



## 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 August 6, 2019 Meeting

Chair Charlie Davidson called the August 6, 2019 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and led in the Pledge of Allegiance.

**Members Present:** Charlie Davidson, Joe Blakaitis, Wally Overman, George Henderson, Jack Shea, Pete Burkheimer, Jr., Chad Jones

**Members Absent:** Fred Newberry, William Pope

**Also Attending:** Robert Hobbs, Hornthal, Riley, Ellis & Maland, John Massey & Steve Massey, Talbert & Bright, David Daniels, Airport Director; Marge Stauffer, Clerk to the Board, Cody Hudock, Banks Air

**Public Comments:** No Comments

**Engineer's Report:** (see attached)

*John Massey updated the following:*

- Runway approached 17 – Talbert & Bright Work Authorization #19-01 / Project No. 2301-1901 for the Land Acquisitions Assistance in the amount of \$44,470.00, was presented to the board for approval.

**MOTION:** Wally Overman motioned to approve the Land Acquisition Assistance for Runaway 17 Approach, Worth Authorization No. 19-01, TBI Project No. 2301-1901 in the amount of \$44,470.00.

**SECOND:** Jack Shea

**DISCUSSION:** None

**OPPOSED:** None

**OUTCOME:** Carried, 7-0

### **Attorney's Report:**

Attorney Hobbs stated that neither he nor his firm can represent the owners or the airport authority in the runway 17 approach land acquisition and has recommended Jay Wheless. Both Attorney Hobbs and Director Daniels have communicated with contract with Jay Wheless and confirmed that Wheless & Wheless, PLLC is willing to work with the authority and use the same rates as Hornthal, Riley, Ellis & Maland.

**MOTION:** Jack Shea motioned to approve retaining Jay Wheless with Wheless & Wheless, PLLC for the limited purpose of negotiating a contract with the seller of the property, and to direct Director Daniels to sign any contract or engagement letter with Wheless as needed.

**SECOND:** George Henderson

**DISCUSSION:** None

**OPPOSED:** None

**OUTCOME:** Carried, 7-0

**Chair Report:**

Chair Davidson welcomed our two new Board Members Pete Burkheimer, Jr. and Chad Jones to Airport Authority.

- Appointed new Committee Members
    - Facilities / Safety Chair Blakaitis, Fred Newberry, Chad Jones
    - Finance Char Wally Overman, Jack Shea, Marge Stauffer
    - Public Relations Chair Bill Pope, George Henderson
    - Events Chair Fred Newberry, Job Blakaitis, Bill Pope, Pete Burkheimer
- Liaison(s)
- |             |                           |
|-------------|---------------------------|
| FSDO        | Fred Newberry             |
| NCDOA       | Pete Burkheimer           |
| Dare County | Wally Overman, Chad Jones |
| Engineer    | Pete Burkheimer           |

**Director's Report:**

Director Daniels updated on the following:

- The job title for Marge Stauffer, which was approved last month by the board, needs to be corrected. The county's Human Resources Dept. would like it to be changed from Administrator Officer to Senior Accounting Technician. Director Daniels also stated that he would like to create a new job title and description that will combine both job duties that both the Authority and Human Resources can agree on.

**MOTION:** Jack Shea motioned to approve to change Marge Stauffer job title from Administrator Officer to Senior Accounting Technician.

**SECOND:** Joe Blakaitis

**DISCUSSION:** Chair Davidson stated that there were many discussions between the Authority and the Human Resource Dept. There was not job title listed with the county that accurately applied. Mrs. Stauffer's was doing her job and in addition she is taking over another job position as Administrative Assistant, where a former employee retired. It was suggested to move ahead with the job title of Senior Accounting Technician for now and then re-evaluate in a few months. This will be an on-going review of the job and work load over the next several months.

**OPPOSED:** None

**OUTCOME:** Carried, 7-0



- Tower update:  
Movement totals for July were: 7,418  
High day July 10<sup>th</sup>: 397
- Airport is planning on hosting a fueling workshop sponsored by Titan Fuels in either September or October. This is coordinated with NC Airtap.
- Handouts:
  - Dare County Airport Authority Member Contact List
  - Four News Paper articles on the Economic Study Presentation

Mr. Blakaitis inquired if all the hangar leases are completed? Director Daniels confirmed that all except one have been signed and the one should be out by this month.

Mr. Shea asked if our fuel prices are competitive. Director Daniels stated that he feels that yes our fuel prices are competitive.

**Consent Agenda:** The consent agenda consisted of minutes of the June 26, 2019 DCAA board meeting. Proposed action: to review/approve the Consent Agenda as presented.

**MOTION:** Joe Blakaitis motioned to approve the consent agenda as presented.

**SECOND:** Jack Shea

**DISCUSSION:** Burkheimer and Jones requested that they abstain since they did not attend the meeting in question. Airport Board Attorney Hobbs quoted the following from the bylaws as to abstentions: "When there is not conflict of interest present any Authority Member may abstain from voting on any matter coming before the Authorities. Such abstains shall be counted in the minutes of the meeting as a No Vote. Examples when an Authority Member may choose to abstain from a vote include but not limited to the following: indifference, indecisiveness, or a lack of enough information about the matter being discussed."

**ABSTENTIONS:** Pete Burkheimer, Chad Jones

**OUTCOME:** Carried, 5-2.

**Committee Reports:**

*Faculties/Safety Committee – Chair Davidson updated on the following:*

- The Proposed Safety Rules and Regulations are deferred until the next board meeting.
- Locks have been put at all gates for added security.
- The new cameras are up and operational. The Airport purchased the cameras and the County helped install them, this helped the Airport save money. A few cameras are not recording the far distance movements. Director Daniels is working with IT to come up with solutions. However, the Airport had one minor incident last month where a plane hit its propeller on landing. The Airport was not asked to go back and explain what happened. The cameras recorded it all. There are plans of adding more cameras in the future.

*Events Committee – Chair Davidson updated on the following:*

- Committee Chair Fred Newberry has been in communications with the Aircraft Owners and Pilots Association about different fly-in events and possible hosting one at our Airport. A representative will be coming to look at our facilities and tour the Airport at the end of this summer.

**Comments from the Board:**

*Wally Overman*

- Brent Lane's presentation received lots of positive feedback and there were several very nice articles published. Copies were provided for members.
- New SPCA Animal Shelter - Construction is scheduled to start in October 2019. There is a gravel road just off Airport Road that runs beside the dog park. The road is owned by the Airport and borders County property. The County is interested in paving the road and requesting a joint use easement.

