

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

Regular Meeting

February 25, 2021

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 and Randy Fender, 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 Mr. 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 as presented, while Dr. Coles seconded the motion.* The motion was unanimously carried.

Consent Agenda:

The following items were reviewed as a part of the consent agenda: Minutes of January 28, 2021, Committee Reports, Financial Reports and the Manager's Report. *Resolved, Mr. Higgins made a motion to approve the consent agenda as provided, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

Public Comments:

Mr. Jerald Gartman, new tenant of Hangar 30, thanked the authority for the use of the hangar and also acknowledged a couple of his concerns. First, the hangar was listed as possibly being able to hold three aircraft but Mr. Gartman stated that he is only able to fit one low wing plane and one high wing plane in the hangar at a time due to the shallow depth of the hangar. Second, Mr. Gartman noted that he is being charged the same rate per square foot for his hangar as the newer hangars on the field. He referenced that the rain gets into his hangar, there is no insulation, the hangar has old sliding doors and there is a problem with birds and rats getting into the older hangars. He observed that the new hangars have insulated ceilings and electric doors. He requested that the board consider charging a lesser amount per square foot on the old hangars. Chairman Joyce acknowledged that there is a committee that will be looking into the hangar rent pricing structure.

Chairman's Report:

Chairman Joyce began by referencing the Construction Committee's update which detailed that the FBO renovations are well underway. The FBO will be spending in excess of \$100,000 on the total remodel of the inside of the building, including all new furniture, and the front deck. The timeline for completion is April 1, 2021.

Chairman Joyce noted that Hangar 19 is on the same electrical system that was running the old hangars and it needs to be on its own power. He has met with Jack Williams of Duke Power and they are estimating a \$5,000 cost to run new electrical service across Hangar 19. *Resolved, Mr. Brearey made a motion to have Duke*

Power run new electrical to Hangar 19, in the total amount of \$5,000, which was seconded by Mr. Higgins. The motion was unanimously carried.

Chairman Joyce has also laid out a proposed hangar space behind Hangar 19, to make sure there will be no issues with the new electrical vault placement. He has met with a potential land lease tenant and spoke to multiple board members about how to proceed. The board members suggested receiving a deposit from the interested party. The company is Avwatch and they have multiple government contracts with the military. Per Mr. Noble, Avwatch has four Skymasters and they are based out of Elizabeth City. Chairman Joyce recommended receiving a deposit of \$1500 to proceed with discussions on the ground lease. Mr. Vinson noted that the airport should have the land lease reviewed by legal counsel to be sure that the authority is well protected and covered in that land lease. The current version of the lease could use revisions. The board also asked if he would be running a business out of the hangar and if so, he would need to have a license with the airport in order operate. *Resolved, Dr. Coles recommended that the airport receive a \$1500 deposit from the interested party in order to engage in final negotiations for a land lease at the airport and the land will be tied up for 90 days from the time that the deposit is received to get things settled and the deposit would be refundable in the event that the interested party and the airport are unable to reach an agreement. Mr. Brearey seconded the motion. The motion was unanimously carried.*

Request for Open Meetings:

The airport received a request for information on the FBO bidding process and is getting the information together and forwarding it on as requested.

Maintenance Committee:

Dr. Coles reviewed the Airport Maintenance Committee report as provided. The committee met on February 19, 2021 with Mr. Stuart Dillon, a mechanic from Greenville, NC. He is interested in opening a mechanic shop at the airport. The committee verbally reviewed his general business plan, what he needs for a facility, what he would provide, what his rates are and when he could start. Mr. Dillon had an opportunity to tour the maintenance hangar and discuss the construction requirements needed for the maintenance facility. Mr. Dillon is an A&P. Dillons Aviation was established in Greenville in 1976 and has operated there and at up to five locations since then, including Greensboro, Wilmington and Manteo. He has multiple A&P's on staff and has a relationship with the school at Craven Community College in Havelock. There are three individuals who live locally that are commuting to Greenville who would love to work at KMRH. Mr. Dillon agreed verbally to lease the south side of our large hangar for a maintenance facility. The modifications he needs to the hangar have been described and include interior walls, a bathroom, parts storage, and several small offices for maintenance, a glass door to the ramp, and a reception area/waiting room for customers. He is able to perform final finish work on renovations including mudding sheet rock, painting, carpeting, trim etc. The airport would need to put up the interior walls, doors, electrical, HVAC in finished areas, and plumbing. KMRH has struggled for many years to have good on-field mechanical services. There are already eight local airplanes that use his services in Greenville which he has provided as references. The committee has investigated multiple options and individually interviewed multiple potential businesses searching for an on-field mechanic. The committee agrees that Dillons Aviation is the best option for providing needed maintenance services at KMRH. *Resolved, Dr. Coles made a motion for the Airport Authority to investigate the costs associated with up-fitting the maintenance hangar for the purpose of enabling the establishment of a full-time Airframe and Power-plant shop which could provide needed mechanical services here on the field as outlines by Mr. Dillon and that the Authority negotiate and enter into a lease with Dillons Aviation for a 60-month period to lease the southern portion of the large hangar and the associated ramp space. Mr. Higgins seconded the motion. The motion was unanimously carried. Chairman Joyce noted that the committee will look into the cost and report back to the board on the appropriate way to move forward. The motion was unanimously carried.*

