



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 June 24, 2020

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

Members Absent: Fred Newberry, Jack Shea

Also Attending: David Crownover, 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 Charlie Davidson called the June 24, 2020 meeting of the Dare County Airport Authority to order at approximately 4:04 pm.

ITEM 1 - Public Hearing on the Airport Budget Ordinance FYE 20/21:

Attorney Robert Hobbs opened the public hearing for the proposed Airport Budget Ordinance FY 2020/2021. Director Daniels confirmed that there were no public comments submitted prior to the meeting. With no other public comments the public hearing for the budget was closed.

ITEM 2 - Consideration/Approval of Airport Budget Ordinance FYE 20/21:

(see attached)

Chairman Davidson opened the floor for discussion/approval of Airport Budget Ordinance Fiscal Year 2020/2021.

Wally Overman inquired about the hangar rates on page 5. Why is the square footage price for 1,700 Square foot \$.27 and \$.24 for 1,701 Square foot? Should the price be higher for the larger units?

Director Daniels stated prior to the fee schedule adopted in 2019 the hangar rates were a flat rate. The facilities committee did research and found that other airports rates used both by square foot and a flat rate. Based on the prices for the hangars it worked out for the lesser amount per square foot for larger hangars.

Chairman Davidson noted that the revenue fuel sales amounts have been adjusted as a result of the pandemic.

MOTION: Bill Pope motioned to approve the FY20/21 Airport Budget Ordinance as presented.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 3 - Election of Officers:

Joe Blakaitis – The Selection Committee met and would like to recommendation the same officers as last year.

Chair	Charlie Davidson
Vice Chair	Fred Newberry
Secretary	Bill Pope
Treasurer	Joe Blakaitis

MOTION: Wally Overman motioned to elect the officers recommended by the Selection Committee.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 4 - Public Comments:

No Comments

ITEM 5 - Engineer's Report:

John Massey updated on the following: (see attached)

- *Apron Pavement Rehabilitation* – The plans and specifications are 100% completed and were submitted on June 1, 2020. The NCDOA rep Jamie Fuller stated in an email that “It is not advisable to advertise this project for bidding at this time, due to the need for additional construction funds to make the project whole”. Talbert & Bright will continue to stay in contact with NCDOA reading funding for the construction phase.
- *ALP Update, Narrative Report and 18B Survey* - The work authorized including work scope, man-hours and cost has been sent to NCDOA for their review and comments. Once final comments have been received and final concurrence is received, a new grant for the project will be established using the funds previously awarded to the Airport Authority for the project.
- *Runway 23 Land Acquisition* – The grant for acquisition of four parcels in the approach to Runways 23 has been finalized by NCDOA and a Notice to Proceed has been issued. Coordinating has started with a subconsultant who will be performing Appraisal services, Boundary Survey services and Phase I EDDA services. Once Right of Entry is obtained, the Boundary Survey and Phase I Environmental Due Diligence Audit work will commence. Appraisal work will follow completion of the survey and environmental work.

ITEM 6 - Attorney's Report: No Report.

ITEM 7 – Chair's Report: - No Report.

ITEM 8 - Director's Report:

Director Daniels updated on the following:

- *Control Tower* – Tower started Monday June 15th with an average of 202 movements per day so far. Not counting skydive and runway movements the highest day movements in a day was 245.
- *Fuel Sales* - Sold 9,500 gallons of jet fuel from June 18th to the 20th and less AV gas fuel this year. Have seen larger aircraft like King Airs, Citations and (2) Global Express.
- *CARES ACT Grant* – The Grant is approximately for \$69,000 and the plan is to use fuel invoices, payroll, and insurance invoices to put together to submitted.

ITEM 9 - Committee Report:

- *Faculties/Safety Committee* –
Joe Blakaitis stated that the committee is still waiting for the new airport sign to be installed. After several attempts to contact the sign vendor and progress the board was in agreement that the Chairman and or Attorney make contact with the sign vendor. Tenants were also reminded that once the new airport sign is installed the tenants will have to take down the old signs throughout the property.

Comments from the Board:

Chairman Davidson welcomed David Crownover as a new Airport Authority member.