**MOTION:** Joe Blakaitis motioned to approve the concept to enter into a contract with the County for the road pavement: subject to, if other approvals are needed and subject to bring the final agreement for approval.

**SECOND:** George Henderson

**DISCUSSION:** None

**OPPOSED:** None

**OUTCOME:** Carried, 7-0

*George Henderson*

- He thanked the new Board members for taking interest in the Airport Authority.

*Joe Blakaitis*

- Welcomed and thanked the new Board members to Airport Authority. He said he was glad to have two new pilots and their experience on the Board.

*Jack Shea*

- He said he looks forward to working with the new Board members.

**Adjourn:**

**MOTION:** Jack Shea motioned to adjourn

**SECOND:** Joe Blakaitis

**DISCUSSION:** None

**OPPOSED:** None

**OUTCOME:** Carried, 7-0

The meeting was adjourned at 6:59 PM.

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Margaret Stauffer, Clerk to the Board  
Dare County Airport Authority



## **Talbert & Bright Engineers Update**

**July 2019**

### **Runway 17 Land Available**

At the April meeting, the Airport Authority asked Talbert & Bright and David Daniels to check with the NCDOA to see if NPE grant funds could be utilized to acquire the parcel to allow the trees to be removed, improving safety for pilots landing on Runway 17. The NCDOA has provided concurrence via e-mail that the Airport can utilize NPE funds to be reimbursed for the land acquisition. NCDOA indicated that the Airport must use their own local funds first and then request reimbursement with NPE funds once the property is acquired. TBI has prepared a work authorization and has coordinated it with David Daniels and NCDOA has indicated that the work authorization is acceptable. The work authorization was presented to the Authority for approval so that work can commence.

### **Runway 23 Approach Land Acquisition**

MQI received a grant award letter for acquisition of three parcels of land located in the approach to Runway 23. This grant was for the initial work associated with the acquisition including appraisals, review appraisals, survey and environmental documentation, including the Phase I EDDA. Talbert & Bright prepared a work authorization for these services and coordinated the work authorization with David Daniels and NCDOA. David Daniels has sent the necessary documents to NCDOA for an IFE to be performed on the work authorization. Once the IFE is complete, the grant process will commence to allow the acquisition process to commence.

DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

June 19, 2019

Land Acquisition Assistance – Runway 17 Approach  
Work Authorization No. 19-01  
TBI Project No. 2301-1901

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

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**Description of Work Authorized:** The Engineer shall provide Project Formulation Services, Grant Administration Services, Environmental Documentation Services and Land Acquisition Assistance Services necessary to purchase land located in the approach to Runway 17 at Dare County Regional Airport. The land to be acquired is depicted on the attached exhibit and located at 0 Culpepper Street, Manteo, NC. The Airport has been notified by the property owner's representative who indicated that the parcel is currently on the market for sale.

A portion of the subject property is shown to be acquired in the current Airport Layout Plan (ALP) and is needed to remove trees that are currently obstructions to the Runway 17 approach. The services provided shall include Grant Administration, Land Acquisition Assistance (TBI), Subconsultant Appraisal (Borne Appraisal Service), Boundary Survey (Coastal Engineering and Surveying) and Phase 1 Environmental Due Diligence Audit (WithersRavenel) and Categorical Exclusion (CATEX) documentation (TBI).

Project Formulation Services shall include preparation of scope of work, meeting with Dare County Regional Airport, assisting the airport to coordinate the proposed acquisition with the NCDOT Division of Aviation, preparation of subconsultants scope of work and review of proposals. Services also include Development of the Program Budget and MS Project Schedule as required by NCDOA. The parcels to be acquired are included in Partner Connect as Project numbers 2360. NCODT has provided e-mail concurrence to Dare County Regional Airport that NPE funds can be utilized to reimburse the costs associated with this work authorization and acquisition of the parcel.

Environmental Documentation Services shall include preparation of Categorical Exclusion (CATEX) documentation and Subconsultant Services will be utilized to perform a Phase 1 Environmental Due Diligence Audit. TBI will complete Environmental Documentation in accordance with the National Environmental Policy Act of 9169 (NEPA), Council on Environmental Quality (CEQ) *Federal Aviation Administration (FAA) Order 5050.4B – National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects, FAA Order 1050.1E Change 1 – Environmental Impacts: Policies and Procedure, and Environmental Desk Reference for Airport Actions*. A scoping letter will be sent to the North Carolina State Clearinghouse for review and comment. The response from the Clearinghouse will be coordinated with NCDOA and if it is determined that the CATEX will not be sufficient environmental documentation or other permitting is necessary, it will be performed as Additional Services. This work authorization does not include any wetland delineation or Threatened & Endangered Species survey services. A separate environmental document will be prepared prior to any tree removal work occurs.

Land Acquisition Services will include preparation of draft right of entry letter; coordination, distribution and review of the appraisal, review appraisal, Phase 1 EDDA and survey; coordinate just compensation and draft purchase offer with the Airport Authority attorney; coordinate land acquisition through closing; provide project updates; and prepare drawings, exhibits, applications and other data required by NCDOA for grant reimbursement.

Grant Administration Services shall include coordination of funding sources; entering required data into NCDOT's EBS/Partner Connect system to initiate the grant, perform quarterly reports, reimbursement requests, update the cash flow information and any needed budget updates; preparation and submittal of grant modification once final land purchase price has been established; coordination throughout the project with the Airport Authority and NCDOA related to grant matters; and grant closeout coordination. We understand that



Dare County Regional Airport Authority intends to utilize Non-Primary Entitlement Funds for this project.

Deliverables will be submitted in accordance with AV-100 Checklist (Rev. 10-30-2015) including: Environmental Documentation Submission to NCDOA for review and approval, Property Survey and Plat for Acquisition (provided in electronic format), Appraisal, Completed Phase 1 EDDA, Draft Written Offer to Purchase, Documentation of Administrative Settlement with Justification and Explanation (if required), Documentation of NCDOT Concurrence of Contract Price, and Purchase Agreement. Land Acquisition will be performed in accordance with *FAA AC 150/5100-17 Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects*. A copy of the AV-100 Checklist (Rev. 10-30-2015), is included as an attachment to this work authorization.

