

# CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

## Regular Meeting

June 24, 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 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 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 May 27, 2021, 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.

Mr. Vinson notified the board that the second CARES Act Grant, in the amount of \$23,000, was filed for and funds have been deposited by DOT into the capital account. Management will need to move these funds to the operating account. The CARES Act Grant funds should be used for operational expenses.

Mr. Joyce reviewed the financial report and the airport will come in at \$50,000 under budget for FY20-21, which does not include the additional \$23,000 of CARES Act Grant funding.

### Public Comments:

Mr. Noble acknowledged the traffic numbers at the airport during the Big Rock Tournament which took place from June 13 – 20, 2021. Public figure Michael Jordan's aircraft was parked on the airport ramp during the tournament. The FBO had 48 aircraft arrive on Sunday before the event and the traffic stayed steady for FBO staff for the entirety of the tournament. Mr. Noble noted that approximately 14,000 gallons of Jet A fuel and 2,500-3,000 gallons of Avgas was sold during the tournament.

### Public Hearing for FY 2021-2022 Budget:

*Resolved, Dr. Coles made a motion to enter into Public Hearing for the FY2021-2022 Budget, while Mr. Parker seconded the motion.* The motion was unanimously carried.

There were no public comments.

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

### Adoption of Recommended Budget:



Mr. Vinson noted that the FY 2021-2022 budget includes the hangar replacement project and the budget ordinance for payment to the county this fall when the airport receives NPE funds for the fuel farm. The overall budget for FY 2021-2022 is less this year, as the county reduced their proceeds to the airport directly in order to cover the business manager's salary as a county employee.

*Resolved, Dr. Coles made a motion to adopt the FY2021-2022 Budget as presented, while Mr. Higgins seconded the motion. The motion was unanimously carried.*

### **Chairman's Report:**

Chairman Joyce noted that things are running well at the airport. EMS responded to a skydiver who sprained their ankle while landing at the field. The electrical lighting vault was set today and now the contractor is waiting on material in order to get the vault operational. One motor on the fuel farm malfunctioned and the vendor drove from Florida to resolve the issue and make the calibration adjustments. Mr. Noble mentioned that, as of today, the RPMs are fluctuating again and backup pressure is building. Mr. Fender will reach out to the vendor for troubleshooting. Chairman Joyce noted that the airfield looks great and Mr. Held is doing a wonderful job keeping up with the fields when it isn't raining.

Mr. Brearey asked Talbert & Bright if the contractor will be utilizing any of the equipment from the old vault in the new vault. Mr. Fender noted that all lighting capabilities will be the same once the transfer takes place, and the vault will include mostly new equipment with the exception of the regulators. Chairman Joyce noted that the switch is scheduled to take place in one day, therefore having most of the equipment already set on the new vault will help with a smoother transition.

### **Old Business:**

#### ***Talbert & Bright Update***

Mr. Fender provided an update to the board. The ALP is still with the FAA and they are waiting on comments. For the fuel farm, everything is done and Talbert & Bright, Inc. (TBI) is waiting on Sunland to provide close out documents for their portion of the project so TBI can close out the project with the state. For the T-Hangar and Taxilanes project, the vault was delivered today and everything went well. The airfield vault electrical utilities site is prepped and is now on hold due to lead times on materials. The work should be starting back up in August and should be completed by mid-September. The T-Hangar and Taxilanes project was advertised for bid on June 6, 2021, a pre-bid meeting was held on June 15, 2021 with potential bidders, Addendum No. 1 was issued on June 18, 2021 which included meeting minutes, Addendum No. 2 was issued this morning, and bids are scheduled to be opened at 11am on July 1, 2021. Mr. Fender believes there should be at least three bidders. Bid documents and the review checklist were sent to the EDA and the EDA has given their okay to bid the project. All permits for stormwater, erosion control and FAA Form 7460 have been submitted for this project and the FAA Form 7460 has been approved. For Runway 3-21 Rehabilitation, on June 3, 2021 the NCDOA reached out to the Airport and TBI to inform both parties that the NCDOA will not aid with repair of the Grip-Flex issues however will support a rehabilitation of Runway 3-21 at a width of 75 feet. A scoping meeting was held between the Airport, NCDOA, and TBI on June 17, 2021 to discuss the potential project and what the Airport wanted to be included in this project. The project will include a full rehabilitation of Runway 3-21 to a width of 75 feet, removal of excess pavement, installation of all new runway lighting (LED) and signage, and rehabilitation of the drainage structures/pipes in the infield area between Runway 3-21 and the apron area. The NCDOA has authorized TBI to submit a work authorization to provide preliminary investigations to determine rehabilitation options for the runway. This work scope will include subsurface investigations, topographic survey, development of alternatives and potential costs. The NCDOA has also requested costs for full design to start funding discussions so the full design can be completed in FY2022. TBI is working to put together this preliminary investigation work authorization and will send to the Airport for their review and approval prior to forwarding to the NCDOA for their review. The NCDOA has noted that no state funding has been secured for construction of this project at this time however the DOA will be advocating for funding once the design is completed and ready for bid. It is anticipated that the earliest funding will be available for construction of this rehabilitation would be FY2023. Mr. Talbert stated that there could be some more grant funding around the corner. Talbert & Bright will keep the airport apprised of any new information on the potential grant funding.