ITEM 10 - Adjourn:

Adjourn at 4:35pm

MOTION: Bill Pope motioned to adjourn.
SECOND: Pete Burkhimer
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY
SPECIAL MINUTES
of the April 29, 2020**

Members Present

via remote connection: Charlie Davidson, Fred Newberry, William Pope, Wally Overman, Joe Blakaitis, George Henderson, Jack Shea, Pete Burkheimer, Jr.

Members Absent: Chad Jones

**Also Attending via
remote connection:**

Robert Hobbs, Hornthal, Riley, Ellis & Maland
John Massey & Steve Bright, Talbert & Bright
David Daniels, Airport Director
Margaret Stauffer, Finance Officer & Clerk to the Board
Matthew Hester, Dare County IT Director
Jay Wheless, Wheless & Wheless, PLLC
George Cline, AirBoss, Inc.
Charlie Snow, Outer Banks Airlines, LLC
Jenny Hawk, OBX Airplanes, LLC
John Ratzenberger
Jenna Scarborough

Chairman Charlie Davidson opened the meeting at 4:00pm taking roll call followed by a moment of silence in memory for Chad Jones.

ITEM 1 – Electronic Participation Board Meeting Policy (see attached)

Airport Attorney Hobbs stated that he prepared the “Electronic Participation Policy” for the board to review. During a State of Emergency this policy will enable the all Board members to participate fully in a Board meeting and be in compliance with the North Carolina Open Meetings Laws.

MOTION: Pete Burkheimer motioned to accept the Electronic Participation Board Meeting Policy as presented.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

4:10PM - Vice Chairman Fred Newberry continued with the agenda item #2.

**DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, June 24, 2020
AGENDA**

- 4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING
WITH THE PLEDGE OF ALLEGIANCE**
- ITEM 1 PUBLIC HEARING OF AIRPORT BUDGET**
- ITEM 2 CONSIDERATION/APPROVAL OF FY 6/30/21 AIRPORT BUDGET**
- ITEM 3 ELECTION OF OFFICERS**
- ITEM 4 PUBLIC COMMENTS**
- ITEM 5 ENGINEER'S REPORT**
- ITEM 6 ATTORNEY'S REPORT**
- ITEM 7 CHAIR'S REPORT**
- ITEM 8 DIRECTOR'S REPORT**
- ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS**
- ITEM 10 ADJOURN**

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT

BUDGET ORDINANCE 2020/2021

APPROVED 06/__/2020



410 AIRPORT ROAD
MANTEO, NC 27954

**DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT
FISCAL YEAR 2020-2021 BUDGET ORDINANCE**

Be it ordained by the Dare County Airport Authority of Dare County, North Carolina:

SECTION 1. The following amounts are hereby appropriated in the Operations Fund for the operation of the Dare County Regional Airport and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the Chart of Accounts heretofore established for the Airport:

Operations Fund	<u>\$2,434,292.00</u>
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SECTION 2. It is estimated that the following revenues will be available in the Operations Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Auto Rental	\$85,000.00
Hangar Rental	\$265,000.00
Tie Down Fees	\$3,000.00
Landing Fees	\$25,000.00
Land and Building Rentals	\$185,000.00
Vehicle Parking Leases	\$8,000.00
Operation License Agreements	\$9,000.00
Other Charges for Services	\$500.00
Souvenirs	\$3,500.00
After Hours Fuel Service	\$10,000.00
Interest on Investments	\$35,000.00
Miscellaneous	\$3,500.00
Av Gas Sales	\$480,000.00
Jet A Sales	\$510,000.00
Auto Fuel Sales	\$2,300.00
Oil Sales	\$2,600.00
Pilot Supplies	\$500.00
Vending	\$300.00
Transfer from Primary Government	<u>\$806,092.00</u>
Total Estimated Revenues	<u><u>\$2,434,292.00</u></u>

SECTION 3. The following amounts are hereby appropriated in the Cemetery fund for the operation of the Roanoke Island Memorial Gardens Cemetery (RIMG) and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established for the Cemetery:

Cemetery Fund	<u>\$28,500</u>
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SECTION 4. It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Interest-Other Agencies	\$2,000
Grave Site – Plot Sales	\$2,000
Mausoleum – Crypt Sales	\$2,000
Mausoleum- Niche Sales	\$2,000
Rental Income - Houses	\$20,400
Recording Fees	<u>\$100</u>
Total Estimated Revenues	<u>\$28,500</u>

SECTION 5. The Airport Director is authorized to submit budget amendments to the County Finance Director without prior written approval of the Airport Authority in amounts that do not exceed \$20,000 per line item. For items over \$10,000, the Director must get verbal confirmation from the Dare County Airport Authority's Chairperson or Vice-Chairperson. The Director shall report such budget amendments to the Dare County Airport Authority no later than the next regularly-scheduled meeting (sooner if possible). Any budget amendments beyond \$20,000 must be submitted to the Airport Authority for approval.