Work shall be performed in general accordance with the attached manhour estimate, but may be expanded upon request of the Airport Authority. The following items are not included in this work authorization and are anticipated to be performed by the Airport Authority's attorney as needed: Final Offer to Purchase; title search and preparation of title opinion; closing; and all other legal services.

**Estimated Time Schedule:** Right of entry will be issued to the property owner within one week of Notice to Proceed. Environmental Documentation Services, Surveys and Appraisals shall be completed within 3 months of receipt of right of entry from the parcel owner.

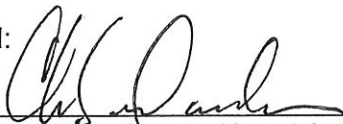
**Cost of Services:** This project will be funded with Non-Primary Entitlement Funds. The method of payment for Project Development Services, Environmental Documentation Services and Grant Administration Services shall be lump sum in accordance with Section V of the Contract. The method of payment for Land Acquisition Assistance Services shall be actual cost of services (time and expenses). The method of payment for Subconsultant Services will be lump sum plus a fixed fee. Subconsultant Services budgets shall not be exceeded without approval of the Owner.

Cost Summary

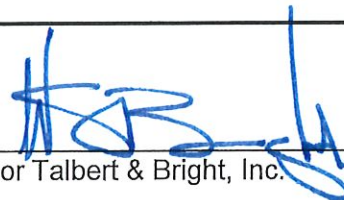
Project Formulation Services (TBI) (lump sum)	\$3,975.00
Environmental Documentation Services (TBI) (lump sum)	\$5,395.00
Land Acquisition Assistance (TBI) (lump sum)	\$13,080.00
Grant Administration Services (TBI) (lump sum)	\$3,710.00
Subconsultant Phase 1 EDDA – WithersRavenel (lump sum)	\$2,650.00
Subconsultant Appraisal – Borne Appraisal Service (lump sum)	\$2,950.00
Subconsultant Survey – Coastal Engineering and Surveying (lump sum)	\$11,010.00
Subconsultant Services – Talbert & Bright, Inc. (fixed fee)	\$1,700.00
Total	\$44,470.00

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

Approved:



Approved for Dare County Airport Authority



For Talbert & Bright, Inc.

Date:


8-6-19

Date:

8/5/19

David Daniels

Witness



Witness

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."





Manhour Estimate  
 Runway 17 Approach Land Acquisition  
 Dare County Regional Airport  
 June 2019  
 TBI No. 2708-1901

Project Development Services		Prin	PM	E3	S4
1	Assist Dare County Regional Airport is coordinating Runway 17 parcel acquisition with NCDOT Division of Aviation.	0	2	0	0
2	Develop and Coordinate Work Authorization and Manhour Estimate with Sponsor and NCDOA.	1	1	2	1
3	Develop and Coordinate Subconsultant Work Scopes for Appraisals, Review Appraisals, Land Acquisition Assistance and Survey.	0	1	2	1
4	Prepare Exhibits of property acquisition	0	1	2	0
5	Develop Program Budget.	0	1	1	1
6	Develop MS Project Schedule.	0	1	2	1
7	Coordinate Comments and Revisions with Airport and NCDOA Work Scope, Manhour Estimate, Project Budget and MS Project Schedule.	0	1	2	1
8	Prepare Subcontracts and Coordinate with Subconsultants.	1	1	2	2
<b>Manhour Total</b>		<b>2</b>	<b>9</b>	<b>13</b>	<b>7</b>

**Labor Expenses**

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$77.00	2	\$154.00
Project Manager	\$68.00	9	\$612.00
Engineer IV	\$41.00	13	\$533.00
Admin IV	\$24.00	7	\$168.00
Subtotal - Labor Expenses (without Multiplier)		31	\$1,467.00
State Audited Overhead Rates	Overhead Rate: 139.57%	+	\$2,047.49
	Overhead Subtotal:		\$3,514.49
	Profit: 11.00%	+	\$161.37
	Capital Costs: 0.25%	+	\$3.67
<b>Subtotal - Labor Expenses</b>			<b>\$3,679.53</b>

**Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Travel (450 miles @ \$0.58/mile)	Trip	\$261.00	1	\$261.00
UPS/FedEx Shipping Expenses	Package	\$8.50	4	\$34.00
<b>Subtotal - Expenses</b>				<b>\$295.00</b>

Total - Project Development Services

Lump Sum: \$3,974.53  
 USE: \$3,975.00

Manhour Estimate  
 Runway 17 Approach Land Acquisition  
 Dare County Regional Airport  
 June 2019  
 TBI No. 2708-1901

Environmental Documentation Services		PM	ES	S4
1	Prepare Scoping Letter and Exhibits and send to State Clearinghouse for review and comment	1	2	0
2	Coordinate Clearinghouse comments with NCODA and coordinate required Environmental Documentation with NCDOA.	1	2	0
3	Review and Distribute Phase I EDDA report	1	4	2
4	Review Affected Environmental Resources, Prepare Environmental Documentation, Supporting Appendices, and Responses to Specific Sections for Inclusion in Documented CATEX.	2	20	0
5	Prepare Documented CATEX Package and Submit to NCDOA for review	2	8	2
6	Coordinate Comments and Revisions with NCDOA. Submit Final Document.	1	4	1
<b>Manhour Total</b>		<b>8</b>	<b>40</b>	<b>5</b>

**Labor Expenses**

Classification	Rate	Estimated Manhours	Estimated Cost
Project Manager	\$68.00	8	\$544.00
Environmental Specialist	\$37.00	40	\$1,480.00
Admin IV	\$24.00	5	\$120.00
Subtotal - Labor Expenses (without Multiplier)		53	\$2,144.00
State Audited Overhead Rates	Overhead Rate:	139.57%	+
		Overhead Subtotal:	\$5,136.38
		Profit:	11.00% + \$235.84
		Capital Costs:	0.25% + \$5.36
<b>Subtotal - Labor Expenses</b>			<b>\$5,377.58</b>

**Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
UPS/FedEx Shipping Expenses	Package	\$8.50	2	\$17.00
<b>Subtotal - Expenses</b>				<b>\$17.00</b>

**Total - Environmental Documentation Services**

Lump Sum: \$5,394.58  
 USE: \$5,395.00

Manhour Estimate  
 Runway 17 Approach Land Acquisition  
 Dare County Regional Airport  
 June 2019  
 TBI No. 2708-1901

