

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

## **Regular Meeting**

**January 27, 2022**

## **Video Conference Call**

### **Members Present:**

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, Anthony Held, Buildings and Grounds Technician, Randy Fender of Talbert and Bright, Chad Noble of Crystal Coast Aviation, and members of the public.

### **Members Absent:**

Jon Brearey

### **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, Mr. Floyd made a motion to approve the agenda as presented, while Mr. Parker seconded the motion.* The motion was unanimously carried.

### **Consent Agenda:**

The following items were reviewed as a part of the consent agenda: Minutes of December 2, 2021, Committee Reports, Financial Reports, Management Report, FBO Report. *Resolved, Dr. Coles made a motion to approve the consent agenda as presented, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

### **Public Comments:**

There were no public comments.

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

Chairman Joyce was pleased to share that hangar construction is back underway. He also shared that the maintenance hangar upfit is going well. Chairman Joyce notified the board that the rotating beacon is not rotating at this time and the gear assembly will need to be replaced. He noted that repairs were completed on the light last month after borrowing a man lift from a local contractor. Rifenburg will replace the entire gear assembly, which will cost \$350 plus labor and the cost of the man lift. Mr. Vinson explained that each time the beacon is down, the airport has to borrow someone else's equipment to make the repairs, which is costly. Rifenburg did provide the airport with a quote for a whole new beacon pole that would allow someone to pull a pin and swing the pole down to the ground in order to make repairs, instead of needing a lift. That quote was close to \$100,000 which the airport cannot afford unless a funding source becomes available. Dr. Coles noted that the beacon is required and must be fully operational at each airport to allow VFR pilots to identify the location of the airport at night. For now, Mr. Vinson has given Rifenburg permission to order the gear assembly and has asked for their help to coordinate the installation. Chairman Joyce acknowledged that everything else is functioning as it is supposed to at the airport. He briefly mentioned that a military helicopter landed at the airport within the last week to make repairs to one of its engines that caught on fire.

### **Old Business:**

#### ***Talbert & Bright (TBI) Update***

Mr. Fender reviewed Talbert & Bright's monthly update which is provided as a part of the agenda packet. For the ALP, TBI is working on close out documentation. On the Fuel Farm, TBI is still trying to work with Sunland on acceptance of the final balancing change order. Once signed off, TBI will work on close out documentation. On the Airfield Vault Electrical Utilities, all punch list items have now been completed by Rifenburg. The final balancing change order was compiled and has been approved. The only thing left is for Rifenburg to work on close out documentation. On the T-Hangars and Taxilanes project, the contract time was suspended on December 8, 2021 due to pipe and rebar material delays. Construction restarted on January 17, 2022. The contractor is now working on concrete foundations and slabs and waterline relocation. Progress meetings are held on Tuesdays via zoom. Due to the contract suspension, the current contract end date is June 8. Hangar materials are on track to be delivered in early April. TBI anticipates completion of the project in June, if all deliveries arrive as scheduled. Reimbursement #1 was submitted to the EDA and a lien document has been requested in order to proceed with the reimbursement. On the Runway 3-21 rehab, the Division of Aviation (DOA) issued NTP for the preliminary design of the project and the work authorization has been executed. An environmental wetland and threatened/endangered species investigation took place on January 26. The topographic survey is anticipated to take place between January 31 and February 4. A subsurface investigation is anticipated to take place in early February. Runway rehabilitation options will be developed after receipt of the preliminary investigation results. 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 project, the taxilane widening plans were sent to the Airport on January 11. The stormwater permit modification was sent in November and has been in review for two months. When it gets a little further into review, Mr. Fender will reach out and request an update. The process has typically taken six to seven months for turn around. For Project Little Fish, a Work Authorization to provide grant administration services for this project was signed by the Airport on January 6. The grant has been signed by the State and the Airport is waiting for NTP to be issued before Reimbursement #1 can be submitted. Mr. Fender will be putting together a Work Authorization for site work for the future Avwatch hangar.