SECTION 6. Airport Director's Authority for Expenditures and Execution of Agreements:

a. The Director's annual (fiscal year) expenditure authority for line items in the budget shall not exceed the following without further approval from the Airport Authority:

- (1) For line items of \$20,000 or less of the budgeted line items; or
- (2) For line items exceeding \$20,000, of the budgeted line item.

b. The Airport Director is hereby authorized to execute the necessary agreements for a term of one (1) year or less, to receive or expend funds for the following purposes without further approval from the Airport Authority, as long as any agreements requiring the expenditure of funds are pre-audited and pertain to expenditures included as line items in the budget and are within the limits stated in Subsection (a) of this Section:

- (1) Grant agreements to public and non-profit organizations;
- (2) Leases of normal and routine business equipment;
- (3) Leases with tenants of rental property and hangars owned by the Dare County Airport Authority;
- (4) Consultant, professional, or maintenance service agreements;
- (5) Purchase of apparatus, supplies, materials, or equipment where formal bids are not required by law;

- (6) Agreements for acceptance of state, federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered;
- (7) Construction or repair work where formal bids are not required by law; (Article 8, Chapter 143 of the N. C. G. S., (GS143-129 and GS 143-131)) and
- (8) Liability, casualty, property or other insurance or retention and faithful performance bonds.

c. The limitations specified in Subsections (a) and (b) of this Section may be waived provided there is urgent need to expend the funds prior to the next regularly scheduled meeting of the Dare County Airport Authority, and or commit grant funding provided the waiver is approved by the Chair of the Dare County Airport Authority or another member specifically granted this authority by the Chair. Such approval may be given orally, telephonically, or by electronic mail provided written confirmation is provided as quickly as practicable. The Chair or other authorized member shall notify all members of the Dare County Airport Authority of each such waiver as quickly as practicable.

SECTION 7. Fuel prices will be determined as follows:

- a. The Airport Director has the authority to set aviation fuel prices within the parameters listed below:
 - (1) Charge no less than \$0.90 above cost for fuel service Av Gas and \$0.40 above cost for self- service Av Gas with exceptions to our commercial vendors, Wright Flight and special events and for Jet Fuel to charge no less than \$1.20 above cost with exceptions to EMS and special events.
 - (2) Attempt to reasonably keep prices competitive with local surrounding aviation facilities without incurring financial loss.
 - (3) In General not to charge more than \$2.00 above cost for either Av Gas or Jet A regardless of preceding factors 7(a) 1-3.

SECTION 8. The Airport Director shall have the authority to pay or remunerate airport employee(s) bonuses and raises in addition to salary adjustment for merit for special circumstances. The amounts of these bonuses or raises shall be warranted, at the Airport Director's discretion and not exceed the Airport Director's budgetary spending limits identified in sections 5 and 6 of this ordinance. Prior to allotting said bonuses or raises, the Airport Director shall get the expressed approval from the Dare County Airport Authority (DCAA) and appropriate documentation coordinated on or signed by the Chairperson or any designated member of the Dare County Airport Authority.

SECTION 9. Schedule of Fees are established and approved as part of this ordinance. See the Fees Rates and Charges Schedule for a detailed listing.

SECTION 10. Copies of this Budget Ordinance shall be furnished to the Clerk of the Airport Authority and the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this day of June, 2020.