Land Acquisition Coordination Services		Prin	PM	E3	S4
1	Prepare and Coordinate draft rights of entry form for Airport's review; distribute form to property owners; track responses; coordinate right of entry with subconsultants; respond to property owner inquiries.	0	1	4	2
2	Coordinate, review and distribute appraisal and boundary survey. Coordinate with Airport Authority to set Just Compensation.	0	4	4	4
3	Prepare DRAFT offer to purchase, including statements of the basis of just compensation for Airport Attorney's review. Coordinate with Airport Attorney for preparation of Final Offer to Purchase to be prepared by Attorney.	1	2	10	2
4	Coordinate with Airport Authority attorney on title opinion, providing NCDOA guidance and other supporting documentation as required.	0	2	6	1
5	One (1) trip to attend meeting with the Airport/Airport Authority as requested; Provide exhibits and/or updates as requested.	10	10	2	0
6	Coordinate with the Airport attorney, NCDOA and land owner during the initial phase and the negotiations phase of land acquisition. Respond to questions and requests for information.	1	8	6	3
7	Prepare Property Acquisition Documentation to NCDOA for required items in accordance with AV-100 Checklist (Rev 10-30-2015).	0	2	10	2
8	Update current copy of Airport's Exhibit A Property Map when Parcel is Acquired.	0	1	4	2
<b>Manhour Total</b>		<b>12</b>	<b>30</b>	<b>46</b>	<b>16</b>

**Labor Expenses**

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$75.00	12	\$900.00
Project Manager	\$68.00	30	\$2,040.00
Engineer III	\$36.50	46	\$1,679.00
Admin IV	\$23.00	16	\$368.00
Subtotal - Labor Expenses (without Multiplier)		104	\$4,987.00
State Audited Overhead Rates	Overhead Rate: 139.57%	+	\$6,960.36
	Overhead Subtotal:		\$11,947.36
	Profit: 11.00%	+	\$548.57
	Capital Costs: 0.25%	+	\$12.47
<b>Subtotal - Labor Expenses</b>			<b>\$12,508.39</b>

**Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Travel (450 miles @ \$0.58/mile)	Trip	\$261.00	2	\$522.00
UPS/FedEx Shipping Expenses	Package	\$8.50	6	\$51.00
<b>Subtotal - Expenses</b>				<b>\$573.00</b>

Total - Land Acquisition Coordination Services

Lump Sum: \$13,081.39  
 USE: \$13,080.00



Manhour Estimate  
 Runway 17 Approach Land Acquisition  
 Dare County Regional Airport  
 June 2019  
 TBI No. 2708-1901

Grant Administration Services		PM	GA
1	Review EBS/Partner Connect (Project Request) Record. Prepare Initial Budget from Work Authorization. Coordinate Funding Source with Sponsor and NCODA.	1	4
2	Prepare Forms AV-500, 508, and Letter-of-Request and coordinate with Sponsor. Coordinate Sponsor Approvals on Forms and Letter. Coordinate with Sponsor, NCDOA-APM, NCDOA-GA for EBS/Partner Connect (Request for Aid) Readiness. Create File to Track Approval Progress of Request for Aid.	1	8
3	Finalize Budget and Sponsor Information in EBS/Partner Connect (Request for Aid). Upload Scanned Documentation. Coordinate with Sponsor PIN Approval of Application.	1	4
4	Coordinate Completion of FAA Grant Assurances and Certification Forms with Sponsor. Upload to Partner Connect.	0	4
5	Monitor, Track and Communicate as Necessary with NCDOA and Sponsor as Grant Application Progresses Through Partner Connect Phases.	1	6
6	Grant Administration Assistance Including Reimbursement Claims, Updates to Grant Budget, Secure Subconsultant Invoices, Coordinate Quarterly Reports and Assist NCDOT-GA with Questions, etc	0	6
7	Coordinate Grant Closeout to Include Guidelines as Outlined in the AV-100 and AV-103 checklists.	0	8
<b>Manhour Total</b>		<b>4</b>	<b>40</b>

**Labor Expenses**

Classification	Rate	Estimated Manhours	Estimated Cost
Project Manager	\$68.00	4	\$272.00
Grant Admin	\$30.00	40	\$1,200.00
Subtotal - Labor Expenses (without Multiplier)		44	\$1,472.00
State Audited Overhead Rates	Overhead Rate:	139.57%	+
Overhead Subtotal:			\$2,054.47
Profit:		11.00%	+
Capital Costs:		0.25%	+
<b>Subtotal - Labor Expenses</b>			<b>\$3,692.07</b>

**Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
UPS/FedEx Shipping Expenses	Package	\$8.50	2	\$17.00
Subtotal - Expenses				\$17.00

Total - Grant Administration Services

Lump Sum: \$3,709.07  
 USE: \$3,710.00

**Subconsultant Services**

Phase 1 EDDA - WithersRavenel	\$2,650.00
Appraisal -Borne Appraisal Service	\$2,950.00
Review Appraisal - by NCDOT Review Appraiser	
Survey - Coastal Engineering and Surveying	\$11,010.00
<b>Total - Subconsultant Services</b>	<b>\$16,610.00</b>
Fixed Fee - Subconsultant Services	\$1,700.00





8.35 Acre Parcel



# Bourne Appraisal Service

Mailing Address  
P.O. Box 1687  
Nags Head, NC 27959

**Gregory L. Bourne, MAI**  
(252) 441-1221  
[basobx@charter.net](mailto:basobx@charter.net)

Office Location  
4893 The Woods Road  
Kitty Hawk, NC 27949

June 17, 2019

Mr. John Massey

VIA EMAIL: [jmassey@tbiilm.com](mailto:jmassey@tbiilm.com)

Re: Dare County Regional Airport - Land Acquisition Parcel Numbers 024268-091 and 024268000, an 8.36 acre parcel, located along Culpepper Street, in Manteo-Outside the Corporate Limits, Roanoke Island, Dare County, North Carolina.

Dear Mr. Massey

It is my understanding that you wish to have an appraisal performed on the above referenced property. The appraisal fee would be \$2,950 and the turn around time frame would be 30-45 days from the date of acceptance. This appraisal would be based on the acquisition of the entire parcel.

If you decide to go forward, we will send you a formal engagement letter.

