



DARE COUNTY AIRPORT AUTHORITY



Dare County Regional Airport
P.O. Box 429 ~ 410 Airport Road
Manteo, NC 27954
(252) 475-5570 ~ Fax (252) 473-1196

**DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
January 27, 2021 MEETING**

Members Present: Charlie Davidson, Fred Newberry, Joe Blakaitis , William Pope, Wally Overman, Jack Shea, George Henderson, Pete Burkheimer, Jr., David Crownover

Members Absent:

Also Attending: Robert Hobbs, Hornthal, Riley, Ellis & Maland; John Massey & Steve Bright, Talbert & Bright; David Daniels, Airport Director; Margaret Stauffer, Finance Officer & Clerk to the Board

Vice Chairman Newberry called the January 27, 2021 remote meeting of the Dare County Airport Authority to order at approximately 4:10 pm.

ITEM 1 - Public Comments:

No Comments submitted prior to the meeting and no comments by phone.

ITEM 2 – AIRBOSS, Inc: (see attached)

The AIRBOSS, Inc. proposed contract was sent out to all the board members prior to the meeting for review.

Director Daniels stated a few notes from the proposed contract.

- Dates this year are May 24th. to September 10th.
- The proposed amount is \$163,500

Last year's amount was lower due to shorten the number of days due to COVID pandemic. We are still waiting on quotes for housing.

Joe Blakaitis inquired about the housing arrangements and will there be a problem with housing? Can we get the same housing agreements as last year?

Director Daniels replied that he still waiting on a few quotes back on new housing prospects. George Cline was not exactly happy with the housing in past years. If we go through a rental company the amount the airport would have pay would be double even triple the cost from last years.

Bill Pope stated the board might not want to sign the contract if we can't find housing for the Tower staff. He suggested that the airport look into buying a trailer and place it on airport property to accommodate the future housing needs.

Wally Overman asked about the language in last year's contract about housing requirements? What was wrong with the housing in the past?

Pete Burkheimer stated he would be in favor of getting a mobile home for future contacts. Were there any limitations on the radius of the housing? And would get a company to deep cleaning the rental help?

Attorney Hobbs added that the previous contracts stated a 3 bedroom residential dwelling with approved pet and did not mention a location of the housing. Another option is to increase the contract amount and allow AIRBOSS, Inc. to find their own housing and made the arrangements.

Attorney Hobbs suggested that he come back with formal contract and a contract contingency on the housing with a deadline.

It was the consensus of the members that they are satisfied with the basic terms of the proposal and directing the Airport Attorney bring to the next board meeting a formal contract that includes the terms, add the housing contingency options. And that Director Daniels contact George Cline to find out the issues on the housing in the past. Then email the members once the housing arrangements have been selected and look into the possibly of purchasing a mobile home new or used.

ITEM 3 – Budget Amendment #2021-01: (see attached)

Director Daniels explained that the Dare County Commissions approved a few small salaries increases through a merit raise, COLA and a COVID bonus. The airport staff amount is \$18,301. The COVID bonus was for the employees who didn't miss any work and is considered essential personnel.

MOTION: Jack Shea motioned to approve budget amendment #2021-01 for merit; COLA can COVID bonuses in the amount of \$18,301.
SECOND: Bill Pope
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 4 - Engineer's Report:

John Massey updated on the following: (see attached)

- Apron Pavement Rehabilitation

John Massey provided an update on the status of the Apron Pavement Rehabilitation project. Based on discussions with the facilities committee and David Daniels, we understand the Airport's preference is to reconstruct as much of the apron pavement as possible with a new concrete pavement section.

TBI has coordinated with David to send an email to NCDOA confirming their concurrence with proceeding with only the concrete rehabilitation option and not bidding the project with an asphalt alternative. Once concurrence has been received from NCDOA, plans and specification will be finalized for advertising for bids. To minimize impacts on operations during the Summer months, we understand the preference is to commence construction in late Summer 2021. The anticipated notice to proceed date for construction will be included in the bid documents.

- **Runway 23 Approach Land Acquisition**

The DRAFT boundary surveys, and Phase 1 Environmental Due Diligence Audits are complete for the City Beverage and Roughton property acquisition. TBI is in the process of reviewing the survey information and coordinating the DRAFT survey with the appraiser and airport. Our subconsultant who performed the Phase I EDDA for Roughton property has indicated that they identified one Recognized Environmental Concern on the property related to the former auto repair shop. In order for them to finalize the necessary Environmental Documentation for the project, they have recommended some additional soil and groundwater sampling. We have received a proposal for the Phase II Environmental Site Assessment which we will be coordinating with David Daniels and Robert Hobbs.