Charlie Davidson, Chair
Dare County Airport Authority

Margaret L. Stauffer,
Clerk to the Authority Board

FEE SCHEDULE

Adopted on May 20, 2019

HANGARS

1 – 1,700 Sq. Feet \$.27/ Sq. ft. Monthly

2008 T- HANGARS	\$310.00
1994 T- HANGARS *	\$245.00
2001 T-HANGARS	\$300.00

1,701-5,000 Sq. Feet \$.24/ Sq. ft. Monthly

1994 EXECUTIVE	\$430.00	
2001 EXECUTIVE	\$425.00	
CORPORATE 1	\$540.00	
CORPORATE 2 & 3	\$525.00	
CORPORATE 6 & 7	\$860.00	
QUONSET *	2 tenants :\$310 each	\$620.00

Over 5,001 Sq. Feet \$.21/ Sq. ft. Monthly

CORPORATE 5	\$1,515.00
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**Discounted for fewer amenities*

T-HANGAR

Daily	\$40.00
Weekly	\$200.00
Monthly	\$350.00

EXECUTIVE HANGAR

Daily	\$50.00
Weekly	\$250.00
Monthly	\$450.00

CORPORATE 1

Daily	\$75.00
Weekly	\$350.00
Monthly	\$900.00

CORPORATE 2

Daily	\$100.00
Weekly	\$420.00
Monthly	\$1,200.00

10% Discount to tenants with multiple hangar leases

TIE DOWN FEES

SINGLE OR TWIN ENGINE (OVERNIGHT)	\$10.00
TURBO PROP & JET (OVERNIGHT)	\$15.00
Monthly	\$70.00

LANDING FEE (PER OCCURANCE)

CARGO/CHARTER	
Category I-II	\$35.00
Category III and up	\$50.00

SERVICE FEES

AIRPORT FEE	\$25.00
AIRCRAFT TOW (PER OCCURANCE)	
Category I and II	\$10.00
Category III and up	\$15.00
GROUND POWER UNIT (PER OCCURANCE)	
Start up only	\$25.00
Each 15 minutes- continuous use	\$25.00
CONFERENCE ROOM (CLEANING)	
Per day	\$25.00
VEHICLE PARKING	
Monthly	\$35.00
Yearly	\$300.00
FUEL FOW FEE (PRE-PURCHASED) X GALLON	\$0.30
TERMINAL OFFICE LEASE - YEARLY	\$21/SQ.FT.

COMMERCIAL FEES

All fees shall be paid as follows : half within 30 days of approval from Dare County Airport Authority and balance within 60 days. Fees shall run from January 1 to December 31. No discount for part of a year.

AIR TOUR(PER YEAR)	\$700.00
FLIGHT INSTRUCTION AND AIRCRAFT RENTAL(PER YEAR)	\$700.00
BANNER TOWING(PER YEAR)	\$700.00
CHARTER(PER PLANE)	\$700.00
SKY DIVING (PER YEAR)	\$700.00
PUBLIC MAINTENANCE	\$700.00
Per occurrence for off premise companies	\$75.00
CAR RENTAL BY DCRA STAFF (OF GROSS)	30.00%
CAR RENTAL OFF AIRPORT COMPANY	
Pick up or drop off	\$20.00
CAR RENTAL OTHER (BY CONTRACT)	20.00%

All commercial operators wanting to operate out of DCRA must make application and be approved by DCAA or its designee prior to operation.

GENERAL AVIATION & COMMUTER AIRCRAFT LISTING

CATEGORY I

Cessna- 140,150,170,172,175,177,180,182,185,195,205,206,207,210. Tri-pace, Colt, Commache, Cherokee, Pacer, Musketeer, Bonanza, Debonaire, Staggerwing, Mooney, Navion ,Belanca, Luscombe, Aeronca, Citabria, Stinson, Ercoupe, Hili-Courier, Rockwell Commander, Lance, Arrow, Sundowner, Yankee, Traveler, Small experimental

CATEGORY II

Cessna- All 300 and 400's, Aztec, Apachee, Navajo, Twin Comanche, Twin Bonanza, Duke, Travelaire, Baron, Duchess, Seminole, Seneca, Cougar, Aerostar, Geronimo, War Birds (fighters depending on size).

CATEGORY III

King Air, Twin Beech(D-18), Queenaire, Aero/Grand Commander, Cheyenne, Turbo-Commander, Conquest MU-2, Beechcraft 99, Metroliner, Volpar, Merlin, Caravan, Jetstream, Islander, Trislander.

CATEGORY IV

Lear, Citation, Jet-Commander, Saber-Liner, Hansa, Lodestar, DH-125, Westwind, Vickers, Starship, Diamond, Beech Jet, Falcon10, Astra.

CATEGORY V

Falcon 20, 200, 900, G-I, II, III,IV, Jetstar, DC-3, DH-8, Shorts, SAAB, Challenger, Twin Otter.