Thank you very much for this opportunity to bid,

Cordially,

Suzanne Bourne  
Bourne Appraisal Service





June 19, 2019

Mr. John Massey, PE  
Talbert & Bright  
4819 Shelley Drive  
Wilmington, NC 28405

RE: **Proposal for a Phase I Environmental Due Diligence Audit**  
0 Culpepper Street, Manteo, Dare County, North Carolina  
± 8.35 Acre Parcel 024268091

Dear John:

WithersRavenel (WR) is pleased to submit this proposal for continued environmental services to Talbert & Bright in the form of a Phase I Environmental Due Diligence Audit (EDDA) for the Dare County Runway acquisition project.

If you have any questions about this proposal, do not hesitate to contact us at 910.899.4619 or by email.

Sincerely

**WithersRavenel**

Stan H. Harts CSP, LG  
Project Geologist

R. S. (Butch) Lawter, Jr., P.E.  
Director of Environmental Services

Attachments

## 0 Culpepper Street, Manteo, NC Proposal for Professional Services

### A. PROJECT DESCRIPTION

This scope of services is for providing environmental services in the form of a Phase I EDDA for 0 Culpepper Street in Manteo, NC.

### B. SCOPE OF SERVICES

The Phase I EDDA will be completed in general accordance with the guidelines set forth in the American Society for Testing and Materials (ASTM) Standards (E-1527-13) on Environmental Site Assessments for Commercial Real Estate, and WR's Standard Contract Conditions for Engineering Services. The Phase I EDDA will present the findings of WR's assessment of existing and past environmental conditions at the site. Appropriate inquiry of information will be utilized for this Phase I Site Assessment and include a site inspection, historical research, municipal research, a database search, and interviews for the above-referenced site. It should be noted that the Phase I investigation does not include inspection for items excluded by the ASTM E 1527-13 standards such as asbestos-containing materials, radon, copper or lead in drinking water, wetlands, regulatory compliance, cultural and historic resources, industrial hygiene, health and safety, ecological resources, endangered species, high-voltage power lines, mold, indoor air quality, and lead-based paint. The ASTM E1527-13 Phase I scope of services excludes vapor intrusion under the indoor air quality exclusion found in Section 13.1.5.12. WR will use the above-referenced guidelines to be a baseline of a high quality, standardized environmental assessment report.

#### ***Task 1- Site Reconnaissance***

A site reconnaissance will be performed to identify visual evidence of past or current presence of recognized environmental conditions that indicate recognized environmental conditions or business environmental concerns either on the site or on adjacent to the site.

#### ***Tasks 2 - Public Record/Detailed File Review***

WR will conduct a review that meets ASTM standards including tax documents, deed and title documents, historical topographic, and fire insurance maps as wells as a review of historical aerial photography. If NCDEQ file review is required for the site or adjacent properties, they will be conducted.

#### ***Tasks 3 - Interviews***

WR scientists will contact current owners, the client as well as local officials such as the fire marshal or others as necessary to determine any historical risks associated with the site and document these interviews through questionnaires or interview records.

#### ***Task 4- Letter Report Preparation/Recommendations***

After completing our review of the public record and site reconnaissance, assuming no further work is recommended or authorized, we will issue a written report documenting our Phase I evaluation. The report will describe the physical environment of the site and the surrounding area, present the findings of the EDDA, and discuss the results of the EDDA with regard to applicable regulations. The report will include conclusions and recommendations and provide an evaluation of the need for further investigation or remedial activities. The report will include a site location map and a site plan showing pertinent site features. The report will be reviewed by WR senior personnel for quality assurance.

WR understands that you will be the ultimate recipients of our reports. Thus, we will not distribute the report to any other party without your prior written approval.

### C. ADDITIONAL SERVICES

Services that are not included in Section B or are specifically excluded from this Agreement shall be considered Additional Services. Additional Services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II or per separate written agreement.

### D. COMPENSATION FOR SERVICES

WR proposes to provide the services outlined in Section B on a lump sum basis including reimbursable expenses in accordance with Exhibit II with a budget, as shown below:

Task Number	Task Name	Cost
Tasks 1-4	Phase I ESA	\$2,650

### E. TIMELINE FOR SERVICES

WR will begin upon receipt of written notice to proceed from the client and can be completed in approximately four weeks following receipt of the signed acceptance. The report may be expedited, or the scope expanded for additional fees.

### F. ATTACHMENTS

The following attachments are hereby included with and form a part of this agreement.

Exhibit I - Standard Terms and Conditions

Exhibit II - Fee & Expense Schedule



## G. ACCEPTANCE

Receipt of an executed copy of this agreement will serve as the written agreement between WR and TALBERT & BRIGHT for the basic services outlined in Section B of this document. The terms outlined in the attached Exhibits - Standard Terms and Conditions (Exhibit I) and Fee & Expense Schedule (Exhibit II) shall be considered a part of this agreement.

WithersRavenel



Stan H. Harts, CSP, LG  
Project Geologist

TALBERT & BRIGHT  
4810 Shelley Drive  
Wilmington, NC 28405

By: \_\_\_\_\_

Title: \_\_\_\_\_

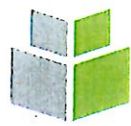
Date: \_\_\_\_\_



R. S. (Butch) Lawter, Jr., P.E.  
Director of Environmental Services

Attachments

Exhibit I - Standard Terms and Conditions  
Exhibit II - Fee & Expense Schedule



## EXHIBIT II

### Fee & Expense Schedule

Description	Rate
<b>Engineering / Planning</b>	
Principal	\$ 200
Senior Technical Consultant	\$ 185
Senior Project Manager	\$ 170
Project Manager	\$ 155
Assistant Project Manager	\$ 135
Project Coordinator	\$ 95
Senior Staff Professional	\$ 155
Staff Professional IV	\$ 130
Staff Professional III	\$ 120
Staff Professional II	\$ 110
Staff Professional I	\$ 95
Senior Designer	\$ 135
Designer II	\$ 115
Designer I	\$ 105
Senior CAD Technician	\$ 110
CAD Technician II	\$ 95
CAD Technician I	\$ 85
Senior Land Planner	\$ 120
Land Planner II	\$ 110
Land Planner I	\$ 100
Planning Technician	\$ 90
Senior Construction Manager	\$ 150
Construction Manager II	\$ 130
Construction Manager I	\$ 120
Senior Resident Project Representative	\$ 110
Resident Project Representative II	\$ 100
Resident Project Representative I	\$ 95
<b>Expenses</b>	
Bond Prints (Per Sheet)	\$1.75
Mylar Prints (Per Sheet)	\$11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