### ***Budget Amendment Fuel Farm***

Mr. Vinson acknowledged that the Budget Amendment request relates back to found NPE monies that the Airport received unexpectedly at the end of the year, which had been discussed previously. He explained that to bring the funds officially into the Airport's budget, a Budget Amendment must be approved. The Budget Amendment, in the amount of \$171,457, will be applied toward the Fuel Farm. *Resolved, Mr. Higgins made a motion to approve the Budget Amendment for the Fuel Farm as submitted, while Dr. Coles seconded the motion.* The motion was unanimously carried.

### ***Budget Amendment Runway 3-21 Rehab Design***

Mr. Vinson noted that new line items must be created within the budget for the Runway 3-21 Rehab Design project so that the Airport can charge to it. *Resolved, Dr. Coles made a motion to approve the Budget Amendment for the Runway 3-21 Rehab Design as submitted, while Mr. Floyd seconded the motion.* The motion was unanimously carried.

### ***Budget Ordinance Runway 3-21 Rehab Design***

The authority reviewed the Budget Ordinance which had been discussed previously. Chairman Joyce spoke with TBI today and they believe that if all remains the same, the state will fund the Runway 3-21 project, with the airport's portion being 10% of the total project cost. *Resolved, Dr. Coles made a motion to approve the Budget Ordinance for the Runway 3-21 Rehab Design as submitted, while Mr. Higgins seconded the motion.* The motion was unanimously carried.

### ***Election of Officers***

Chairman Joyce opened the floor for discussion regarding the election of officers. *Resolved, Mr. Parker made a motion to nominate and elect the current officers for another 12-month term. Mr. Higgins seconded the motion.* The motion was unanimously approved.

Mr. Vinson asked the Authority to consider the committee structure and makeup. *Resolved, Mr. Higgins made a motion to keep the committee membership the same for another 12-month term. Mr. Parker seconded the motion.* The motion was unanimously approved.

### ***Shoreline Management Presentation***

Mr. Vinson introduced Ms. Susan Cohen to present on a potential project to stabilize the shoreline near the Airport's runways in order to protect the County's economic investment. Ms. Cohen introduced herself as the Principal Investigator for the NOAA funded project, NOAA Effects of Sea Level Rise Program. Ms. Cohen reviewed the slides included in the agenda packet. She explained that many coastal marshes may not have enough sediment to keep up with sea level rise, while sediment accumulates that can impede navigation. Beneficial use of dredged material for marsh restoration keeps sediment in the system by removing it from channels and adding it to marshes. The objectives are to: 1) identify areas where dredging needs align with coastal marsh vulnerability, 2) develop, test, and refine guidance to synchronize maintenance dredging activities with marsh habitat restoration and creation opportunities, and 3) evaluate approaches to protect coastal infrastructure from shoreline erosion and sea level rise. Ms. Cohen has reviewed a portion of the Airport's shoreline, comparing images from 2012 to those from 2020, and believes that the shoreline has receded measurably. The Airport represents a critical infrastructure in Carteret County. Ms. Cohen's request is to have permission and access to use the Airport as a field site and to work with partners that are interested in resilience and the protective services of marshes for infrastructure and ecosystem benefits. Ms. Cohen and her team would request access to the marshes a few times a year until the estimated project completion in August 2023. Upon completion of the assessment, Ms. Cohen's team will provide the Authority with a report on the current vulnerability of the Airport infrastructure and model predictions of future marsh resilience and a shovel ready project design to enhance the marsh resilience to sea level rise. Ms. Cohen is also willing to assist with finding funding to implement the project design. Chairman Joyce was supportive of the efforts and asked that Ms. Cohen provide liability insurance to the airport in order to proceed with the research in the marshes. Mr. Higgins asked about the adjacent property with a newly installed bulkhead and whether it effects the Airport's marsh areas. Ms. Cohen wasn't familiar with the location but noted that bulkheads divert wave energy in interesting ways and its usually not good for the neighboring properties. She also noted that they don't sustain as well as natural infrastructure. She will make a note about that property and research it further. *Resolved, Dr. Coles made a motion to grant site permission to Ms. Cohen and team for further research to support the NOAA Effects of Sea Level Rise Program, while Mr. Higgins seconded the motion, with the understanding that Ms. Cohen would provide the airport with a copy of her team's liability insurance policy prior to further field work.* The motion was unanimously carried.