ITEM 5 - Attorney's Report:

No report.

ITEM 6 – Chair's Report:

No report.

ITEM 7 - Director's Report

Airport Direct Daniels:

- NCAA Annual Conference was changed from March 2021 to August 9-12, 2021. The reservations in place will transfer.
- Hangar wait list – the current wait list for a hangar is up to 21 and would suggest that the facilities committee look into adding more hangars in the future.
- ADSB – make it a requirement for all airport commercial operators have installed. This would help with safety and data (traffic count)
- Project list for the airport staff this winter.
- New gate has been installed just not operational yet.
- Request has been sent to county IT for additional cameras to be ordered.

ITEM 8 - Committee Reports:

Facilities/Safety Committee: Joe Blakaitis

The facilities committee would like to recommend following the recommendations from Talbert & Bright for the pavement. Airport's preference is to reconstruct as much of the apron pavement as possible with a new concrete pavement section.

ITEM 9 - Comments from the Authority Members:

No Comments.

ITEM 10 - Adjourn

MOTION: Jack Shea motioned to adjourn.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

The meeting was adjourned at 4:54 PM ET

Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, January 27, 2021
AGENDA**

4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING

ITEM 1 PUBLIC COMMENTS

**ITEM 2 AIRBOSS, INC.
- Control Tower Contract for 2021**

**ITEM 3 BUDGET AMENDMENT #2021-01
- Merit, COLA, COVID Bonus**

ITEM 4 ENGINEER'S REPORT

ITEM 5 ATTORNEY'S REPORT

ITEM 6 CHAIR'S REPORT

ITEM 7 DIRECTOR'S REPORT

ITEM 8 COMMITTEE REPORT

ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 10 ADJOURN

Talbert & Bright Engineers Update

January 27, 2021

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Dare County Airport Authority

BUDGET AMENDMENT #2021-01

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

TRANSFER FROM PRIMARY GOV'T ALLOTMENT	943785	491003		18,301	
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Expenditures:

SALARIES	944785	500200			15,566
FICA	944785	500300			1,190
RETIREMENT	944785	500400			1,545

Explanation:

BOARD OF COMMISSIONERS APPROVED THE BELOW: MERIT, COLA, COVID BONUS				18,301	18,301
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Approved by:

Board: _____

Date: _____

Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

FY 2021 Budget - Merit, COLA, 401K

2021 columns only

	2020	2021
Merit	1.25%	1.25%
COLA	1.20%	2.00%
401k	0.00%	0.00%
FICA	7.65%	7.65%
Retirement	8.95%	10.22%

COVID 1.00%

does not include on-call & jury commission

General Fund

salaries	500200	31,288,263
OT	500207	3,518,328
Boards	500202	35,426
part-time	500201	890,231
		<u>35,732,248</u>

	Sanitation Fund	C&D Fund	Water Fund	Insurance Fund	Fleet Maint	General (10)	104785 559004 Airport Allotment
	2020	2021	2020	2021	2020	2021	2020
Salaries	665,270	280,312	3,027,535	76,233	757,912	35,732,248	366,252
Merit	8,316	3,504	37,844	953	9,474	446,653	4,578
fica	636	268	2,895	73	725	34,169	350
ret	850	358	3,868	97	968	45,648	468
	<u>9,802</u>	<u>4,130</u>	<u>44,607</u>	<u>1,123</u>	<u>11,167</u>	<u>526,470</u>	<u>5,396</u>
COLA	13,305	5,606	60,551	1,525	15,158	714,645	7,325
fica	1,018	429	4,632	117	1,160	54,670	560
ret	1,360	573	6,188	156	1,549	73,037	749
	<u>15,683</u>	<u>6,608</u>	<u>71,371</u>	<u>1,797</u>	<u>17,867</u>	<u>842,352</u>	<u>8,634</u>
COVID Bonus Pool @ 1%							
bonus	6,653	2,803	30,275	762	7,579	375,000	3,663
fica	509	214	2,316	58	580	28,688	280
ret	595	251	2,710	68	678	33,563	328
	<u>7,757</u>	<u>3,268</u>	<u>35,301</u>	<u>889</u>	<u>8,837</u>	<u>437,250</u>	<u>4,270</u>
Grand totals	33,242	14,007	151,279	3,809	37,871	1,806,072	18,301