Description	Rate
<b>Geomatics</b>	
Principal	\$ 195
Senior Technical Consultant	\$ 180
Geomatics Senior Manager	\$ 170
Geomatics Project Manager II (SR PM)	\$ 140
Geomatics Project Manager I	\$ 130
Geomatics Project Professional II	\$ 135
Geomatics Project Professional I	\$ 120
Geomatics CAD III	\$ 105
Geomatics CAD II	\$ 90
Geomatics CAD I	\$ 70
Geomatics GIS Specialist	\$ 115
Geomatics GIS Tech III	\$ 100
Geomatics GIS Tech II	\$ 85
Geomatics GIS Tech I	\$ 70
Geomatics Remote Sensing Crew (2 Man)	\$ 250
Geomatics Remote Sensing Crew (1 Man)	\$ 175
Geomatics Survey Crew III (3 Man)	\$ 195
Geomatics Survey Crew II (2 Man)	\$ 155
Geomatics Survey Crew I (1 Man)	\$ 130
Geomatics Survey Tech IV	\$ 100
Geomatics Survey Tech III	\$ 90
Geomatics Survey Tech II	\$ 65
Geomatics Survey Tech I	\$ 40
<b>Administrative</b>	
Office Administrator III	\$ 95
Office Administrator II	\$ 90
Office Administrator I	\$ 85
Administrative Assistant III	\$ 80
Administrative Assistant II	\$ 70
Administrative Assistant I	\$ 65

Description	Rate
<b>Environmental / Geology</b>	
Principal	\$ 195
Senior Technical Consultant	\$ 180
Environmental Project Professional V	\$ 165
Environmental Project Professional IV	\$ 150
Environmental Project Professional III	\$ 135
Environmental Project Professional II	\$ 125
Environmental Project Professional I	\$ 115
Environmental Staff Professional III	\$ 110
Environmental Staff Professional II	\$ 100
Environmental Staff Professional I	\$ 90
Environmental Technician II	\$ 85
Environmental Technician I	\$ 70
Senior Biologist/Wetlands Scientist	\$ 140
Biologist/Wetlands Scientist III	\$ 120
Biologist/Wetlands Scientist II	\$ 110
Biologist/Wetlands Scientist I	\$ 100
Senior Hydrogeologist	\$ 160
Project Geologist II (Sr. Proj. Geologist)	\$ 135
Project Geologist I	\$ 115
Staff Geologist II	\$ 105
Staff Geologist I	\$ 95
<b>WR-Martin Consulting</b>	
WR Martin Principal Consultant	\$ 160
WR Martin Senior Project Manager II	\$ 130
WR Martin Senior Project Manager	\$ 125
WR Martin Project Manager II	\$ 110
WR Martin Project Manager	\$ 100
WR Martin Project Consultant II	\$ 95
WR Martin Project Consultant I	\$ 85

*Effective January 1, 2019 – Schedule is subject to change*

June 20, 2019

HUB, DBE & MBE – DOT Certified  
Subcontractor Work Code 801  
Reporting Number 64548

John Massey, PE  
Talbert & Bright  
4810 Shelley Drive  
Wilmington, NC 28405

Re: Boundary Survey scope of work proposal for Dare County Regional Airport - Land Acquisition

Dear Mr. Massey:

Coastal Engineering & Surveying, Inc. would like to thank you for the opportunity to provide you with our services for the Dare County Regional Airport - Land Acquisition and we are pleased to present this scope of work proposal for the following:

Execute Boundary Survey services for an 8.35 acre densely wooded parcel, Dare County Parcel identification # 987007677962C1. Expected scope of work is as follows:

- Boundary Survey of entire parcel and area of taking, suitable for recording.
- Metes and bounds description of the subject parcel.
- Copy of deed for the subject parcel.
- Show any buildings/fence/utility pole locations.
- Show any existing easements.
- Provide a CAD file for the subject parcel. CAD file should include 11 x 17 exhibit suitable for attachment to a purchase offer.
- Show tie-ins to Airport PACs and Runway end.

CE&S cost to complete the boundary survey scope of work can be completed for \$2.5 per linear foot, or for a scope net cost of \$11,010.

Any additional work to be performed will occur at the following company rates:

1. Principal Professional Surveyor: \$165/hr.
2. Senior CAD Tech: \$75/hr.
3. 2-man survey crew: \$125/hr.
4. 1-man survey crew: \$115/hr.
5. 1 or 2-man RTK-GPS crew: \$165/hr.
6. Administration: \$60/hr.

This proposal is not inclusive of reimbursables for paper prints or media products.

Thank you again for considering our surveying services and please let us know if you have any question or need any additional information supporting this proposal.

Sincerely,

Mitch Halloran,  
Project Manager  
Coastal Engineering & Surveying, Inc.

Approved \_\_\_\_\_  
Carlos F. Gomez, PE., P.L.S.

Approved \_\_\_\_\_  
John Massey, PE

Date \_\_\_\_\_

Date \_\_\_\_\_



<b>Property Acquisition</b> (Prior to reimbursement, below documentation is required for each parcel)	<b>WBS #:</b>	<b>GRT or APM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Property clearly delineated on Exhibit-A Property Inventory Map		APM			
b) Verify to Sponsor that Uniform Act must be followed		APM			
c) Has our office provided a Letter of Intent for this particular property		APM			
d) Documentation of the Completed Environmental Due Diligence Audit (EDDA/Phase 1 EA)		APM			
e) NEPA requirements met and verified (Written Record, CATEX, EA, Etc.)		APM			
f) Copy of Property Survey and Plats for acquisition		APM			
g) Title search completed, ownership and encumbrances confirmed		APM			
h) Copy of Appraisal and Review Appraisal		APM			
i) Relocation Plan completed and notice of relocation eligibility provided if applicable		APM			
j) Copy of Written Offer of Just Compensation		APM			
k) Copy of negotiation documentation		APM			
l) Copy of Purchase Agreement		GRT			
m) Copy of Closing Statement		GRT			
n) Copy of Warranty Deed		GRT			
o) Documentation of Administrative Settlement with written justification and explanation (above FMV, or Condemnation, or Court Award)		GRT			
p) Documentation of NCDOT Concurrence of Contract Price – APM & ROW Recommendation		GRT			
q) Property Cleared for project use (if applicable)		APM			
r) Copy of updated Exhibit-A Property Inventory Map		APM			
s) Have Utility Relocations been considered and accounted for		APM			
t) Have Asbestos issues been considered and accounted for		APM			
u) Copy of Final Property Acquisition Cost Breakdown (using template)		GRT			