### ***Scanning Services***

Mr. Vinson expressed the need to electronically file the airport's historical documents. Ms. Sanner spoke with County administration who had files converted through a scanning service during their recent office move. The same service came to the airport to assist in the scanning of a box of items that the County administration had with airport files. The gentlemen scanned the box for the airport at no charge, with the hopes to assist with our larger project of moving all our historical files from the office filing room into electronic copies in the future. A rough estimation of cost, considering the number of filing cabinets and boxes full of documentation, was quoted close to \$12,000, including all maps. Mr. Vinson believes that after further review of the files by airport staff, the Airport should be able to eliminate a large percentage of that cost by removing any duplications or incomplete drawings. For instance, most minutes that are stored in the file room are already available electronically on OnBoard, so any hard copies can be removed once verified. This agenda item was brought forward to acquaint the board with the topic. Once staff have had time to review and minimize, they will come back to the Authority with a better estimate of the cost to e-file. Mr. Vinson reiterated the need to electronically file the Airport's documents, as a redundant measure in case of a fire or other disaster. Mr. Vinson has also been on the lookout for a flat file to store drawings in. The topic will be revisited at a later date when more information is available. Chairman Joyce noted that the Airport may be receiving grant money that could help assist with this type of work.

### ***NCAA 42<sup>nd</sup> Annual Conference***

The NCAA 42<sup>nd</sup> Annual Conference will take place on April 20-22, 2022 in Winston Salem, NC. Mr. Vinson asked that anyone interested in attending please notify him so that he may register them for the event. He also asked that each member reserve their own hotel room for the event.

**Closed Session:**

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

No action was taken during closed session.

**Additional Information:**

Resolved, Dr. Coles made a motion to authorize Talbert & Bright to proceed in negotiations with Sunland in order to close out the Fuel Farm project, while Mr. Floyd seconded the motion. The motion was unanimously carried.

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

Respectfully Submitted,

Jesse Vinson

Airport Manager / Secretary to the Board

Minutes prepared by:  
Kristen Sanner

## BUDGET AMENDMENT

Date: January 27, 2022

The following Amendments are presented to the Board for your approval.  
The CCB Airport Authority has received (found NPE 2017 funds) monies from  
the N C Department of Transportation.

		Decrease	Increase
<b>Revenue</b>			
	<b>Fuel Farm</b>		
600	2017 NPE Funds		\$ 171,457.00
<b>Expenses</b>			
840	FF Tanks and Setup		\$ 171,457.00

Approved by:

Patricia A. Jyl

Date:

January 27, 2022

## BUDGET AMENDMENT

Date: January 27, 2022

The following Amendments are presented to the Board for your approval, to set up line items for the Runway 321 Rehab Project.

	Decrease	Increase
<b>Revenue</b>		
400.000 Runway 321 Rehab 36244.47.81		\$ 105,223.00
<b>Expenses</b>		
784.000 Runway 321 Rehab-Design		\$ 105,223.00

Approved by:

Patrick Paul Joyce

Date:

JANUARY 27, 2022

**Carteret County Beaufort Airport Authority**  
**Capital Fund**  
**Runway 321 Rehab Project- Multi Year**  
**Budget Ordinance**

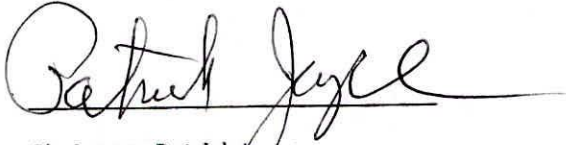
It is estimated that the following revenues will be available for the year beginning December 1, 2021 and ending June 30, 2022.

NCDOT Grant- Runway 321 Rehab	<u>\$105,223.00</u>
	\$105,223.00

The following amount is hereby appropriated for the Runway 321 Rehab operation and its activities for the year beginning December 1, 2021 and ending June 30, 2022.

R 321 Rehab – Design	<u>\$105,223.00</u>
	\$105,223.00

Approved This the 27<sup>th</sup> of January, 2022

  
Chairman, Patrick Joyce