

## **CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES**

### **Special Called Meeting**

**April 14, 2021**

### **Video Conference Call**

#### **Members Present:**

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

#### **Call to Order:**

Chairman Pat Joyce called the meeting to order at 6:15 p.m. and 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 as presented, while Dr. Coles seconded the motion.* The motion was unanimously carried.

#### **New Business:**

##### ***Airfield Vault Electrical Utilities Contract Award***

Mr. Fender reviewed the contract award recommendation provided in the agenda packet. Bids were received on Friday, April 9, 2021 for the Airfield Vault Electrical Utilities project at Michael J. Smith Field. Four bids were received. The low bidder for the project was Rifenburg Construction, Inc. with a bid price of \$213,380.00. In reviewing Rifenburg Construction's bid proposal, no errors were found in the bid form. Based on the information provided, Talbert & Bright recommend award of the Airfield Vault Electrical Utilities project to Rifenburg Construction, Inc. for \$213,380.00. The contract award is pending EDA approval.

*Resolved, Mr. Parker made a motion to award the Airfield Vault Electrical Utilities Contract to Rifenburg Construction, Inc. in the amount of \$213,380.00 pending final approval from the EDA, while Mr. Brearey seconded the motion.* The motion was unanimously carried.

#### **Additional Business:**

##### ***Hangar Signage Request***

Mr. Brearey asked the Board to consider a request from hangar occupant, Mr. Jeff Deaton, to place signage on the hangar. The image had been shared amongst the board members. Dr. Coles believes that our airport rules and regulations state that any signage must be reviewed and approved by the airport authority. This discussion and provisional authority will give the board a basis for future sign discussions.

*Resolved, Dr. Coles made a motion to approve the signage on the hangar that Mr. Deaton occupies, pending its compliance with current rules and regulations, while Mr. Higgins seconded the motion.* Mr. Parker was opposed. The motion was carried.

**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.*

Chairman Joyce noted that an action item will take place following Closed Session, but no action will be taken during Closed Session.

*Dr. Coles made a motion to return to Regular Session, while Mr. Brearey seconded the motion. The motion was unanimously carried.*

**Additional Business:*****Eastern Carolina Council of Government***

*Mr. Brearey made a motion to proceed with compensation of the Eastern Carolina Council of Government for grant administrative duties. The Board acknowledged that the Eastern Carolina Council of Government timely and satisfactorily performed all duties under their agreement and the contract was terminated based upon incomplete information. Mr. Parker seconded the motion. The motion unanimously carried.*

***Short-term Hangar Arrangement***

The board authorized Mr. Vinson to work with the FBO for use of the maintenance hangar on a month-to-month basis.

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

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Janes