In regard to the GripFlex issue on 3-21, Mr. Higgins asked if the airport needs to be concerned about liability until the runway issue is resolved. Mr. Talbert noted that the maker of GripFlex, Ameriseal, came onsite to investigate the issue and has removed any loose material and has no hesitancy to revisit if the material starts coming up again. Mr. Held does a morning inspection of the site daily to be sure that no loose material is coming up. Mr. Joyce informed the board that the original runway was laid during World War II and the airport is unsure of the material that was put down, though the military aircraft were much lighter at that time.

### ***Maintenance Hangar Upfit***

Dr. Coles asserted that the committee had been in previous discussion with Mr. Stuart Dillon, mechanic based in Greenville, NC, and has recently been approached by another company who wishes to take on the maintenance role at MRH and is willing to pay for the upgrades to the maintenance hangar, which Mr. Dillon was not able to offer. The committee has a meeting scheduled for Monday, June 28, 2021 at 5:00 p.m. and will have further information for the board following that meeting.

Mr. Joyce congratulated Dr. Coles on his reappointment to the board for two more years.

### ***Ground Lease Update***

Mr. Vinson has received the revised ground lease from the attorney, is making some corrections to the lease and hopes to send the updated version to the board next week.

Dr. Coles asked when persons on the ground lease waiting list will be able to start building hangars. Chairman Joyce noted that the airport is waiting on approval for all permitting for the T-Hangar and Taxilanes project and then will need to submit an updated stormwater permit based on the ground lease plans. Mr. Fender noted that site plans prepared by an engineer designing each hangar will need to be submitted along with the stormwater modification and suggested that the airport batch all ground lease hangar designs together for submittal. Dr. Coles believed that the one taxilane near Hangar 19 would remain and was ready to build near, while Mr. Parker clarified that the overall T-Hangar and Taxilanes plan includes modifications to widen that specific taxilane. Mr. Vinson added that the ground lease states that once plans have been submitted and approved by the authority, each lessee has 90 days to begin construction. Chairman Joyce deferred any further discussion until the ground lease document is available for review by the board.

### ***NCAA Conference Information***

Mr. Joyce noted that the NCAA Conference information is included in the agenda packet. Mr. Joyce reminded participants to make reservations on their own. Registration has been paid for Dr. Coles, Mr. Joyce, Mr. Higgins, and Mr. Parker.

### ***Fuel Farm Removal***

Mr. Noble spoke with the company that will be removing the fuel farm and they should begin the removal process on July 12, 2021. All removal steps will be completed by the same company.

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

#### ***Minimum Standards Discussion***

Mr. Vinson recommended that the board examine the airport's minimum standards and update some of the requirements to be sure that the authority is being conscientious of what is in the best interest of the airport. Mr. Vinson will be sending a copy of the current minimum standards to the board for review. Mr. Vinson also suggested that the board consider a half day or full day work session to hash out some of the airport goals and discussion items. Mr. Vinson also noted that new hangar leases have been sent to all tenants and the lease states that each lessee is held to the minimum standards, which are subject to change from time to time. Mr. Higgins suggested having a small committee review the minimum standards. Mr. Higgins, Mr. Evans, and Mr. Joyce volunteered to review the minimum standards and suggest any updates as necessary to the full authority for review.

