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
September 30, 2020 MEETING

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

Members Absent: Pete Burkhimer, Jr.

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 September 30, 2020 meeting of the Dare County Airport Authority to order at approximately 4:07 P.M.

ITEM 1 - Public Comments:
No Comments submitted prior to the meeting and no comments by phone.

ITEM 2 - Engineer's Report:

John Massey updated on the following: (see attached)
- *ALP Update, Narrative Report and 18B Survey* – The work authorization for the ALP Update, Narrative Report and 18B Survey project has been approved by NCDOA. A new grant for the project is being established using the funds previously awarded to the Airport Authority for the project. The Airport is awaiting the finalized grant agreement and notice to proceed in order to sign the work authorization. Work on the ALP Update could begin within 30 days of notice to proceed. The first items of work to commence will be the 18B survey and Airport Inventory.
- *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. This grant will cover all preliminary land acquisition tasks including appraisals, review appraisals, surveys, Phase 1 Environmental Due Diligence Audit, engineering, legal, and administrative work. A follow up grant will be needed for the actual land acquisition.

1

Talbert & Bright has coordinated General Information Notices and Right of Entry Forms with David Daniels and Robert Hobbs to send to the three property owners. Signed Right of Entry Forms have been returned by City Beverage and Roughton. Another contact will be made by one of the Airport Authority members to Basnight Enterprises LLC to see if they would be willing to sell or possibly consider a land swap. The Boundary Survey and Phase I Environmental Due Diligence Audit work will commence on the City Beverage and Roughton parcels. Appraisal work will follow completion of the survey and environmental work.

ITEM 3 - Attorney's Report:
No Report.

ITEM 4 - Chair Report:

a.) Tourism Bureau Grant – The AOPA Fly-in Event has been postponed for another year. The Airport Authority needs to send a request by email or a letter to request an extension for the Grant. The Airport's Attorney has reviewed the agreement and is ready for the Board approval.

MOTION: Joe Blakaitis motioned to approve the Grant Agreement for the AOPA Fly-in Event Authorize Chairman Davidson to sign the Grant Agreement and Authorize the Chair and Fred Newberry to request any extensions as needed.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 5 - Director's Report

Airport Director Daniels: (see attached)

- *Aircraft Movement update:*
    Yearly aircraft movements:
    2019 = 22,419
    2020 = 18,945 about 15% difference
    September highest daily movements = 292

- *Fuel Sales: (see attached)*

    AV Gas:
	August		September
-	2019 total gallons 16,752	-	2019 total gallons 10,880
-	2020 total gallons 16,558	-	2020 total gallons 11,581

    Jet Fuel:
	August		September
-	2019 total gallons 17,123	-	2019 total gallons 17,834
-	2020 total gallons 21,403	-	2020 total gallons 15,422

- *Project List (see attached)*
  Director Daniels stated the top 3 property items are as followed:
    1) Electrical panel for temporary generator to terminal - completed.
    2) Generator for fuel pumps and Hangers – quotes by 10/9/2020.
    3) Emergency power to the terminal building looking at options of a new generator to be hard wired.

Chairman Davidson stated he has also discussed with Director Daniels the Airport's Policies and Procedures for Emergency Management. Dare County Airport would be a very important element for an access point and recovery if a hurricane were to knock out Power County wide. With no power the airport would not have airport light, radio, hangar doors would not open.

Jack Shea suggested that the Generac Company has great generator products.

Airport Engineer Steve Bright suggested that a Grant maybe possible funding or partial funding.

The members were in agreement that the Facilities Committee can help assist Director Daniels research the generator options and the airport needs.

Wally Overman inquired about the projection of air traffic in October?

Director Daniels stated that the banner towing has slowed down this year and the Air Tours are expected through October. Once the Control Tower ends the airport staff will continue to log daily activity.

ITEM 6-7 – Consent Agenda

Review/Approve DCAA minutes as presented.

