimated project completion in mid-summer. Mr. Parker asked if Trader's process would be to complete the slab and asphalt and then place the buildings. Mr. Fender noted that he would like to get everything done, have Trader place the hangars and then finish with the asphalt last, as to not damage it.

Review / Approval of Minimum Standards Document

Chairman Joyce noted that the minimum standards document was included in the board packet with suggested changes in red and asked that the board look over these changes and get back to the management team with any further suggestions.

New Business:

Review / Approval of John Warrington Ground Lease Assignment to Jeff Deaton

Chairman Joyce requested that the ground lease assignment topic be deferred to closed session for contract discussion.

Review / Approval of Maintenance Hangar Lease

Mr. Vinson has prepared a recommended lease for the maintenance hangar. He asked that the board review the lease language and then authorize Mr. Vinson to execute the lease at the appropriate time. The board requested that this topic be deferred to closed session for contract discussion.

Review Approval of Buildium Lease Management Software

Mr. Vinson acknowledged that the management team has been working to find a software solution in order to be more efficient and help track hangar rent, insurance and registration due dates, and the necessary business related to hangars and renewals. Mr. Vinson and Ms. Sanner have reviewed and studied many different programs to-date including ArcGIS, Yardi, Prodigiq, Aerosimple and Buildium. The majority of these software programs are related to physical building rentals such as apartments, shopping centers, and entities as such. There was one company that was specifically designed for Airports and it was very expensive. The first time the management team reviewed Buildium there were some questions on how the setup would work for the airport. New Bern's management team is also using Buildium and they were willing to discuss how they manage their hangars successfully in the program. It takes some adaptation to make it fit with the airport's profile, but it will do the job well. Mr. Vinson was impressed with how New Bern had set their tenants up and so was Ms. Sanner. It will take some time, but the management team's recommendation is to purchase Buildium now and it will benefit us in the long run as it will simplify some of our processes. Mr. Parker asked for a price and a timeline for implementation. Mr. Vinson noted that the cost is less than

\$2500 annually and it could be up and running by the first quarter of 2022. Mr. Floyd asked the management team to be sure that all security provisions are covered and any data that is stored on this site ultimately belongs to the airport and is retrievable if it should need to be pulled from the site. *Resolved, Mr. Brearey made a motion to approve the purchase of the Buildium Lease Management Software with an annual cost not to exceed \$2500, while Mr. Higgins seconded the motion. The motion was unanimously carried.*

Closed Session:

Resolved, Mr. Parker 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. Floyd seconded the motion. The motion was unanimously carried.

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

Additional Business:

Resolved, Mr. Brearey made a motion to approve a 90-day extension for Mr. Youngblood, tenant for Hangar 63, to fill his hangar with another aircraft, while Dr. Coles seconded the motion. The motion was unanimously carried.

Resolved, Mr. Higgins made a motion to approve the Warrington Ground Lease Assignment to Mr. Deaton, with a forthcoming lease assignment agreement to be prepared by Mr. Vinson, while Dr. Coles seconded the motion. The motion was unanimously carried.

Resolved, Mr. Parker made a motion to grant Mr. Vinson permission to proceed with the grant process and contract for the new maintenance hangar tenant and once legal language is finalized, to enter into a contract agreement, with the caveat that the new tenant must immediately provide plans to the Construction Committee, whether conceptual or final, to make sure the Committee agrees with all plans and is able to report back at the next Authority meeting. Mr. Brearey seconded the motion. The motion was unanimously carried.

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

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:
Kristen Sanner