



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
February 24, 2021 MEETING**

Members Present: Charlie Davidson, Fred Newberry, Joe Blakaitis, Wally Overman, Pete Burkheimer, Jr., David Crownover

Members Absent: William Pope, George Henderson, Jack Shea

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, Greg Clark; The Coastland Time

Chairman Davidson called the February 24 2021 meeting of the Dare County Airport Authority to order at approximately 4:05 pm.

ITEM 1 - Public Comments:

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

ITEM 2 – Budget Amendment #2021-02:

CARES Act Grant Revenue (attached)

Director Daniels reviewed the Budget Amendment #2021-02 to increase the revenue for the funds received from the CARES Act Grant in the amount of \$69,000.

MOTION: Wally Overman motioned to approve the budget amendment #2021-02 to cover the CARES Act Grant received

SECOND: Pete Burkheimer

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

ITEM 3 - Engineer's Report:

John Massey updated on the following: (see attached)

- *Apron Pavement Rehabilitation* – The NCDOT Division of Aviation has indicated that they still want the airport to bid the pavement rehabilitation project with two schedules of work. One schedule using concrete pavement and the second schedule using asphalt pavement. Talbert & Bright is finalizing coordination with NCDOT Division of Aviation of the life cycle cost analysis that will be performed once bids are received to compare the concrete and asphalt schedules of work. 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 Land Acquisition* – The DRAFT boundary surveys, and Phase 1 Environmental Due Diligence Audits are complete for the City Beverage and Roughton property acquisition. Talbert & Bright has coordinated the survey and limits of taking for the City Beverage properties with the appraiser. As previously discussed 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 incorporated their proposal into a work authorization amendment which has been coordinated with the airport and NCDOA. A grant modification is on the agenda for today's meeting to add this work to the existing grant.

At the NCDOT Board of Transportation meeting on February 4th, the BOT approved a grant award to Dare County Airport Authority for \$2,700,000 for use in acquiring the properties in the Runway 23 RPZ. While this grant award would typically require a \$300,000 local match, this award only requires a local match of \$74,911 due to the remaining in-kind contribution funds available to the airport from the Scarborough Square acquisition project.

Talbert & Bright will also prepare options for existing airport property to swap with the 0.9 acres of Basnight property that is needed in the Runway 23 RPZ. These options were briefly discussed. Further discussion with the facilities committee regarding this item will be performed.

Chairman Davidson asked the board members if they had time to review the parcel options.

Joe Blakaitis stated that some of the options were not clear and we should review them later.

Wally Overman asked if the entire City Beverage building have to be torn down or will just the portion that is in the RPZ? If the part of the building will remain the county has interest and renting it from the airport for storage.

The Airport's Engineer John Massey replied that one is setting in the middle of a wooded area with standing water. And the member might want to consider the zoning in each area. There are some good options and some are not a good option.

Chairman Davidson asked that the Facilities committee work with Talbert & Bright to narrow the options down to be present to the Basnight family.

ITEM 4 - Capital Budget Amendment #1 and Grant Amendment No.1:

Needs approval (see attached)

- Land Acquisition and Relocation Assistance for Runway 23 RPZ - Work Authorization No.18-01 Grant Amendment No.1 for additional environmental surveying services required in the \$18,990.

MOTION: Joe Blakaitis motioned to approve the Grant Amendment No. 1 for Talbert & Bright's WO No. 1801 as presented.
SECOND: Pete Burkhimer
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

- Capital Project Ordinance Amendment is increasing the budget \$18,990 for the Talbert & Bright WO NO. 18-01.

MOTION: Pete Burkhimer motioned to approve the Capital Project Ordinance Amendment to be increased by \$18,990 as presented.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 5 - Attorney's Report:

Attorney Robert Hobbs reviewed the in summary of Statutory Steps to relocate graves that are on airport property. (see attached)

He then suggested to the members to locate a Funeral Director to calculate the expense related to this process with a timeline. Attach a statement with the application to be giving the to the Board of Commissioners about the removal and relocating the graves will help improve the safe aircraft moving around at the airport and why it would help the airport perform its governmental function.

Joe Blakaitis suggested for that the Airport Director should prepare a letter for the Board of Commissioners and reviewed by Attorney Hobbs.

Wally Overman directed a question to the Attorney Hobbs - Do we know if there are next of kin of the decedent at still alive? If the families should want the remains buried somewhere other than the location where the airport decides, is that an option?

Attorney Hobbs replied the he would research and get back to the board at the next meeting.