**NCDOT Pre-Reimbursal Review of Property Acquisition Completed**

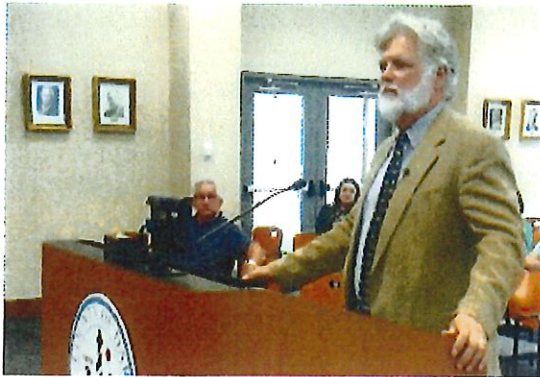
GRT Initials & Date:

APM Initials & Date:

Airport Development Manager Initials & Date:

## Airport modernization project gains traction

By [Outer Banks Voice](#) on July 16, 2019



Consultant Brent Lane said an expanded Regional Airport would provide a boost to the local economy (Neel Keller)

BY NEEL KELLER

There were clear signs of support from the Dare County Commissioners for a Dare Regional Airport modernization project that would include expanding the main runway following a presentation by consultant Brent Lane at the board's July 15 meeting.

Because of technical glitches during his first presentation of the proposal at the June 3 commissioners' meeting, Lane, who was hired by the Airport Authority to conduct the study at a cost of \$19,500, agreed to present it to the board for a second time this week.

One of Lane's primary messages, on both occasions, was that the expansion would be an economic engine for Dare County, as well as an antidote to what he called a "missing middle" problem that is causing an erosion of the "prime working-age" population in the county.

It was a message apparently not lost on the commissioners.

"I think it's time," said Commissioner Danny Couch, voicing strong support for the expansion. "We've got a screaming economy here. And we had the study from N.C. State that indicated that we have to expand. Yes, tourism is our bread and butter, but, if we're going to expand in other directions, we've got to meet the challenges of what's coming. And air is going to be it."

"I think it's critical that we get this accomplished," Board Chairman Bob Woodard told the Sentinel after the presentation. "We don't need to be left behind." Noting that the board feels the same way, he added: "It's critical that we expand this to help continue to foster a strong economy in Dare County."

In his remarks, Lane said the proposal to extend the airport's primary runway from its current 4,300 feet to 5,800 feet has an estimated cost of \$30 million, of which \$27 million is to be paid for by state and federal funding. The renovation, he added, would produce a projected 50% growth in economic impacts on Dare County and expand the current 513 jobs that generate \$77,321,679 in economic activity in Dare County to 770 jobs that generate \$115,950,432.

In addition to a "temporary benefit" during the construction work, providing an additional 188 jobs and generating an additional \$30 million in economic activity, Lane stressed that the expansion would make the airport usable by the larger airplanes that increasingly make up the majority of the key "air commerce" flights.

The current 4,300-foot-long runway, he warned, is substantially shorter than many regional airports in the area, putting Dare County at a severe competitive disadvantage and threatening to make the airport "obsolete" in the not-too-distant future.

In making his argument, Lane cited a concerning "demographic" trend indicating that, while Dare County experienced a population growth of more than 7,000 residents since 2000, it actually saw a decline in the percentage of residents in the "prime working age" population between 25 and 54, which fell from 47% to 38% of the total population.

Characterizing this as a "missing middle problem," Lane stressed that "it's not that people are leaving this community because you don't have commercial service. I'm afraid they're not even considering coming here."

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# Economic impact of Dare airport examined



[\(https://www.thecoastlandtimes.com/author/maryhelengoodloemurphy/\)](https://www.thecoastlandtimes.com/author/maryhelengoodloemurphy/)

By **Mary Helen Goodloe-Murphy** (<https://www.thecoastlandtimes.com/author/maryhelengoodloemurphy/>)

Email the author (<mailto:maryhelengoodloemurphy@thecoastlandtimes.com>)

Published 8:04 am Wednesday, July 24, 2019

For the second time, Dare County's Board of Commissioners heard an economic impact assessment about expanding the Dare County Regional Airport.

Brent Lane with Aerogeny Strategies first delivered the report June 3, but a technological glitch caused the presentation not to be recorded.

Lane told the commissioners the aviation industry is changing. As a result, status quo at the airport cannot be sustained.

Lane's report explores the airport operations, businesses at the airport and aviation-enabled economic activity. He found that 85 percent of the airport's activity is "air commerce" flights of non-local passengers and cargo.

The local maritime industry and tourism businesses use air commerce. Customers of the boat building industry fly in as do offshore anglers and tournament participants and event goers. The total air taxi share of activity at the Dare airport is 59 percent.

The report builds the economic case for extending the primary runway from the current 4,300 feet to 5,800 feet. A small amount of land would be used, but the majority of the extension would be over water.

The estimated cost is \$30 million. Under current programs, Dare County's share of that cost would be \$3 million with national and state programs paying \$27 million, reported Lane.

Lane's entire presentation started airing on CurrentTV Wednesday, July 17.