CONTRACT

This agreement is made this between AirBoss Inc., and **Manteo Airport Authority** hereafter referred to as the Event sponsor. Dates of ATC tower are: **May 24th - September 10th, 2021**

1. Services Provided:

- a. Provide VHF radios/antennas along with discrete frequencies issued by the FAA/FCC if needed
- b. Two (2) certified professional Air Traffic Controllers for the duration of the event
 - i. Two (2) Controllers will be on duty during each day working a split shift, during the scheduled dates and Times
- c. Coordination with FAA facilities to ensure the smoothest flow of traffic into and out of the airport
- d. Proposed hours of operation
 - i. 8:30am – 6:30pm each day, Monday - Sunday

2. Pricing and Payment Terms: The cost of the above, provided at the event site, is **\$163,500.00** Payable by a 25% deposit at the time this agreement is signed, with the remaining balance divided equally over the months June/July/August 2021. The installments are due the first of each month. **Daily Rate is \$1500.00 per day for any extensions requested**

3. Billeting: The sponsor will ensure that the following accommodations are available:

- a. Three (3) Bedroom-Housing for the duration of the event provided and paid for by the Manteo Airport Authority
 - i. Accommodations must be pet friendly

4. Acceptability of Billeting: We reserve the right to inspect and approve the accommodations, and require relocation if the accommodations, in our sole option, are judged unsatisfactory.

5. Sponsor Responsibilities:

- a. One (1) computer line/WIFI available with passcode
- b. One (1) outside phone line for communication
- c. Remote AWOS display located in the tower cab
- d. Airport access for all AirBossInc personnel during the operation of the ATCT
- e. **Use of Bathroom located on floor beneath the Tower cab when only (1) controller on duty**
- f. Access to the ATC facility located on top of the FBO and the usage of the Radios/Antennas contained within that facility.
- g. Airport shall provide cleaning for the Tower as needed each week.

6. License Taxes and Fees: The prices quoted do not include any applicable national, state or local taxes and/or fees. The sponsor agrees to provide any and all necessary local, state, and/or federal licenses and fees for the conduct of this event to include all necessary copyright

fees and charges.

7. **Insurance:** The sponsor hereby certifies that appropriate insurance coverage will be in effect during the event. The sponsor agrees to provide proof of this insurance if so requested. AirBossInc carries liability insurance in the amount of one million dollars per occurrence.
8. **Site Security:** The sponsor agrees to provide security personnel for the protection for our equipment located at the show site for the duration of the equipment's presents at the site.
9. **Confidentiality:** This Agreement, its terms and conditions, specifications and prices, shall be deemed confidential.
10. **Limits of Responsibility:** AirBossInc's responsibility is limited to providing the ATC services for the event. The responsibility for the direction, coordination, and safety of all events and activities rest with the sponsor and individual flying entities. Our personnel will assist and advise the sponsor relative to safety, but, in all cases, the final decisions for all event activities will rest solely with the sponsor and/or the sponsor's representative, event participants and individual parties.
11. **Hold Harmless:** The sponsor hereby releases, indemnifies, and shall hold harmless AirBossInc, and any directors, officers, employees and agents from any and all liability, obligations, losses, penalties, claims, demands, actions, causes of action, suits, cost and expenses (including attorney's fees) for loss or damages of whatever kind or nature for personal injury or property damage in case of accident or injury before, during and after the above event and agree to save said persons harmless from any claim against them, arising directly or indirectly through spectators, performers or other event participants in conjunction with the events of the above event.
12. **Conflict of Interest:** AirBossInc warrants that it has not given any commissions, payments, gifts, kickbacks, lavish or extensive entertainment or things of value to any employee or agent of the Sponsor in connection with this Agreement.

This agreement signed on: 1/18/2021

By; **George E. Cline**
George E. Cline, President AirBossInc

And on _____.

By; _____
For the Sponsor.

IRS 1099 Information:

AirBossInc
220 Seven Oaks Landing
Belmont NC 28012...Cell – 336-337-8183...Fed Tax Id # 20-1776507