

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY MINUTES

Special Meeting

August 6, 2020

Zoom Video Conferencing

Members Present:

Bob Coles, Tom Higgins, Chairman Pat Joyce and WF Parker were present. A quorum was established. Others present were Jesse Vinson, Airport Manager and members of the public.

Call to Order:

Chairman Pat Joyce called the meeting to order at 6:00 p.m. via Zoom video conferencing 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, 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 July 16, 2020, Committee Reports, Financial Reports and the Manager's Report. *Resolved, Mr. Higgins made a motion to approve the consent agenda as provided, while Dr. Coles seconded the motion.* The motion was unanimously carried.

Public Comments:

There were no public comments.

Chairman's Report:

Chairman Joyce emphasized the significant amount of work that the grant to replace the damaged hangars is proving to be. The airport has received an EDA Grant Award Notification and had a kickoff meeting with an assigned engineer on August 5th to layout general guidelines. Money towards the project will need to be paid for by the airport and will be reimbursed by the grant, which will likely take 30-45 days to receive following proof of payment. The airport does not yet have a commencement date for demolition. Talbert & Bright can not be utilized since they are already under contract with the airport authority. The airport will need to start the RFP process and request quotes for the work. The project is estimated to take 33 months to complete from start to finish. A control vault, airfield lighting and PAPI lights are included in the grant. The airport hopes that they can separate the project into parts, because currently the control vault is housed in one of the hangars and the power will need to be relocated in order to tear down the hangar. Chairman Joyce met a gentleman who does airfield lighting who agreed with the proposal to move a modular vault on site and reroute the electrical, including the power and lighting to the airfield. His estimate for the project exceeds \$150,000. Chairman Joyce also spoke with Duke power regarding plans for the current hangars, future hangars and possible underground wiring for the airport. These discussions will continue.

The new airport maintenance technician started today and will be working closely with Mr. Brearey to learn about the maintenance procedures and equipment.

The future FBO operator candidates are still be evaluated at this time and board members have received a update on the status of each candidate.

Mr. Higgins asked if the airport would be able to front the money for the hangar replacement project. Chairman Joyce noted that he was recently made aware of this information and hopes that either the airport can work something out with the County or the airport will need to get a line of credit from the bank in order to pay upfront. Chairman Joyce was also informed that the engineering is not included in the grant funding. The EDA requirement notes that everything will be done with an RFP. This week the airport was inundated with information regarding how to comply with the grant funding requirements.

The County has settled with the insurance company over the storm damage to the hangars during Hurricane Florence and they are being awarded \$1,050,000 which will be applied to the grant project for the hangar repairs. The County's portion will be \$832,000 and the balance will help with shortfalls.

Mr. Vinson noted that the airport will be sure to get invoices and submit them for reimbursement from the grant funding in a timely manner. The project grant is over \$4 million dollars. Chairman Joyce noted his concern with the storm water permits and erosion permits necessary in order to begin the project.

Dr. Coles asked if the EDA is going to assign someone to speak with the airport representatives in order to understand the local situation. Mr. Vinson noted that there will be site visits to make sure that the airport is complying with all of the rules and regulations of the project and grant funding. Members discussed whether the airport could use part of the insurance proceeds toward the project. Dr. Coles asked whether the airport authority should consider opening a separate account or line item to separate the funds for the hangar replacement project.

Chairman Joyce noted that the mowing at the airport has been going well. A few panels blew lose from the recent hurricane but these items have been cleaned up.

Old Business:

Fuel Farm Tank Installation Contract Execution

The LGC approved the application to the County for the loan. The actual loan document is being prepared by the county attorney. Once signed by Chairman Joyce the money will be in the airport's account. Discussion occurred regarding the engineering costs for the fuel farm. *Resolved, Dr. Coles made a motion to approve the authorization of the contract for Talbert & Bright to proceed with the fuel tank installation, while Mr. Higgins seconded the motion.* The motion was unanimously carried. Mr. Vinson will notify Talbert & Bright of the decision.

New Business:

There was no new business.

Board members were asked about the timing for the fuel farm. Chairman Joyce believes that the fuel farm will be in place before the New Year.

Closed Session:

Resolved, Mr. Higgins 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 Dr. Coles seconded the motion. The motion was unanimously carried.

Additional Business:

Mr. Vinson proposed the idea of a website for the airport authority with webpage design being provided by WRAL Promotions. *Resolved, Mr. Higgins made a motion to approve the website work by WRAL Promotions, while Mr. Parker seconded the motion.* The motion was unanimously carried.

Hearing no further business, Chairman Joyce made a motion to adjourn the meeting while Mr. Parker seconded the motion. The motion was unanimously carried and the meeting was adjourned.

Respectfully Submitted,

Jesse Vinson

Interim Airport Manager / Secretary to the Board

Minutes prepared by:
Kristen Janes