Old Business:

Talbert & Bright Update

Mr. Fender acknowledged that the Airport Layout Plan (ALP) is under review with the Federal Aviation Administration (FAA) at this time. The Fuel Farm site work has been completed. Mr. Fender will be onsite on Tuesday to do a final review of their portion of the project and do a pre-final walkthrough. Testing is underway and he will have a good indication next week if everything passed. Mr. Fender acknowledged Talbert & Bright's work with the Department of Aviation (DOA) to secure \$25,000 in additional NPE monies that other airports were not using. Talbert & Bright is still finalizing the bid documents for the vault electrical which should be completed in the next two weeks as well as the 60% plan for the hangars. Mr. Talbert expressed his concern over the continued rising price of steel. Chairman Joyce noted that he would like to meet with Talbert & Bright to look at the vault site and review the grounding clearance and how to run the duct bank one more time. There was mention of a fire hydrant outside of Hangar 19 that will need to be relocated. In the layout, Mr. Fender noted that he was only able to get 15 units per building instead of 16 due to the site drainage that is necessary for that area.

Discuss Further Enhancements to Website and Initial Marketing

Mr. Vinson discussed the new website with the board and asked for support in beginning a marketing campaign for the airport, which would direct specific users to the website and attract more customers to the airport. Mr. Vinson requested \$3,000 - \$5,000 to proceed with WRAL to campaign for the airport and those users that are interested in the Crystal Coast and Carteret County. Mr. Vinson noted a recent economic development goal to reach 100,000 unique users through WRAL articles which returned 400,000 unique visitors interested in the Crystal Coast of NC. Mr. Talbert is going to reach out to Ashley Clowes to see if there is any funding opportunities that she is aware of for this type of work. The board discussed the option of selling ads on the website and asked what an annual marketing budget looks like for the airport. Mr. Vinson will speak with Mr. Amato with WRAL and report back to the board with his findings. The request for \$3,000 - \$5,000 is to get the website finished with additional pages of information regarding hangar rentals, ground leases, area attractions, etc. *Resolved, Dr. Coles made a motion to approve \$3,000 that will be used for website upgrades, with the understanding that Mr. Vinson report back with a long-term budgeting plan, while Mr. Higgins seconded the motion.* The motion was unanimously carried.

New Business:

Discussion Re: Engineer of Record Contract

Mr. Vinson reminded the board that the FAA requires all general aviation airports to have an engineer of record which is contracted on a 5-year basis. The current contract with Talbert & Bright will expire in March and an RFQ will need to be prepared. Mr. Vinson asked for authorization to have the county publish and advertise for a 10-day period. Once all submissions are received, the board will need to review and decide who will be the engineer of record for the next 5 year period. *Resolved, Dr. Coles made a motion to prepare an RFQ for the Engineer of Record Contract and to advertise through the county for a 10-day period, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

Damage to Runway Threshold

Mr. Brearey informed the board of damage that is being seen on the approach end of runway 2-1 at the threshold markings. A NOTAM is in place requiring all military aircraft to avoid use of this area. Mr. Fender is going to take a look next week. The FBO has been picking up the pieces of the runway and notified the airport.

Chairman Joyce confirmed that the FBO anticipates the arrival of its new double seated gator in the coming weeks and will continue to work with the airport and the use of their equipment for FOD sweeps until that time.

NCAA Conference Rescheduled to August 9-12, 2021 Pinehurst

Mr. Vinson reminded board members that are scheduled to attend the NCAA Conference in August 2021 that they will need to make hotel reservations as soon as they are able. They can then submit receipts for reimbursement.

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 Mr. Higgins seconded the motion. The motion was unanimously carried.

Chairman Joyce noted that no action was taken in closed session beside the approval of the January 28, 2021 minutes.

Additional Business:

Mr. Brearey shared that Mr. Evans is in Florida and has visited multiple airports, reviewing their facilities and how the airports operate with the FBOs, maintenance shops, etc. He would like to make a presentation to the board on his findings upon his return.

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

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:
Kristen Janes