BUDGET MESSAGE AND HIGHLIGHTS

BUDGET MESSAGE:

To the Dare County Airport Authority:

I am pleased to submit the Dare County Regional Airport FY 2021 Annual Budget. The three following principles were used as a guide in developing the budget:

1. Take care of what we have: (Infrastructure, equipment and employees). The Airport mission can't be implemented if these basic tools of service are not in good working order. We will continue to address, repair, and take care of these assets.
2. Meet the current demand of established and /or new Airport Business: Identify specific services/facility improvements that will help the current demand while also planning for the future.
3. Promote safety while giving our customers the best Airport experience possible: The Airport staff is our greatest asset; therefore we will provide the necessary equipment and training for them to do their jobs as safe and efficient as possible.

The Airport fund provides for operations and maintenance of the Dare County Regional Airport. Revenues are derived from lease of land, buildings and structures, fuel sales, landing and tie down fees, parking fees, other Airport fees and County transfer. Major capital improvements required for the airport capacity and safety are funded through FAA grants (90% federal and 10% local). An acceptance of federal grants funds requires that all revenues generated by the use of Airport assets remain in the Airport Fund for operations and development.

I hope the board will find all the information necessary to thoroughly review and analyze the proposed budget. I believe the budget does a good job in holding the line on rate increases and also delivers much in the way of taking care of key infrastructure and equipment needs, as well as new purchases. Participation from the board, employees and public with recommendations will improve this budget. Please do not hesitate to contact me if you need additional information to help in your decision-making process.

Sincerely,

David Daniels
Airport Director

BUDGET PROCESS

The Airport operates under an annual budget ordinance adopted by the Board in accordance with the provisions of the N.C.G.S.159- Known as the Local Government Budget and Fiscal Control Act. The Airport Director is required to submit a balanced budget and the Airport Board must adopt the budget by July 1. A copy of the proposed budget is filed with the Airport clerk for public inspection and a public hearing is scheduled prior to the formal adoption of the budget. A budget is balanced when the sum of estimated net revenues is equal to appropriations. The fiscal year encompasses the period between July 1 and June 30.

The adopted budget document acts as a “work plan” and provides Dare County Airport Authority and management staff with a mechanism for evaluating budgetary and organizational performance.

BUDGET HIGHLIGHTS

- Desired capital projects include runway approach and RPZ clearing, land acquisition, and apron rehabilitation. The removal of approach and RPZ obstructions provides for safer conditions.
- Marketing the Airport to attract more business both in season and off season as well as to promote public awareness.
- Continued improvements to the Airport terminal, facilities and equipment.
- The Airport is able to function with 8 full time employees, using external contractors in some areas to promote efficiency.

AIRPORT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2014-2020

The TIP is a 5 year plan; the program goal is to maintain the Airport to FAA and NCDOT/DOA certification, safety and efficiency standards. The Airport top priority on the TIP is to address safety issues in the approach to runway 23 through land acquisition and approach clearing.

FUND 94- OPERATIONS

DARE COUNTY AIRPORT AUTHORITY

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
REVENUES						
943785	422270 10761 State Aid to Airport	0	0	0	0	0
	Total State Aid to Airport	0	0	0	0	0
943785	441070 10703 Auto rentals	74,229	74,108	80,000	85,000	85,000
943785	441071 Hangar Rentals	250,749	249,990	260,000	265,000	265,000
943785	441072 Tie Down Fees	1,660	1,345	3,000	3,000	3,000
943785	441073 Landing Fees	17,195	17,050	35,000	25,000	25,000
943785	441074 Land & Building Rentals	180,192	182,575	190,000	185,000	185,000
943785	441075 Vehicle Parking Fees	6,030	6,060	9,000	8,000	8,000
943785	441076 Operations Licenses	9,800	9,100	9,800	9,000	9,000
	Total Rents, fees, Licenses	539,855	540,227	586,800	580,000	580,000
943785	441085 Other Charges for Services	0	0	500	500	500
943785	441086 10703 Souvenirs	3,128	2,255	3,500	3,500	3,500
943785	441087 After Hours Fuel Service	10,750	6,900	12,000	10,000	10,000
943785	450100 Interest Income	43,327	106,054	40,000	35,000	35,000
943785	460100 Miscellaneous Revenues	2,442	1,266	3,500	3,500	3,500
	Total other Fees	59,647	116,475	59,500	52,500	52,500
943785	466001 10703 Av Gas Sales	550,102	596,732	610,000	480,000	590,000
943785	466002 10703 Jet A Sales	548,750	616,856	580,000	510,000	620,000
943785	466003 10703 Auto Fuel Sales	1,438	1,233	2,300	2,300	2,300
943785	466004 Oil Sales	1,944	2,142	2,600	2,600	2,600
	Total Fuel & Oil Sales	1,102,234	1,216,963	1,194,900	994,900	1,214,900
943785	466005 Pilot Supplies	263	273	500	500	500
943785	466006 10703 Vending Sales	150	150	300	300	300
	Total other Sales	413	423	800	800	800
973785	499900 Appropriated Fund Bal.	0	0	19,125	0	0
943785	491003 Transfer - Primary Government Allotment *\$593,585 **\$621,405 ***\$622,776	763,061	813,859	864,377	806,092	805,691
			*	**	***	
		763,061	813,859	883,502	806,092	805,691
	TOTAL REVENUES	2,465,210	2,687,947	2,725,502	2,434,292	2,653,891