MOTION:	Joe Blakaitis motioned to approve the Consent Agenda minutes from the August 26, 2020 as presented.
SECOND:	Wally Overman
DISCUSSION:	None
OPPOSED:	None
OUTCOME:	Carried

ITEM 8 - Committee Reports:
None Reports

ITEM 9 - Comments from the Authority Members:

Joe Blakaitis – The new airport signs looks nice and professional. The temporary sign policy needs to be formally approved and incorporated into the Bylaws.

ITEM 10 - Adjourn

MOTION: Bill Pope motioned to adjourn.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

The meeting was adjourned at 5:03 PM

_____
Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, September 30, 2020
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
    a. **Tourism Bureau Grant**

ITEM 5   DIRECTOR'S REPORT

ITEM 6   CONSENT AGENDA

ITEM 7   CONSENT AGENDA-
    a. **Approve Minutes– August 26, 2020 DCAA Meeting**

ITEM 8   COMMITTEE REPORT

ITEM 9   COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 10 ADJOURN

GUEST SIGN-IN SHEET

D.C.A.A. MEETING
September 30, 2020

NAME & ADDRESS   **REPRESENTING**

_____   _____

_____   _____

_____   _____

_____   _____

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_____   _____

_____   _____

_____   _____

Talbert & Bright Engineers Update

September 30, 2020

ALP Update, Narrative Report and 18B Survey

The work authorization for the ALP Update, Narrative Report and 18B Survey project has been approved by NCDOA. A new grant for the project is being established using the funds previously awarded to the Airport Authority for the project. The Airport is awaiting the finalized grant agreement and notice to proceed in order to sign the work authorization. Work on the ALP Update could begin within 30 days of notice to proceed. The first items of work to commence will be the 18B survey and Airport Inventory.

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. This grant will cover all preliminary land acquisition tasks including appraisals, review appraisals, surveys, Phase 1 Environmental Due Diligence Audit, engineering, legal, and administrative work. A follow up grant will be needed for the actual land acquisition.

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David Daniels <ddaniels@darenc.com>

FW: Tourism Bureau Grant Documentation and Contract (Dare Co. Airpoirt Authority File # 2645-2

1 message

Robert B Hobbs Jr. <rhobbs@hrem.com>   Tue, Sep 8, 2020 at 5:00 PM
To: Fred Newberry <fnewberry@comcast.net>, "Charlie Davidson (airmax103@gmail.com)" <airmax103@gmail.com>
Cc: David Daniels <ddaniels@darenc.com>

Gentlemen:

Below is our firm's analysis of the Tourism Board's grant documents that Fred forwarded to me earlier today.

I am not sure that I am too concerned about the indemnity provision, since we all recognize that the Tourism Board will have no oversight or participation int he actual mechanics of the fly-in or in the operation of the Airport during the fly-in.

Please let me know if you have any further questions on this. As discussed on the phone last week, I think it would be prudent for the DCAA Board to have a vote on this grant proposal at a regular or special meeting before the grant documents are signed by anyone associated with the Airport. (if considered at a special meeting, the grant would need to be identified on the meeting agenda).

Thanks.

Robert

Robert B. Hobbs, Jr.

Attorney at Law | Board Certified Specialist in Real Property Law

Hornthal Riley Ellis & Maland LLP

2502 S. Croatan Hwy | Nags Head, NC 27959

Direct 252.441.0874 | Main 252.441.0871

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Web http://www.hrem.com/About/Attorney-Profile.cfm?EID=11

LinkedIn http://www.linkedin.com/pub/robert-hobbs/26/b19/25a

Disclaimer, Legal Notices & Privacy Policy http://www.hrem.com/Policies/

-----Original Message-----
From: Andrew Howle <ahowle@hrem.com>
Sent: Tuesday, September 8, 2020 4:11 PM
To: Robert B Hobbs Jr. <rhobbs@hrem.com>
Subject: RE: Tourism Bureau Grant Documentation and Contract (Dare Co. Airpoirt Authority File # 2645-2

Robert,

The documents look fairly innocuous. There is an indemnity provision, but that does not seem too harsh. Here are some issues they may want to consider:

1. This is reimbursement grant, so they have to spend the money first and then seek reimbursement.

2. There is language (e.g., see Section 8 of the Contract) that states that the Bureau may be defunded and if that occurs, the grant shall be void. That provision is not artfully drafted, but it is probably not worth the trouble of revising it if no other revisions are desired.