MOTION: Joe Blakaitis motioned to authorize the Airport Director, Chairman, Attorney and Engineer to prepare a letter to be submitted to the Board of Commissioners as required by the statutory steps to relocate graves.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 6 - Chair Report:

No report.

ITEM 7 - Director's Report

Airport Direct Daniels:

- The Birtower equipment has been installed and working. This will help aircraft traffic. This is free for one year.
- Housing for the tower staff has been secured and will cost \$20,000 for the summer.
- Airboss, Inc. contract tower is with the Airport Attorney for final review.
- A new business is interested in operating at the airport to train skydiver pilots. (referred to the facilities committee)

Attorney Hobbs suggested looking at the rules and regs to see if there are any requirements about having to have an office on the premises. It was the censuses of the members to have Attorney Hobbs research about the authority having the right to refuse any businesses from operating at the airport.

ITEM 8 – Consent Agenda

Review/Approve DCAA minutes as presented December 2, 2021 and January 27, 2021.

MOTION: Pete Burkheimer motioned to approve the Consent Agenda minutes from the December 2, 2020 and January 27, 2021 as presented.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Pete Burkheimer suggested that the facilities committee start early for tower housing for the 2022 and beyond.

ITEM 9 - Committee Reports:

No reports.

ITEM 10 - Comments from the Authority Members:

No comments.

ITEM 11 - Adjourn

MOTION: Fred Newberry 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, February 24, 2021
AGENDA**

4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING

ITEM 1 PUBLIC COMMENTS

**ITEM 2 BUDGET AMENDMENT #2021-02
Cares Act Grant Revenue**

ITEM 3 ENGINEER'S REPORT

**ITEM 4 CAPITAL BUDGET AMENDMENT #1
Runway 23 RPZ Grant 36244.46.7.1**

ITEM 5 ATTORNEY'S REPORT
a. Procedure for relocation of graves

ITEM 6 CHAIR'S REPORT

ITEM 7 DIRECTOR'S REPORT

ITEM 8 CONSENT AGENDA
a. Approve Minutes – December 2, 2020 DCAA Meeting
b. Approve Minutes – January 27, 2021 DCAA Meeting

ITEM 9 COMMITTEE REPORT

ITEM 10 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 11 ADJOURN

Dare County Airport Authority

BUDGET AMENDMENT #2021-02

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

CARES ACT GRANT	943785	422216		69,000	
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Expenditures:

CONTRACTED SERVICES	944785	510700			69,000
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Explanation:

TO INCREASE REVENUE CARES ACT GRANT FUNDS				69,000	69,000
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Approved by:

Board: _____ Date: _____

Manager: _____ Date: _____

(sign in red)

Finance only:

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

DARE COUNTY AIRPORT AUTHORITY

Capital Project Ordinance

For

Land Acquisition Services for Runway 23 RPZ

at the Dare County Regional Airport

BE IT ORDAINED by the Dare County Airport Authority of Dare County, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is adopted:

Section 1: The project authorized is for the Land Acquisition for runway 23 approach to be financed by the State Aid grant from the North Carolina Department of Transportation Fiscal year 2019 & 2020 funds and by using the In-Kind funds allocated to the Airport as local match.

Section 2: The following budget shall be conducted within the Capital Projects Fund (fund #95).

Section 3: The following amount is appropriated for the project:

Land Acquisition Services

TBI Project #	Prior Amount	Increase	Amended Total
2301-1801 955785-737101-10772	\$ 142,899	\$18,990	\$161,889

Section 4: The following revenues are anticipated to be available to complete the project:

State Aid	Prior Amount	Increase	Amended Total
953785-422270-10772	\$ 128,609	\$17,091	\$145,700

Trans from DCAA Oper Fund	Prior Amount	Increase	Amended Total
953785-499400-10772	\$ 14,290	\$1,899	\$16,189

Section 5: The Finance Officer is directed to report, on a monthly basis, the financial status of the project as a part of the normal monthly reporting process currently in place.

Section 6: Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Dare County Authority.

Adopted this 24th day of February, 2021

[SEAL]

Charles Davidson, Vice Chair DCAA

Margaret L. Stauffer, Clerk to the DCAA

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

February 3, 2021

Land Acquisition and Relocation Assistance – Runway 23 RPZ
(1099, 1115, 1133, & 1137 Driftwood Drive)
Work Authorization No. 18-01 Amendment No. 1
TBI Project No. 2301-1801

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Description of Work Authorized: The original work authorization scope included providing subconsultant services for preparation of a Phase I EDDA as part of the land acquisition documentation for the property located at 1133 Driftwood Drive. During the Phase I EDDA site visit our subconsultant (WithersRavenel) identify one Recognized Environmental Condition (REC) at 1133 Driftwood Drive associated with the former auto repair shop located on the site from the 1980s through the 2010s (Brad's Transmissions).