DARE COUNTY AIRPORT AUTHORITY

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
EXPENDITURES						
	<u>Number of employees</u> 8					
944785	500200 Salaries	385,362	407,798	380,000	366,252	380,000
944785	500202 Salaries- Board members	1,825	4,700	4,000	4,000	4,000
944785	500208 Salaries - On call	11,376	11,916	12,000	12,046	12,000
944785	500300 FICA	29,315	31,010	31,510	29,246	32,467
944785	500400 Retirement	30,177	33,132	36,791	38,660	32,875
944785	500500 Health Insurance	148,977	155,276	155,305	130,939	138,853
944785	500700 Retiree Health Insurance	700	0	692	642	714
944785	500705 Pre-65 Health Insurance	6,853	7,333	23,694	33,163	24,333
944785	500900 Longevity	9,504	12,038	9,410	7,828	9,500
944785	501050 Salary Adjustment Merit	0	0	5,773	0	4,745
	Total Personnel Services	624,088	663,203	659,175	622,776	639,487
944785	510700 Contracted Services	46,545	126,825	224,125	240,000	240,000
944785	510900 Professional Service	13,660	11,180	30,000	26,704	26,704
944785	511100 Telephone & Postage	4,128	4,221	5,200	5,200	5,200
944785	511300 Utilities	27,134	29,391	30,000	30,000	30,000
944785	511500 Maintenance & Repairs Rentals	54,876	47,588	50,000	60,000	60,000
944785	511501 Maintenance & Repairs Equipment	18,555	24,918	25,000	25,000	25,000
944785	511502 Maintenance & Repairs Buildings	73,697	39,643	30,000	60,000	60,000
944785	511503 Maintenance & Repairs Vehicle	5,554	5,295	6,500	6,500	6,500
944785	511901 Credit Card Processing	32,938	32,383	40,000	40,000	40,000
944785	512102 Leases Copiers	993	961	2,500	2,500	2,500
944785	512103 Leases PC's	0	0	1,000	2,000	2,000
944785	513100 Fuel	7,001	4,491	6,000	6,500	6,500
944785	513300 Supplies	6,417	5,389	8,216	6,500	6,500
944785	513400 Museum Operation	0	21	500	500	500
944785	513500 Computer Software	828	0	1,000	15,000	15,000
944785	513600 Uniforms	1,455	0	2,500	2,500	2,500
	Total other Expenditures	293,780	332,306	462,541	528,904	528,904
944785	513701 10703 AV Gas	444,822	469,302	510,000	370,000	500,000
944785	513702 10703 Jet A	349,945	439,005	410,000	330,000	440,000
944785	513703 10703 Auto Fuel	739	3,036	3,000	3,000	3,000
944785	513704 10703 Oil	2,455	1,588	2,000	2,000	2,000
	Total Fuel and Oil Disbursement	797,960	912,931	925,000	705,000	945,000

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
944785 513705	10703 Pilot Supplies	278	295	500	500	500
944785 513708	10703 Auto Rentals	46,326	40,022	55,000	50,000	50,000
944785 513709	10703 Souvenirs	1,583	2,010	2,500	2,500	2,500
944785 516100	Shop Overhead	8,371	10,128	11,286	7,756	11,500
944785 525000	Training	92	331	6,000	4,000	4,000
944785 525100	Travel	9,128	10,025	10,000	10,000	10,000
944785 525200	Dues & Subscriptions	1,717	2,000	2,000	2,000	2,000
944785 525400	Insurance & Bonds	50,410	51,174	59,910	59,340	60,000
944785 525401	Insurance Airport	26,557	26,888	55,000	55,000	55,000
944785 525600	Advertising & Promotions	848	379	4,000	4,000	4,000
944785 525604	Marketing & Public Relations	1,957	21,573	9,000	20,000	20,000
944785 525620	Youth Aviation Day	809	1,662	6,000	4,000	4,000
944785 525710	Indirect Costs per CAP	100,044	108,984	112,590	116,220	112,000
944785 525730	Bad Debts	0	0	0	0	0
944785 537400	Capital Outlay	0	19,582	345,000	150,000	130,000
944785 539500	Depreciation	563,402	528,359	0	0	0
944785 548190	DS- Principal Property	130,000	0	0	0	0
944785 549190	DS-Interest Property	2,152	0	0	0	0
944785 550000	Contingency	0	0	0	92,296	75,000
944785 599500	10768 Capital Project Fund	0	0	0	0	0
	Total Other Expenditures	943,674	823,412	678,786	577,612	540,500
	TOTAL EXPENDITURES	2,659,502	2,731,851	2,725,502	2,434,292	2,653,891

FUND 96- CEMETERY

DARE COUNTY AIRPORT AUTHORITY

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
REVENUES						
963785	450101 Interest- Other Agencies	3,473	8,441	2,000	2,000	2,000
963785	464501 Grave Sites- Plot	2,252	6,330	2,000	2,000	2,000
963785	464502 Mausoleum- Crypt	0	0	2,000	2,000	2,000
963785	464503 Mausoleum- Niche	0	526	2,000	2,000	2,000
963785	464510 Rental Income Houses	18,700	21,766	20,400	20,400	20,400
963785	464515 Recording Fees	0	26	100	100	100
TOTAL REVENUES		24,425	37,089	28,500	28,500	28,500
EXPENDITURES						
964785	511300 Utilities	354	265	1,000	1,000	1,000
964785	511502 Maintenance & Repairs Buildings	0	5,651	12,000	12,000	12,000
964785	511508 Maintenance & Repairs Yard	9	5,855	6,000	6,000	6,000
964785	511903 Recording Fees	52	192	100	100	100
964785	537400 Capital Outlay	0	0	9,400	9,400	9,400
TOTAL EXPENDITURES		415	11,963	28,500	28,500	28,500

Talbert & Bright Engineers Update

June 24, 2020

Apron Pavement Rehabilitation

100% plans and specifications for the Apron Pavement Rehabilitation project were completed and submitted to MQI and NCDOA on June 1, 2020. In the email transmitting plans and specifications to NCDOA, TBI requested NCDOA's concurrence with proceeding with advertising the project for bids.

Jamie Fuller from NCDOA responded by email to the request to proceed with bidding on June 11th. Jamie indicated that "It is not advisable to advertise this project for bidding yet, due to the need for additional construction funds to make the project whole". TBI will continue to stay in contact with NCDOA regarding funding for the construction phase and moving forward with advertising the project for bids.

ALP Update, Narrative Report and 18B Survey

The work authorization including work scope, manhours and cost has been sent to NCDOA for their review and comment. Once final comments have been received from NCDOA and final concurrence is received, a new grant for the project will be established using the funds previously awarded to the Airport Authority for the project.

Runway 23 Land Acquisition

The grant for acquisition of four parcels in the approach to Runway 23 has been finalized by NCDOA and a Notice to Proceed has been issued. The acquisition will allow the airport to control the land within the Runway 23 RPZ and allow the airport to remove obstructions from the approach. Fee simple acquisition is proposed for all properties.

Talbert & Bright is coordinating with subconsultants who will be performing Appraisal services, Boundary Survey services and Phase I EDDA services. TBI will work with David Daniels to coordinate Right of Entry to each of the parcels. Once Right of Entry is obtained, the Boundary Survey and Phase I Environmental Due Diligence Audit work will commence. Appraisal work will follow completion of the survey and environmental work.