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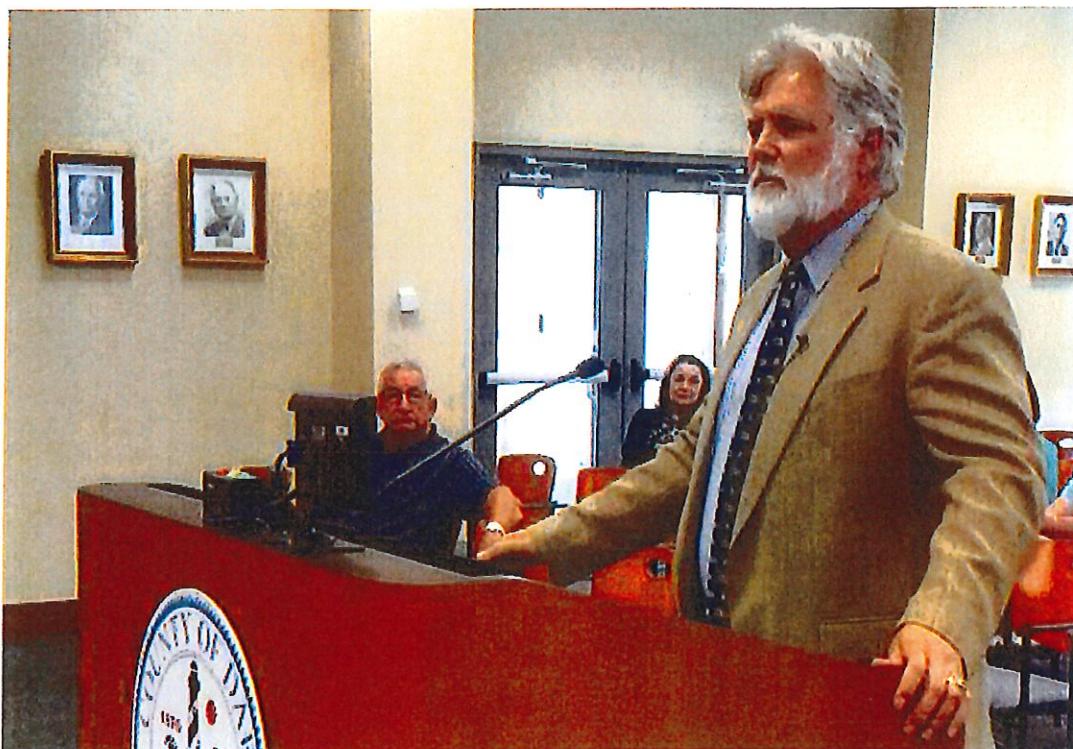
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BY NEEL KELLER | SENTINEL STAFF Jul 16, 2019



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Neel Keller | Sentinel Staff

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[https://www.obsentinel.com/a-bigger-better-airport/article\\_6d30516a-91ed-11e9-8440-a7e46ddeb811.html](https://www.obsentinel.com/a-bigger-better-airport/article_6d30516a-91ed-11e9-8440-a7e46ddeb811.html)

## A bigger, better airport?

BY NEEL KELLER | SENTINEL STAFF Jun 18, 2019



Advocates for airport expansion want larger planes to be able to use the facility.  
Dare County Airport

### Study says Dare County Regional must expand to survive

Consultant Brent Lane has a clear warning about the limitations of the Dare County Regional Airport on Roanoke Island.

"As the national air fleet has been shifting from small airplanes to larger airplanes, the Dare County Airport is becoming obsolete," he told the Sentinel in a recent interview. "Doing nothing is not an option. In operating an airport, you're either moving ahead or you're falling behind."

Back on June 3, Lane — a UNC Chapel Hill Globe Studies Institute Fellow and the CEO of Aerogeny Strategies — discussed his study of the airport and made a case for its expansion and modernization in front of the Dare County Commissioners.

If the airport's primary runway is extended from its current 4,300 feet to 5,800 feet, Lane said, the facility's current economic impact — 513 jobs and 77.3 million dollars in economic activity — would grow to 770 jobs and \$116 million in economic activity.



The proposed project, Lane told the commissioners, has an estimated cost of \$30 million, of which \$27 million would be paid for by state and federal funding. In his presentation, Lane asserted that he is not an "advocate" for any proposed project, but an "objective reporter of the facts." And he added, "I think you will find that the facts advocate for themselves."

Airport Director David Daniels told the Sentinel that the Airport Authority members had been interested for some time in having a study done. And Lane was "highly recommended," he said, by Outer Banks Visitors Bureau Executive Director Lee Nettles. Nettles told the Sentinel that the Dare County Tourism Board hired Brent Lane in 2013 to conduct an economic impact study for Hatteras Island.

Lane was paid \$19,500 for the airport study, which was conducted between January and April of this year.

After Lane's June 3 presentation, Dare Commissioners Chairman Bob Woodard said the board would carefully consider the proposal. But no one expects an airport project to begin in the very near future.

Daniels said the Airport Authority is "moving in the direction" of preparing and presenting a formal proposal to the county commissioners to approve the runway extension, but he does not expect this to happen quickly. "I felt good about the presentation," he said. "But it's a process, and it's not going to happen overnight."

And, as Lane acknowledges, airport expansion would likely raise concerns among neighboring Manteo or Roanoke Island residents who "would assume that extending the runway would mean a lot more noisy airplanes over their house, and this would be something we would have to communicate with the public about."

In his Sentinel interview, Lane explained that his research showed that the limitations on the kind of air traffic coming in and out of Dare County is having an impact on both the county's economy and demographics.

He stated that, while Dare County experienced a population growth of more than 7,000 residents since the year 2000, it saw a significant decline in the percentage of residents in the "prime working age" group — people between the ages of 25 and 54 — from 47% to 38% of the total population.

Identifying this group as "the missing middle" who build houses and start businesses and families, Lane said, "Dare County simply isn't a place that this population would consider living in. There are a lot of people that would be key in the future of Dare County's workforce, family life, church life and community life who are not here. And one of the reasons they are not here is the inability to get on a plane in Dare County and go where they want to go."

The key to the airport's future and its long-term sustainability, Lane asserted, is "not the number of flights it has, but the type of flights." The most significant numbers of customers flying in and out of the Dare County airport are coming for charter boat fishing or to have a

custom boat built, Lane said. And he stressed that these air taxis, charter aircraft and corporate aircraft are "increasingly larger airplanes that have trouble using Dare County's current runway."

Weather conditions can exacerbate the runway's limitations even more, Lane said, with rainy conditions or increased air pressure due to heat increasing the limitations on aircraft that can safely land on the runway. Daniels added that, especially with the summer heat approaching, coming in and getting out of the airport will present a problem for many aircraft that would otherwise be fine using the airport.

Lane noted that extending the runway would "do a lot to accommodate some of the business uses of the airport, and it would also increase the possibility — or even the likelihood — of commercial service operating out of Dare County, that would take people to Atlanta, Raleigh, Washington or Charlotte."

Daniels agreed, reporting that he "constantly" receives phone calls asking about the possibility of introducing scheduled commercial service.

Noting his admiration for the Wright brothers and their historic first powered flight achievement, Lane said, "There is no place in the world that has a longer aviation tradition than Dare County. And the birthplace of aviation needs to keep pace."

Neel Keller

Editor, Outer Banks Sentinel