3. Section 2.h. of the Grant Program has the cancellation/ rescheduling policy. That suggests that the approval rescheduling approval is at the Bureau's discretion. Section 5a of the Grant Program first provides that the event must be completed within one year in order to get funding. However, it then goes no to say that failure to complete the event within one year may cause a delay in funding. So, that does suggest that the Bureau may be willing to continue the grant even if delayed for more than one year. But this approval does appear discretionary.

4. I did not see any penalties for not completing the event. It just appears that no reimbursement with then occur.

5. The last page on the Grant Program does contain an indemnity provision. It extends indemnity in favor of the Bureau for any injury or claims that may arise from the award of the Event Grant. Since the event does require the Airport Authority to publish the Bureau's logo, perhaps someone could be injured at the event and list the Bureau among the defendants. Perhaps they would be willing to delete this.

Please let me know if you have any questions.

Kind regards,

Andrew

Andrew W. Howle, Attorney at Law

Hornthal, Riley, Ellis & Maland, L.L.P.

Attorneys at Law

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Elizabeth City, NC 27909

T: 252-335-0871

F: 252-335-4223

E: mail to: ahowle@hrem.com

W: http://www.hrem.com

TRAFFIC COU

SEPt 2020

DATE	VFR ARR	VFR DEP	VFR OVER	IFR ARR	IFR DEP	MIL	AP OPS	PJ	RWY CROSS	TOT OPS
1	98	94	1	5	3	4	205	10	63	
2	119	107	0	9	7	2	244	7	40	
3	94	83	2	'7	4	6	196	3	71	
4	125	118	4	9	7	2	265	10	64	
5	97	91	0	10	4	0	202	4	42	
6	150	132	2	5	3	0	292	8	42	
7	44	41	4	7	12	0	108	8	37	
8	53	43	0	5	9	0	110	1	34	
9	19	18	0	6	1	0	44	0	18	
10	67	67	0	7	5	2	148	0	42	
11	73	68	0	6	7	2	156	0	44	
12	33	32	8	10	3	0	86	0	43	
13	49	46	0	8	8	0	111	0	39	
14	62	57	0	4	5	0	128	0	45	
15	65	64	4	8	4	4	149	6	59	
16	91	89	0	8	8	0	196	5	77	
17	24	23	0	3	3	0	53	0	14	
18	1	2	0	10	8	0	21	0	12	
19	24	24	0	8	6	0	62	0	54	
20	7	6	1	3	3	0	20	0	24	
21	3	2	6	0	4	0	15	0	13	
22	65	62	2	5	3	8	145	3	62	
23	94	89	2	12	4	6	207	6	88	
24	80	72	4	6	5	0	167	0	65	
25	52	53	4	5	6	6	126	5	82	
26	22	24	0	13	11	0	70	0	55	
27	34	35	1	6	10	0	86	1	60	
28	108	98	8	10	8	18	250	5	72	
29	21	20	0	3	2	4	50	0	26	
30							0			
31							0			
31	0						0			5381
TOTAL	0	1660	53	198	163	64	3912	82	1387	0