WithersRavenel recommends both soil and groundwater assessment on the property to determine if they have been impacted by petroleum and/or solvent chemicals from the long-term onsite auto repair activities. This further assessment will be performed in accordance with the Phase II Site Assessment proposal from WithersRavenel. Once completed, copies of the report will be provided to the Airport and NCDOA.

Project Development and Coordination Services shall include coordination of the additional scope of work with the Airport Sponsor and NCDOA, review and coordination of the Phase II ESA report and preparation of a grant modification to add the costs of the additional services to the existing grant 36244.46.7.1.

Estimated Time Schedule: Phase II Site Assessment Services shall be completed withing six weeks following notice to proceed.

Cost of Services: This project will be funded with State Grant Funds provided by the NCDOT Division of Aviation through WBS 36244.46.7.1. The method of payment for Project Development and Coordination Services will be lump sum in accordance with Section V of the Contract. The method of payment for Subconsultant Services will be lump sum plus a markup. Subconsultant Services budgets shall not be exceeded without approval of the Owner.

Cost Summary

Phase II ESA Coordination Services (TBI) (lump sum)	\$4,090.00
Subconsultant Phase II ESA - WithersRavenel (lump sum)	\$13,600.00
Subconsultant Services Markup	\$1,300.00
Total	\$18,990.00

Agreed as to Scope of Services, Time Schedule and Budget:

Approved:

Approved for Dare County Airport Authority

For Talbert & Bright, Inc.

Date: _____

Date: _____

Witness

Witness

Dare County Regional Airport (MQI)

Runway 23 RPZ Land Acquisition and Relocation Assistance

WBS: 36244.46.7.1

TBI #: 2301-1801

Estimated Project Budget

Revised February 10, 2021

	RWY 23 RPZ Land Acquisition and Relocation Assistance TBI Project: 2301-1801	Amendment 1 Change Request TBI Project: 2301-1801	Total Project Budget
(A101) ADMINISTRATIVE EXPENSES			
SUBTOTAL	\$ -	\$ -	\$ -
(A102) PRELIMINARY ENGINEERING, TESTING			
Project Formulation Services	\$ 15,668.00		\$ 15,668.00
Environmental Documentation Services	\$ 16,788.00		\$ 16,788.00
SUBTOTAL	\$ 32,456.00	\$ -	\$ 32,456.00
(A103) PROPERTY ACQUISITION			
Land Acquisition and Relocation Assistance - Parcels 1 & 2	\$ 16,386.00		\$ 16,386.00
Land Acquisition and Relocation Assistance - Parcel 3	\$ 13,370.00		\$ 13,370.00
Land Acquisition and Relocation Assistance - Parcel 4	\$ 14,757.00		\$ 14,757.00
Subconsultant Land Acquisition and Relocation Assistance - Holland Consulting Planners, Inc	\$ 19,030.00		\$ 19,030.00
Subconsultant Phase 1 EDDA - WithersRavenel	\$ 8,100.00		\$ 8,100.00
Subconsultant Appraisal - Bourne Appraisal Services	\$ 8,500.00		\$ 8,500.00
Subconsultant Survey - Coastal Engineering and Surveying	\$ 16,780.00		\$ 16,780.00
Phase II ESA Coordination Services		\$ 4,090.00	\$ 4,090.00
Subconsultant Phase II ESA - WithersRavenel		\$ 13,600.00	\$ 13,600.00
SUBTOTAL	\$ 96,923.00	\$ 17,690.00	\$ 114,613.00
(A104) ENGINEERING SERVICES BASIC FEES			
Grant Administration	\$ 8,120.00		\$ 8,120.00
Subconsultant Services - Fixed Fee	\$ 5,400.00		\$ 5,400.00
Subconsultant Services Markup		\$ 1,300.00	\$ 1,300.00
SUBTOTAL	\$ 13,520.00	\$ 1,300.00	\$ 14,820.00
(A105) PROJECT INSPECTION, QUALITY ASSURANCE TESTING, OTHER			
SUBTOTAL	\$ -	\$ -	\$ -
(A106) CONSTRUCTION AND PROJECT IMPROVEMENT COST			
SUBTOTAL	\$ -	\$ -	\$ -
<i>Rounding in Partner Connect Reflected Here</i>			
GRAND TOTAL	\$ 142,899.00	\$ 18,990.00	\$ 161,889.00
Funding Summary			
Total Funding Awarded:	\$ 165,000.00		\$ 165,000.00
State Grant (90%):	\$ 128,609.00	\$ 17,091.00	\$ 145,700.00
Local Grant (10%):	\$ 14,290.00	\$ 1,899.00	\$ 16,189.00
Unallocated balance:	\$ 22,101.00	\$ 3,111.00	\$ 3,111.00



Marge Stauffer <marge.stauffer@darenc.com>

Fwd: MQI - Runway 23 RPZ Land Acquisition

1 message

David Daniels <ddaniels@darenc.com>

Tue, Feb 23, 2021 at 12:48 PM

To: davidson charles <airmax103@gmail.com>, Fred Newberry <fnewberry@comcast.net>, Joe Blakaitis <blak@embarqmail.com>, Dave Crownover <davecrownover@gmail.com>, "Walton (Pete) Burkheimer Jr." <wpburkheimer1@gmail.com>, irforester@aol.com, Wally Overman <wallyo@darenc.com>, William Pope <william.pope4108@gmail.com>, Jack Shea <jjsheabg@peoplepc.com>, "Robert B. Hobbs Jr." <Rhobbs@hrem.com>, Marge Stauffer <marge.stauffer@darenc.com>

Good afternoon,

Check out the email & attachments below.

As requested, John Massey has provided some property options to possibly trade for the Basnight parcel located in the RWY 23 RPZ.

David Daniels

Airport Director

Dare County Regional Airport

P O Box 429, Manteo, NC 27954

252.475.5571

ddaniels@darenc.com

www.darenc.com



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

----- Forwarded message -----

From: **John Massey** <jmassey@tbilm.com>

Date: Tue, Feb 23, 2021 at 10:24 AM

Subject: MQI - Runway 23 RPZ Land Acquisition

To: David Daniels <ddaniels@darenc.com>

David,

We know the Airport is working with the Basnight family to acquire the portion of their property located beyond the end of Runway 23 to help bring the RPZ for Runway 23 into compliance. As a part of that process, we have been asked to look at possible options for the Airport to consider a land exchange or "swap" with existing Airport property. The portion of the Basnight property in question is the 39,000 SF area of land depicted in the attached **Exhibit A**.

We identified 6 possible parcel locations which could be considered. These six possible sites, shown on the attached **Exhibit B**, each depict an approximate 39,000 SF footprint (same size as Basnight) to provide a general idea of the area that would be required at each location.

Possible Options for Property Swap:

- **Option 1:** Located at the intersection of Driftwood Drive and Etheridge Road, outside the limits the Building Restriction Line depicted on the current ALP. There are no existing improvements on this site. There is not any future development shown on the ALP in this area. This property provides a convenient location, and no tree clearing would be required. We are not sure if community aesthetics would be an issue for the construction

company work yard to be located here. Further review would be needed to determine if the equipment storage is compatible with future instrument approaches.

- **Option 2:** Located along Etheridge Road, outside the approach to Runway 23. Access to the site could be provided along an existing driveway off Etheridge Road. At least one mobile home currently exists on this site that would have to be relocated in order to utilize this area, along with tree clearing/grubbing.
- **Option 3:** Located along Etheridge Road, outside the approach to Runway 23. Access to the site could be provided along an existing driveway off Etheridge Road. There are at least 3 mobile homes on this site that would have to be relocated in order to utilize this area, along with some tree clearing/grubbing.
- **Option 4:** Would require use of a portion of the property that is being acquired from City Beverage. Access to the site would be from Driftwood Drive within the current RPZ which may be an issue for NCDOA. The site depicted is located outside the RPZ and is slightly smaller than 39,000 SF. This location would require some tree clearing/grubbing and would backup to an existing residential neighborhood. Further review would be needed to determine if the equipment storage is compatible with future instrument approaches.
- **Option 5:** Site is located off Airport Road on property recently purchased by Airport. Proposed site is located outside of the approach to Runway 17 and would require access across airport property. This area would back up to residences along Airport Road and would require tree clearing and grubbing in order to establish the site for use by Basnight.
- **Option 6:** Site is located off Airport Road. Proposed site is located outside of the approach to Runway 17. This site would require access between two residential properties. This area would back up to residences along Airport Road and would require tree clearing and grubbing in order to establish access to and use of the site by Basnight.
- **Option 7:** Site is located on Airport Property at the end of Steve Basnight Road. Proposed site is located outside of the approach to Runway 17 and would require access across airport property. This area would require tree clearing and grubbing in order to establish the site for use by Basnight.

