



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**  
**April 28, 2021 MEETING**

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

**Members Absent:** 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

Chairman Davidson called the April 28, 2021 meeting of the Dare County Airport Authority to order at approximately 4:04 pm.

**ITEM 1 - Public Comments:**

No Comments

**ITEM 2 - Engineer's Report:**

*John Massey updated on the following: (see attached)*

**Apron Pavement Rehabilitation** – The Apron Pavement Rehabilitation project was advertised for bids on April 18<sup>th</sup>. A pre-bid meeting for the project was held on April 28<sup>th</sup>. Bids for the project are due on Monday May 17<sup>th</sup>. In addition to advertising the project in the newspaper and sending the bid documents to the online plan room, Construct Connect, TBI also sent the advertisement to 17 asphalt and concrete paving contractors in the region. At the pre-bid meeting held earlier today, there were 7 contractors present.

The final limits of proposed pavement reconstruction includes removal of approximately 20,600 SY of existing concrete pavement and reconstruction of approximately 16,000 SY of new pavement. The area at the northwestern edge of the existing apron will be removed, but not reconstructed to allow for future box hangar development. The project will be bid with two Schedules of work, one for Reconstruction using a Concrete Pavement Section and one for Reconstruction using an Asphalt Pavement Section. In order to open bids on May 17<sup>th</sup>, we will need to receive three bids for the Asphalt Option and three bids for the Concrete option. If we don't receive those bids, we will have to re-advertise for a second bid opening which would

occur on May 26<sup>th</sup>. After the bid opening and review of the bids, the information will have to be coordinated with NCDOT Division of Aviation to obtain their concurrence on which schedule of work the airport authority plans to proceed with.

To minimize impacts on operations during the Summer months, we understand the preference is to commence construction in late Summer 2021. Once bids are opened in late May, TBI will coordinate the contract award with the airport and NCDOA. The grant modification would be completed in July and early August and construction would commence in late August. The anticipated notice to proceed date for construction is included in the bid documents.

**Runway 23 Land Acquisition** – The boundary survey work is being finalized for the City Beverage and Roughton properties. The Phase 1 Environmental Due Diligence Audits are complete for the City Beverage and Roughton properties. The Phase II Environmental Site Assessment on the Roughton property has been completed. Based on the soil samples and groundwater samples, it was determined that there has not been a significant release of petroleum or solvents at the site and no further assessment or action is needed from an environmental standpoint.

The appraiser is continuing to work on the City Beverage and adjacent mini-warehouse facility appraisal. TBI expects the City Beverage appraisal by mid-May and the mini-warehouse facility appraisal to follow soon after.

With the Phase II ESA completed for the Roughton parcel, the appraisal work will now commence.

Possible property swap options were reviewed for the Basnight parcel. TBI will review existing zoning to see if there are any issues with the potential land swap options and report back to the airport.

**ITEM 3 - Attorney's Report:**

Attorney Hobbs stated that his firm Hornthal, Riley, Ellis & Maland has been representing the airport since 1990 with their last rate change was about 9-10 years ago. They are proposing a new agreement with the new rates to start July 1, 2021.

Old flat rates: \$200 attorney fee / \$110 paralegal per hour  
New flat rates: \$250 / \$150 per hour

Attorney Hobbs felt that he and his firm have a good working relationship with a great deal of history and knowledge, as well as multiple legal services available should the airport need. He proposed that to the board a new agreement with the rate increase starting July 1, 2021.

Wally Overman stated that the airport has had great deal of history with the firm and very happy with the work provided in the past years.

**MOTION:** Wally Overman motioned to accept the rate increases of \$250 and \$150 and have Attorney bring a new agreement to continue legal services.  
**SECOND:** Bill Pope  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

**ITEM 4 - Chair Report:**

None

**ITEM 5 - Director's Report**

Airport Direct Daniels reports the following:

- Runway 17/35: Partial closure this week for pressure washed in areas, painted, crack seal, rejuvenation, and painting of the runway just about complete.
- Annual Safety Meeting: Will be held May 20<sup>th</sup> from 10am -12pm at the EOC building and members are welcome to attend.
- Car Show: This weekend and will have some trailers storage on airport property.
- Budget for FY 6/30/22 will be sent out at the next board meeting to be reviewed then approved and adopted in June.
- Gate Repairs: The gate is fully repaired and working properly.
- Generators: Had one delivered and preparing the work to get hooked up.
- Self-serv Station: Work Orders are in-place for the repairs.

**ITEM 6 – Consent Agenda**

Review/Approve DCAA minutes as presented.

**MOTION:** Joe Blakaitis motioned to approve the Consent Agenda minutes from the March 31, 2021 as presented.  
**SECOND:** Pete Burkheimer  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

**ITEM 7 - Committee Reports:**

None

**ITEM 8 - Comments from the Authority Members:**

None

**ITEM 9 - Adjourn**

**MOTION:** George Henderson motioned to adjourn.  
**SECOND:** Joe Blakaitis  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

The meeting was adjourned at 5:06 PM ET

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Margaret Stauffer, Clerk to the Board  
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY  
410 AIRPORT ROAD, MANTEO, NC  
Wednesday, April 28, 2021  
AGENDA**

**4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING**

**ITEM 1 PUBLIC COMMENTS**

**ITEM 2 ENGINEER'S REPORT**

**ITEM 3 ATTORNEY'S REPORT**

**ITEM 4 CHAIR'S REPORT**

**ITEM 5 DIRECTOR'S REPORT**

**ITEM 6 CONSENT AGENDA**

**a. March 31, 2021**

**ITEM 7 COMMITTEE REPORT**

**ITEM 8 COMMENTS FROM THE AUTHORITY MEMBERS**

**ITEM 9 ADJOURN**