26,650

AUGUST, 2020

TRAFFIC COUNT

DATE	VFR ARR	VFR DEP	VFR OVER	IFR ARR	IFR DEP	MIL	AP OPS	PJ	RWY CROSS	TOT OPS
1	76	73	0	14	14	0	177	0	64	
2	87	85	1	3	8	0	184	12	107	
3	53	49	0	1	3	0	106	0	32	
4	43	47	0	3	0	0	93	0	36	
5	66	58	4	6	4	1	139	0	48	
6	55	66	4	4	4	2	135	0	66	
7	64	67	4	5	2	16	158	9	81	
8	70	76	3	10	11	0	170	9	119	
9	60	48	3	11	11	0	133	0	47	
10	113	106	13	8	7	0	247	4	87	
11	83	75	1	9	3	0	171	7	105	
12	93	99	1	4	3	0	200	10	129	
13	72	65	0	4	5	0	146	0	102	
14	66	62	1	9	7	2	147	0	78	
15	54	50	0	6	6	0	116	3	73	
16	52	52	0	10	13	4	131	0	66	
17	111	107	51	5	2	16	292	7	104	
18	119	114	56	4	7	0	300	6	136	
19	75	70	0	1	1	0	147	2	120	
20	94	84	7	5	2	0	192	0	80	
21	85	77	0	4	3	0	169	6	113	
22	52	50	4	5	8	6	125	0	69	
23	86	85	13	6	4	0	194	9	113	
24	120	110	5	3	3	2	243	6	115	
25	110	102	15	4	3	4	238	8	114	
26	130	125	9	7	4	6	281	10	122	
27	107	106	7	5	1	2	228	8	126	
28	96	102	10	8	6	2	224	9	144	
29	50	49	2	6	2	6	115	0	66	
30	84	78	31	5	6	0	204	4	74	
31	116	109	2	7	2	20	256	8	60	
TOTAL							5661	137	2796	8594

JULY 2020

DATE	VFR ARR	VFR DEP	VFR OVER	IFR ARR	IFR DEP	MIL	AP OPS	PJ	RWY CROSS	TOT OPS
1	98	86	0	4	4	5	197	0	51	
2	105	98	4	7	5	0	219	10	46	
3	124	121	1	9	7	8	270	13	35	
4	123	130	4	3	2	4	266	15	61	
5	85	83	0	2	8	0	178	12	49	
6	134	123	0	2	3	2	264	8	49	
7	148	132	0	2	2	0	284	14	46	
8	84	86	0	2	1	0	173	0	43	
9	13	10	1	3	2	4	33	0	19	
10	79	80	0	5	2	6	172	6	38	
11	72	65	0	8	9	0	154	10	30	
12	109	80	2	2	5	2	200	14	38	
13	80	72	0	3	2	3	160	4	46	
14	135	123	0	4	5	4	271	14	67	
15	165	153	0	6	4	2	330	11	65	
16	125	114	0	11	12	6	268	8	57	
17	118	107	0	6	5	4	240	10	41	
18	74	73	3	14	8	0	172	4	60	
19	89	91	1	4	4	0	189	0	65	
20	126	120	0	5	10	0	261	14	54	
21	94	87	2	6	1	0	190	10	81	
22	105	94	2	3	5	3	212	6	126	
23	101	91	0	3	3	1	199	8	115	
24	117	100	2	5	7	2	233	8	125	
25	105	103	2	12	11	0	233	11	93	
26	92	78	3	6	11	0	190	9	91	
27	114	113	5	1	4	1	238	10	108	
28	129	111	3	5	3	3	254	11	98	
29	80	80	0	6	6	0	172	7	101	
30	80	112	2	8	5	4	211	8	105	
31	81	80	1	5	6	2	0	0	86	8912
31							0			0
TOTAL							6433	255	2089	0

TRAFFIC COL

JUNE 2020

DATE	VFR ARR	VFR DEP	VFR OVER	IFR ARR	IFR DEP	MIL	AP OPS	PJ	RWY CROSS	TOT OPS
15	1	0	0	1	4	0	6	0	13	
16	0	0	0	4	4	0	8	0	0	
17	99	105	34	6	1	0	245	22	46	
18	95	96	0	9	6	0	206	19	44	
19	106	96	0	8	4	0	214	22	55	
20	77	63	0	5	2	0	147	5	39	
21	103	94	4	14	17	0	232	16	38	
22	83	65	0	5	6	0	159	11	62	
23	107	91	4	6	4	0	212	15	59	
24	127	117	0	4	4	2	254	9	65	
25	66	64	2	7	6	3	148	0	36	
26	94	89	0	8	3	0	194	10	59	
27	99	86	0	3	6	0	194	12	45	
28	101	97	0	4	7	0	209	11	55	
29	116	107	2	2	1	2	230	4	32	
30	140	122	8	6	4	1	281	13	52	
TOTAL	1414	1292	54	92	79	8	2939	169	700	3808

26,560

FUEL HISTORY

AV FUEL SALES

	2019 GAL	2019 AMOUNT				2020 GAL	2020 AMOUNT		
JAN	3,002	$ 13,448.04			JAN	4,727	$ 21,953.02		
FEB	3,067	$ 13,538.55			FEB	2,983	$ 13,783.03		
MARCH	4,849	$ 21,084.35			MARCH	2,388	$ 10,863.52		
APRIL	9,998	$ 44,083.50			APRIL	730	$ 3,265.67		
MAY	13,580	$ 63,002.00	52,963		MAY	6,661	$ 27,590.81	31,586	
JUNE	18,466	$ 86,499.83		$ 241,656.27	JUNE	14,097	$ 51,701.93		$ 129,157.98
JULY	21,572	$ 100,740.59			JULY	18,976	$ 74,362.89		
AUG	16,752	$ 78,046.44			AUG	16,558	$ 65,211.42		
SEPT	10,880	$ 50,069.22			SEPT	11,581	$ 46,701.97		
OCT	6,844	$ 31,089.76			OCT				
NOV	4,584	$ 21,092.44	66,364		NOV			47,115	
DEC	5,732	$ 23,641.69		$ 304,680.14	DEC				$ 186,276.28
	119,327	$ 546,336.41				78,700	$ 315,434.26		

JET FUEL SALES

	2019 GAL	2019 AMOUNT				2020 GAL	2020 AMOUNT		
JAN	4,591	$ 20,085.24			JAN	5,508	$ 22,041.98		
FEB	6,666	$ 26,227.12			FEB	6,505	$ 23,593.13		
MARCH	9,500	$ 34,056.86			MARCH	7,840	$ 27,678.44		
APRIL	9,607	$ 37,022.20			APRIL	4,565	$ 15,002.93		
MAY	21,165	$ 81,040.62	76,777		MAY	6,320	$ 18,707.91	57,934	
JUNE	25,248	$ 99,319.84		$ 297,751.88	JUNE	27,196	$ 81,003.04		$ 188,027.43
JULY	28,359	$ 111,482.98			JULY	20,726	$ 60,198.46		
AUG	17,123	$ 67,259.59			AUG	21,403	$ 69,099.50		
SEPT	17,834	$ 66,106.78			SEPT	15,422	$ 50,093.60		
OCT	17,381	$ 66,119.33			OCT				
NOV	10,399	$ 38,946.04	101,394		NOV			57,551	
DEC	10,298	$ 37,434.53		$ 387,349.25	DEC				$ 179,391.56
	178,171	$ 685,101.13				115,485	$ 367,418.99		

UPDATED   9/30/2020

Project List	Project List Notes	Expected Completion
Electrical Panel for Temporary Generator to Terminal		Completed
Emergency Power to the Terminal	3rd Quote by 10/9/2020	12/31/2020
Mobile Generator for Fuel Pumps & Hangars	Obtain Specs & Quotes	11/30/2020
Self Serve Repairs	Finalize Work Order	10/31/2020
New Flag Pole		10/9/2020
Inspect/Replace Interior & Exterior Hangar Lights		
Install Security Cameras at Hangars & SE Gate	Have IT Order & Install	12/15/2020
Install Security Fence off RWY 17		?
Install Additional Security Lights near Terminal Ramps		?
Purchase New Bush Hog/Mower Deck		3/31/2021
Remove Junk Buildings & Houses		1/31/2021
Repair Asphalt & Install Dumpster at Hangars		?