Please let me know if you have any questions regarding any of these options or if there are others you would like us to review.

Thanks,

John Massey, PE

Talbert & Bright

4810 Shelley Drive

Wilmington, NC 28405

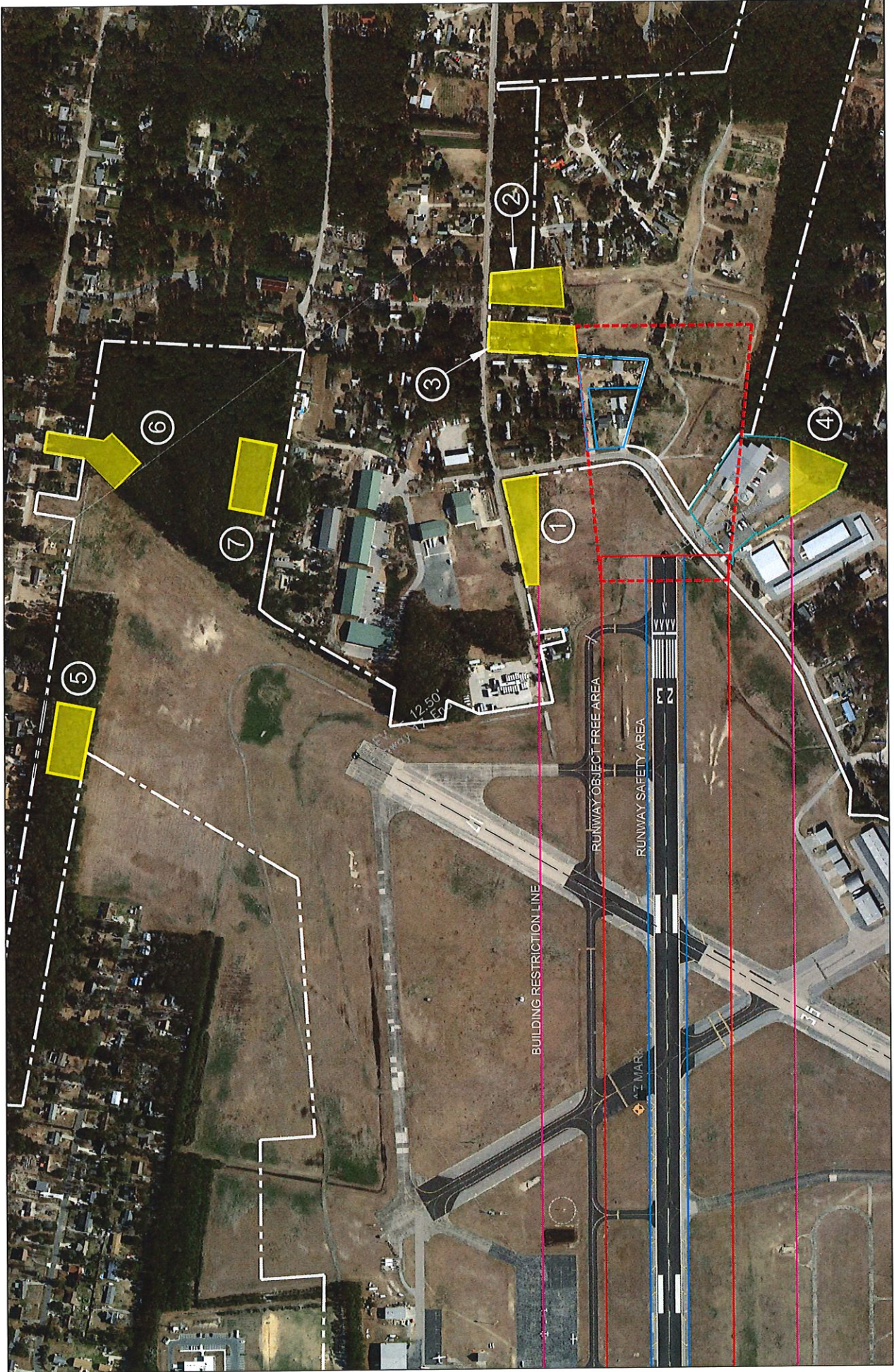
(910) 763-5350 / Phone

(910) 762-6281 / Fax

2 attachments

 **MQI-Basnight Land Acq - Exhibit A.pdf**
2183K

 **MQI-Basnight Land Acq - Exhibit B.pdf**
4588K



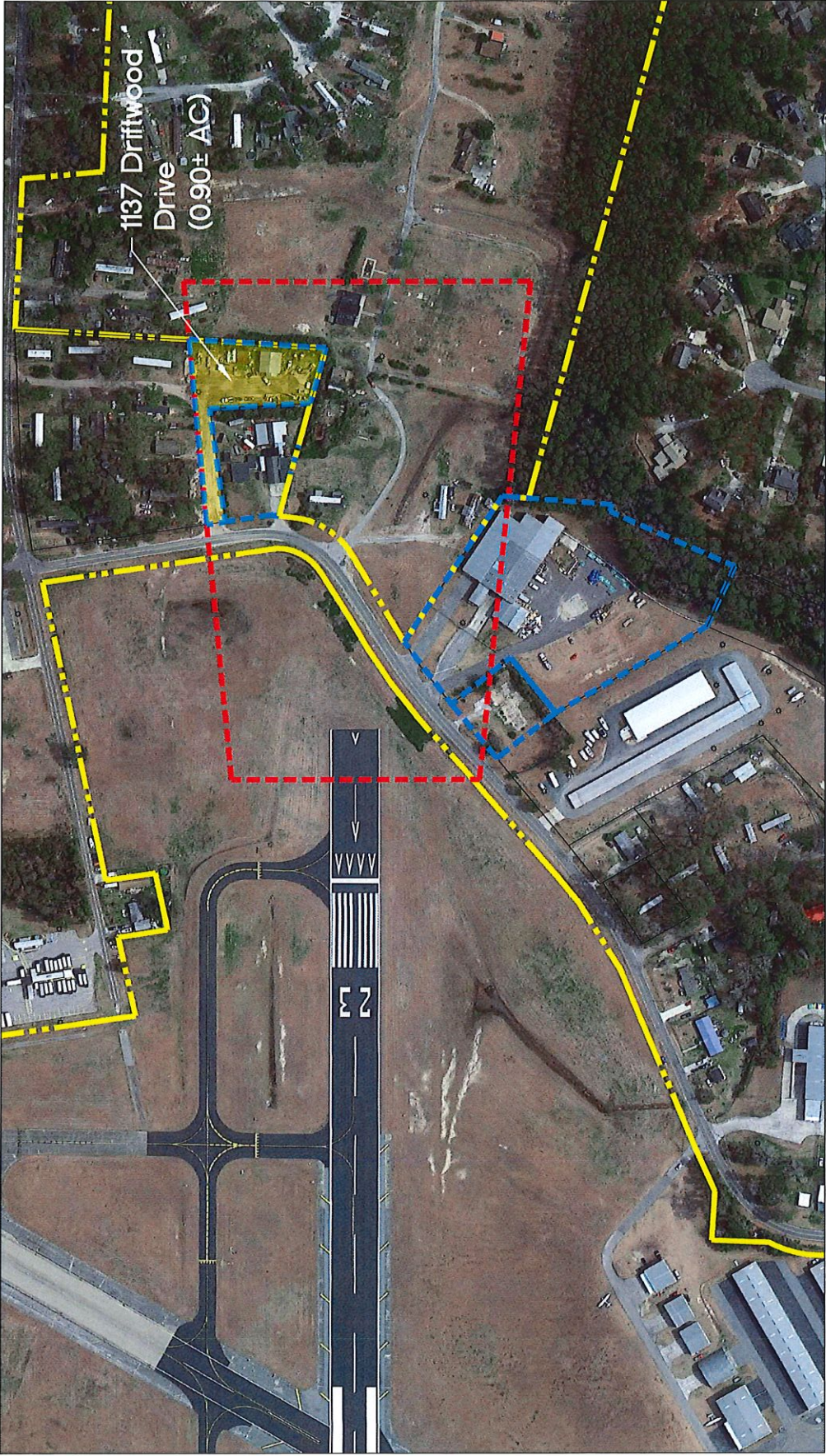


EXHIBIT A

HORNTHAL, RILEY, ELLIS & MALAND, L.L.P.

ATTORNEYS AT LAW
301 EAST MAIN STREET
ELIZABETH CITY, NORTH CAROLINA 27909
TELEPHONE (252) 335-0871 TELEFAX (252) 335-4223

TO: Robert Hobbs
FROM: Andrew Howle
DATE: February 8, 2021
SUBJECT: Summary of statutory steps to relocate graves
(Dare Co. Airport Authority 2645-2)

The memorandum provides an outline of the statutory requirements that must be followed in order for graves that are located on property that is leased by the Dare County Airport Authority ("DCAA") but is owned by Dare County to be disinterred, removed, and reinterred.

We have assumed that the bodies will be reinterred within Dare County, such as in the Roanoke Island Memorial Gardens. If the bodies will be reinterred in some other county, there are additional provisions that must be considered but that are not included in this memorandum, such as possibly having to obtain permission from the next of kin.

General Authority to Disinter, Remove, and Reinter

Subject to the statutory provisions set forth in this memorandum, the disinterment, removal, and reinterment may be done:

- (1) By any political subdivision of the State of North Carolina, "when it shall determine and certify to the board of county commissioners in the county from which the bodies are to be disinterred that such removal is reasonably necessary to perform its governmental functions and the duties delegated to it by law"; or...
- (4) By any person, firm, or corporation *who owns land* on which an abandoned cemetery is located after first securing the consent of the governing body of the municipality or county in which the abandoned cemetery is located.

NCGS § 65-106(a)(1) and (4).

In comparing (1) and (4) above, item (4) shows that a person, firm, or corporation must own the land in order to relocate the graves. However, item (1) does not include an ownership requirement for a political subdivisions of the State to relocate the graves. Thus, DCAA, as a political subdivision of the state, should be able to relocate the graves pursuant to the statutory process set forth in this memorandum. The first step in that process would be for DCAA to determine and certify to the Dare County Board of Commissioners that such removal is reasonably necessary for DCAA

to perform its governmental functions and the duties delegated to it by law. Then, presumably, the Dare County Board of Commissioners should approve DCAA's request for DCAA to disinter, remove, and reinter of the remains.

Notice to Heirs

Prior to disinterring the remains, DCAA must give and publish notice as follows:

- (a) At least 30 days' prior written notice shall be provided to the next of kin of the decedent, if known or subject to being ascertained by reasonable search and inquiry; and
- (b) Notice of the disinterment, removal, and reinterment shall be published at least once per week for four successive weeks in a newspaper of general circulation in Dare County, and the first publication shall be not less than 30 days before disinterment.

§ 65-106(b).

Reinterment

Any remains shall be reinterred in a suitable cemetery. § 65-106(b).

The each set of remains shall be reinterred in a separate grave, unless written consent is obtained from the next of kin to use a mass grave. § 65-106(f).

The location of reinterment shall be reasonably accessible to all relatives of the decedent. § 65-106(f).

Since the authority to relocate the bodies is being provided by a political subdivision of the State, the disinterment, removal, and reinterment shall be performed by a funeral director duly licensed as a "funeral director" or a "funeral service licensee". § 65-106(f).

Supervision.

The disinterment, removal, and reinterment shall be made under the supervision and direction of the Dare County Board of Commissioners or other appropriate official, including the local health director, appointed by the Dare County Board of Commissioners. § 65-106(g).

Due care shall be taken to do said work in a proper and decent manner, and, if necessary, to furnish suitable coffins or boxes for reintering such remains. § 65-106(g). If the graves are sufficient old, then it is unlikely that the coffins in which the remains were initially buried are still intact, so new coffins or suitable boxes will be required.

Due care shall also be taken to remove, protect, and replace all tombstones or other markers so that their condition is preserved. However, if the remains are to be

moved to a perpetual care cemetery or other cemetery where upright tombstones are not permitted, a suitable replacement marker shall be provided. § 65-106(g).

Recording with the Register of Deeds

DCAA shall, within 30 days after completion of the removal and reinterment, file with the Dare County Register of Deeds, a written certificate of the removal facts. The certificate shall contain the full name, if known or reasonably ascertainable, of each decedent whose grave is moved, a precise description of the site from which the grave was removed, a precise description of the site and specific location where the remains have been reinterred, the full and correct name of the party effecting the removal, and a brief description of the statutory basis upon which such removal / reinterment was performed. If the full name of any decedent cannot reasonably be ascertained, DCAA shall set forth all additional reasonably ascertainable facts about the decedent including birth date, death date, and family name. § 65-106(c).

The North Carolina Department of Vital Records has developed form FRM14-V (see attached copy) that shall be used when recording the above data. That form should be available from the Dare County Register of Deeds office, 10A NCAC § 41H.1202, but it appears that a writable version is available online as well. The form shall be typed or completed in black ink with continuation sheets of the same format if necessary to list all decedents. 10A NCAC § 41H.1201. The form shall be accompanied by and map prepared by DCAA that:

- (a) Describes the disinterment and reinterment sites in such a manner that a layman can identify the location of each site.
- (b) Includes the county, nearest city or town, public road or intersection of roads in the vicinity, and any other information which would be helpful in locating the sites.
- (c) Shows each grave on the map and identifies it by a number that corresponds with the number used on the certificate.

10A NCAC § 41H.1201.

Expenses

All expenses shall be borne by DCAA, including the actual reasonable expense of one of the next of kin incurred in attending the disinterment, removal, and reinterment, not to exceed the sum of two hundred dollars (\$200.00). NCGS § 65-106(d).

TIP No. _____ WBS Element: _____ Parcel No. _____

NORTH CAROLINA STATE BOARD OF HEALTH
REMOVAL OF GRAVES CERTIFICATE
AUTHORITY G.S. 65-13

TYPE OR WRITE PLAINLY WITH BLACK INK – THIS IS A PERMANENT REOCD. Further instructions on reverse side.

MARGIN
RESERVED
FOR BINDING

TO THE PARTY
EFFECTING
REMOVAL:
The completed
certificate with
maps attached
must be filed
with the register
of
deeds in the
county of
disinterment and
in the county of
reinterment
within 30 days
after
completion of
the removal and
reinterment.

DESCRIPTION OF GRAVE SITES		DISINTERMENT SITE	REINTERMENT SITE
Name of County			
Name of nearest city or town			
Name of Cemetery			
Address and other precise description of location (attach maps)			
Date removal completed	State the basis for removal:	Complete name and address of party effecting the removal:	
<p><i>I certify that this is a precise description of the location of graves listed on this certificate and on the attachments.</i></p> <p align="center">_____ (Date) _____ (Signature of party effecting removal)</p>			

INDIVIDUAL GRAVE IDENTIFICATION – Enter below the full name for each decedent. If unknown, so state and give additional facts if available.

NAME OF DECEDENT	DATE OF DEATH	DATE OF BIRTH	ADDITIONAL FACTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Additional pages may be attached to continue the listing of decedents and pertinent data.
 SBH FORM 1442 (11/71)

Vital Records Regulations and Instructions/Removal of Graves Certificate
Authority: G.S. 65-13; Re: NCAC T15A: 19H .0500

- A. **PURPOSE:** To permanently record the facts pertaining to relocation of graves.
- B. **PREPARATION AND FILING:** The party effecting the removal shall (1) complete the certificate form by typing or writing plainly with black ink; (2) list the name of each decedent, if known; otherwise, enter as much identifying information as may be reasonably determined; (3) use continuation sheets of the same format as the list on the certificate to list additional names as necessary; (4) file the certificate with maps and continuation sheets attached with the register of Deeds in the county of disinterment and also in the county (s) of reinterment within 30 days after completion of the reinterment; (5) pay the Register of Deeds a fee of four dollars (\$4.00) for the first page of this size and one dollar and fifty cents (\$1.50) for each additional page recorded.
- C. **MAPS:** The party effecting removal shall prepare a map of both the disinterment and reinterment sites. The map must precisely describe the disinterment and reinterment sites in such a manner that a layman can easily identify the location of each site. The maps shall include county, nearest city or town, public road of intersection of roads in the vicinity, and any other information which would be helpful in locating the sites. The graves must be noted and numbered. The names must be listed on the certificate by number, which corresponds with the numbers on the map. The map should be prepared on the same size paper as the certificate whenever possible. A scale of one inch equals 10 or 20 feet is suggested.
- D. **FILING AND INDEXING THE CERTIFICATE AND ATTACHMENTS:** The Register of Deeds shall (1) place the certificate with attachments in a loose-leaf binder or other appropriate medium; (2) cross-index the certificates by name of cemetery of disinterment and reinterment. This requirement does not preclude additional cross-indexing of the Removal of Graves Certificates by name of decedent when known, provided that such cross-indexing shall be an option of the Register of Deeds and imposes no extra charge to the party effecting removal; (3) retain the certificates and attachments permanently. In counties using microfilm for recording various documents such as deeds and deeds of trust, these certificates may be processed as the other records.

Further copies may be obtained from the county Register of Deeds office.