### ***Approval of Budget Amendment***

Chairman Joyce asked for a motion to approve the budget amendment which moved \$31,690.00 from Salaries and Wages and dispersed it across the following accounts: Professional Services-Legal, Professional/Contractual Services, and Services and Maintenance Contracts. *Resolved, Mr. Higgins made a motion to approve the Budget Amendment as presented in the board materials, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

### **Additional Business:**

Mr. Fender noted that in the Addendum that was sent out today for the T-Hangar and Taxilanes project, they have reduced the time between bid opening and award. Previously contractors had to hold their bids for 120 days but in order to stir up interest and get lower pricing this timeframe was reduced to 30 days. As a result, after bids are received next Thursday, TBI is going to get the airport a certified bid tabulation by Friday and will work through that very quickly. In order to abide by that timeline, the contracts must be signed and fully executed by August 1, 2021. Mr. Joyce approved the change to 30 days, as contractors are shying away from holding bids for 120 days or are adding additional cost to their estimates. Mr. Joyce alluded to the high demand for steel, delivery time delays and the rise in pricing. Mr. Joyce mentioned that the board may need to hold a special meeting to award the contract.

### **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. Floyd seconded the motion.* The motion was unanimously carried. *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. Floyd seconded the motion.* The motion was unanimously carried.

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

### **Additional Business:**

*Hearing no further discussion, Mr. Higgins 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



**Carteret County-Beaufort Airport Authority**  
**FY 2021-2022 Recommended Budget Ordinance**

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022

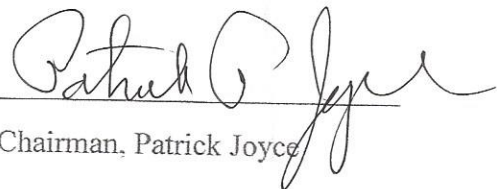
Hangar / Other Rent & License Fees	\$227,612
Interest	\$ 200
Carteret County	<u>\$ 75,000</u>
	\$302,812

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022

General Government	\$227,812
Transportation	\$ 56,500
Installment Purchase Payments	<u>\$ 18,500</u>
	\$302,812

Approved

This the 24<sup>th</sup> day of June, 2021

  
Chairman, Patrick Joyce

***Carteret Airport Authority***

***Fuel Farm***

***FY 2021-2022 Recommended Budget Ordinance***

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

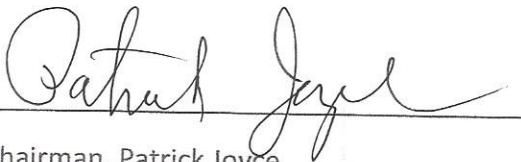
2021 NPE Funds	\$150,000.00
County Appropriation (NPE Match-2021)	\$ 16,667.00
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	\$166,667.00

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 01, 2020 and ending June 30, 2021.

Installment Payment on Loan from	\$166,667.00
Carteret County for New Fuel Farm	<hr/>
	\$166,667.00

Approved

This the 24<sup>th</sup> day of June, 2021



Chairman, Patrick Joyce

**Carteret Airport Authority**  
**Hangar Replacement**  
**Recommended Budget Ordinance**  
**FY 2021-2022**

It is estimated that the following revenues will be available for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

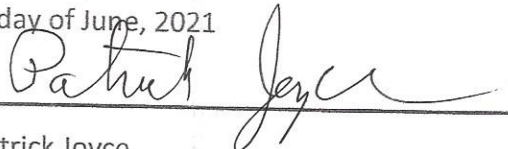
2020 EDA Grant Funds	\$3,287,800.00
Appropriated Fund Balance	\$ 821,950.00
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	\$4,109,750.00

The following amounts are hereby appropriated for the Carteret County-Beaufort Airport Authority operation and its activities for the fiscal year beginning July 01, 2021 and ending June 30, 2022.

Hangar Project Administrative Expense	\$ 30,000.00
Hangar Project Inspection Fees	\$ 155,000.00
Hangar Project Site Work	\$ 913,250.00
Hangar Project Demolition & Removal	\$ 161,500.00
Hangar Project Construction	\$2,590,000.00
Hangar Project Contingencies	\$ 260,000.00
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	\$4,109,750.00

Approved

This the 24<sup>th</sup> day of June, 2021

  
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Chairman, Patrick Joyce

## BUDGET AMENDMENT

Date: June 24, 2021

The following Amendments are presented for your approval, to handle line item shortages at the end of June 30, 2021

		Decrease	Increase
<b>Expense</b>			
453.190	Professional Services-Legal		\$ 12,000.00
453.191	Professional/Contractual Services		\$ 14,690.00
453.480	Service and Maintenance Contracts		\$ 5,000.00
453.110	Salaries and Wages	\$ 31,690.00	
		<hr/>	<hr/>
		\$ 31,690.00	\$ 31,690.00

Approved by:



Date: