



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  
May 29, 2019 Meeting**

Chair David Twiddy called the May 29, 2019 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and led in the Pledge of Allegiance.

**Members Present:** David Twiddy, Wally Overman, George Wood, Joe Blakaitis, William Pope, Fred Newberry

**Members Absent:** Jack Shea, George Henderson and Charlie Davidson

**Also Attending:** Robert Hobbs, Hornthal, Riley, Ellis & Maland, Steve Bright and John Massey, Talbert & Bright, David Daniels, Airport Director; Margaret Stauffer, Clerk to the Board

**Members of the public in the audience:** Skip Morgan, Breyann Bailey

**Public Comments:** No Comments

**Roanoke Island Trails Program:** (See Attached)

Erin Rexin and Skip Morgan presented a proposal for an Airport Road Trail to the members. The presentation started with background information of the group and their goals. The proposed location is near Airport Road and bordering the airport property as well as other route options for the trail. Some goals included: accessibility, safety, and education for the community and visiting guests on Roanoke Island.

Members of the Board had questions regarding maintenance and improvements of the path, security, safety, and FAA approval. Chair Twiddy suggested that the Safety Committee meet with Erin Rexin and staff to help clarify and address questions. All members should send questions to Attorney Hobbs or the Safety Committee Chair, Charlie Davidson, prior to the committee meeting.

Chair Twiddy thanked Erin Rexin and Skip Morgan for their presentation.

**Presentation of Proposed Budget:** (See Attached)

Director Daniels presented the proposed airport budget for fiscal year 2019/2020 to the Board for review. There is an overall difference of \$180,000 increase from last fiscal year. A few of the highlights were as follows:

- Fee Schedule:
  - Landing fee*
    - Category I-II from \$25 to \$35
    - Category III & up from \$25 to \$50
  - Airport Ramp fee*
    - Increase from \$15 to \$25
  - Vehicle parking*
    - Monthly fee from \$25 to \$35
    - Yearly fee from \$240 to \$300
- AV Gas and Jet Fuel Sales increased by \$80,000
- Primary government transfer increased by \$58,686

Proposed increases to the maintenance and repair expenses for our facilities and equipment line. The salary expenses could possibly change with Crystal's upcoming retirement.

**MOTION:** George Wood motioned to set the Public Hearing for the Airport budget at the next DCAA meeting on June 29, 2019 at 6:00 pm. Consideration of the budget and the remainder of the agenda items for the Airport Authority meeting will follow the public hearing.

**SECOND:** Joe Blakaitis

**DISCUSSION:**

Mr. Overman wanted to know if our fee schedule is comparable to other neighboring airport fees. Director Daniels confirmed that with the proposed increases we would still be lower than the other airports.

Mr. Blakaitis asked if the Commercial Operator fees were changed. Director Daniels stated there were no changes. He explained that the commercial operators have been billed and paid for this calendar year and the facilities committee is reviewing new rates for 2020 calendar year.

Mr. Newberry inquired about the hangars vacancy rate. Director Daniels stated the airport is 100% occupied and that a few will open up at the end of the summer.

**OPPOSED:** None

**OUTCOME:** Carried

**Engineer's Report:** Steve Bright updated on the following:

- *Apron Pavement Rehabilitation*
  - The design process is moving forward.
  - NCDOA recently asked if the airport would consider adding a portion of the west apron and have it bid together with the original project.
  - Both asphalt and concrete will be priced
- *Runway 17 Land Available*
  - NCDOA provided concurrence that it would be possible to utilize non-primary entitlement funds as reimburse for the land acquisition
  - Airport must use its own local funds first then request reimbursement.
  - TB will prepare WO for appraisal, survey and environmental due diligence.

Attorney Hobbs stated that he has conflict of interest as to the Airport's proposed land acquisition. He said he will give Director Daniels a referral of another attorney to advise the Airport on the matter.

**Attorney's Report:** No report

**Chair's Report:**

- Officer Nomination Committee Appointment:

Chair Twiddy appointed the following members to the Officer Nomination Committee:  
George Wood, Bill Pope and Fred Newberry

The Committee will make their recommendations at the June 26, 2019 meeting.

- Chair Twiddy thanked Crystal for all her years of work and dedication to Dare County Airport and to Dare County. He said she will truly be missed.
- Chair Twiddy said that next month will be end of his term as Chair for the Airport Authority. He said it has been a great opportunity to serve on the Authority and now he will have an opportunity to support the Dare County community another position. Twiddy thanked to all the members for all the hard work completed together. It has been truly a blessing!

**Director's Report:**

- Crystal's retirement party will be at 2:00 pm on May 30, 2019 in the Airport Terminal Building. Daniels invited all members to attend and to wish her well and a happy retirement.
- The control tower has been in operation for a few days now and has already seen an increase in aircraft numbers compared to our previous years. George Cline will be able to provide a report for the next Board meeting.

Mr. Overman asked whether if the Airport's equipment has the ability to record and do we need to be recording. Mr. Newberry added that it is common for a control tower to be recording the activities to help handle dispute and/or legal reasons; this can be used for by the FAA to bring an action against a pilot it was brought to court. Director Daniels stated that the equipment that is being used does not have the capability of recording.

Mr. Joe Blakaitis stated prior to tonight's meeting tonight he spent an hour in the control tower. He said the controller had only good things to say thus far.

**Consent Agenda:** Review/Approve the Consent Agenda as presented.

<b>MOTION:</b>	Bill Pope motioned to approve the Consent Agenda as presented.
<b>SECOND:</b>	Fred Newberry
<b>DISCUSSION:</b>	None
<b>OPPOSED:</b>	None
<b>OUTCOME:</b>	Carried

### **Committee Reports:**

- *Faculties/Safety Committee* - Mr. Blakaitis shared a draft copies of the following :
  - Banner Tow Operations Rules and Regulations
  - Vehicle Rules and Regulations for operations of a motor vehicle on property of Dare County Regional Airport

Attorney Robert Hobbs suggested sending the final draft to him so that he can incorporate and redline the changes in the current manual. Then the committee can share all the possible changes that will be proposed to the Authority.

- *Events Committee* – Mr. Newberry updated:
  - The Committee is working on a proposal to present at the next Board meeting. AOPA is a non-profit organization and has a specific budget and would appreciate the Airport Authority's help in getting the community involved by fund raising and sponsorships.
  - Mr. Newberry met with the Stafford County Airport Manager a few weeks ago about the need of a control tower this summer. He mentioned that the Marine Corp Base in Quantico trains their military air traffic control and they might be a resource in assisting with a control tower for the next year.
- *Public Relations Committee* – Mr. Pope updated:
  - Mr. Brent Lane will be presenting Economic Impact Assessment to the Dare County Board of Commissioners tomorrow at 9:00 am. We will have nice presentable copies at the meeting. Mr. Pope would like as many members to attend to answer any questions and show the Airport's support.

### **Comments from the Board:**

- Mr. Pope – Expressed his gratitude to Crystal for all her support and always loved seeing her smile. Crystal will surely be missed.
- Mr. Overman - Inquired about the RPZ zone and potential purchase of the City Beverage building in the future. If the property is acquired, would it be possible for the county use it for storage. In a previous discussion Mr. Wood had stated that if funding was made available the entire building would have to be removed. Discussion continued concerning the possibility of removing a portion of the building. Engineer Mr. Steve Bright suggested the purchase of the building should be done first and then look at options.
- Mr. Overman also commented that there will be a few upcoming Board appointment openings. He asked whether the Airport Authority would be interested in reviewing the applications on file and making recommendations, if any, to the County Commissioners. The members were all in agreement to have a Committee assist in reviewing the applications for current openings. Chair David Twiddy appointed Fred Newberry, Joe Blakaitis and Wally Overman to a committee to review the applications.
- Mr. Joe Blakaitis – He wished Crystal luck in her retirement and she will be missed. He also said he will not be able attend the County Commissioners meeting to hear Mr. Brent Lanes presentation.

- Mr. Fred Newberry – He wished Crystal well and good luck.
- Mr. Steve Bright – He said everyone at Talbert & Bright has enjoyed working with Crystal through the years and wishes her the best of luck in her retirement.
- Mr. Bright also said in regards to the control tower increased number of flights, it might also benefit the airport to track the type of traffic (i.e. single, twin, turbo prop or jet). Flight-aware doesn't track that information and it could help build your case if needed in the future.

**Adjourn:**

<b>MOTION:</b>	Bill Pope motioned to adjourn
<b>SECOND:</b>	Joe Blakaitis
<b>DISCUSSION:</b>	None
<b>OPPOSED:</b>	None
<b>OUTCOME:</b>	Carried

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Margaret Stauffer, Clerk to the Board  
Dare County Airport Authority



Breynn Bailey, Skip Morgan, Erin Rexin

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# Roanoke Island Trails: Airport Road Trail Access



# RITP Background and Goals

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- Community-led initiative to promote the development and use of a trails network on Roanoke Island
- Re-engage residents and create community connections
- Encourage healthy, outdoor living
- Create a comprehensive map of all island trails





# Importance of Trails

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- Added Safety: Shifting walkers and cyclists off high speed roads
- Expanded Accessibility: Network extending from the north to the south end of Roanoke in order to include all island residents
- Increased Physical Health: Positive effects on cardiovascular health, improved attention and concentration, lower stress levels, regulated sleeping patterns
- Supplementary Education: Installing interpretive signage for cultural, historical, and ecological facets of the island





# Airport Road Trail Advantages

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- Additional walking and biking access to:
  - Airport ► Airport museum, Barrier Island Aviation, Coastal Helicopters, Inc, OBX Airplanes LLC, OBX Biplanes, LLC, Outer Banks Airlines, Skydive OBX
  - Roanoke Island Aquarium
  - Dare County Emergency Management Office
  - R.I. Dog Park & Future SPCA building
  - Old Swimming Hole
  - Potential use by race contestants
- Safe access for young children/youth and vacationing families
- Connection with Island Farm



# Benefits for the Airport

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- Safe, alternate route for visitors to access the airport
- Increased:
  - Visibility and name recognition within the community
  - Airport museum attendance
  - Interest in services provided by airport (aerial tours, skydiving, Amazon orders)
  - Interest renting and using hangar space
- Parking congestion relief
- Opportunities to advertise and educate along the trail
- Potential for bike rentals

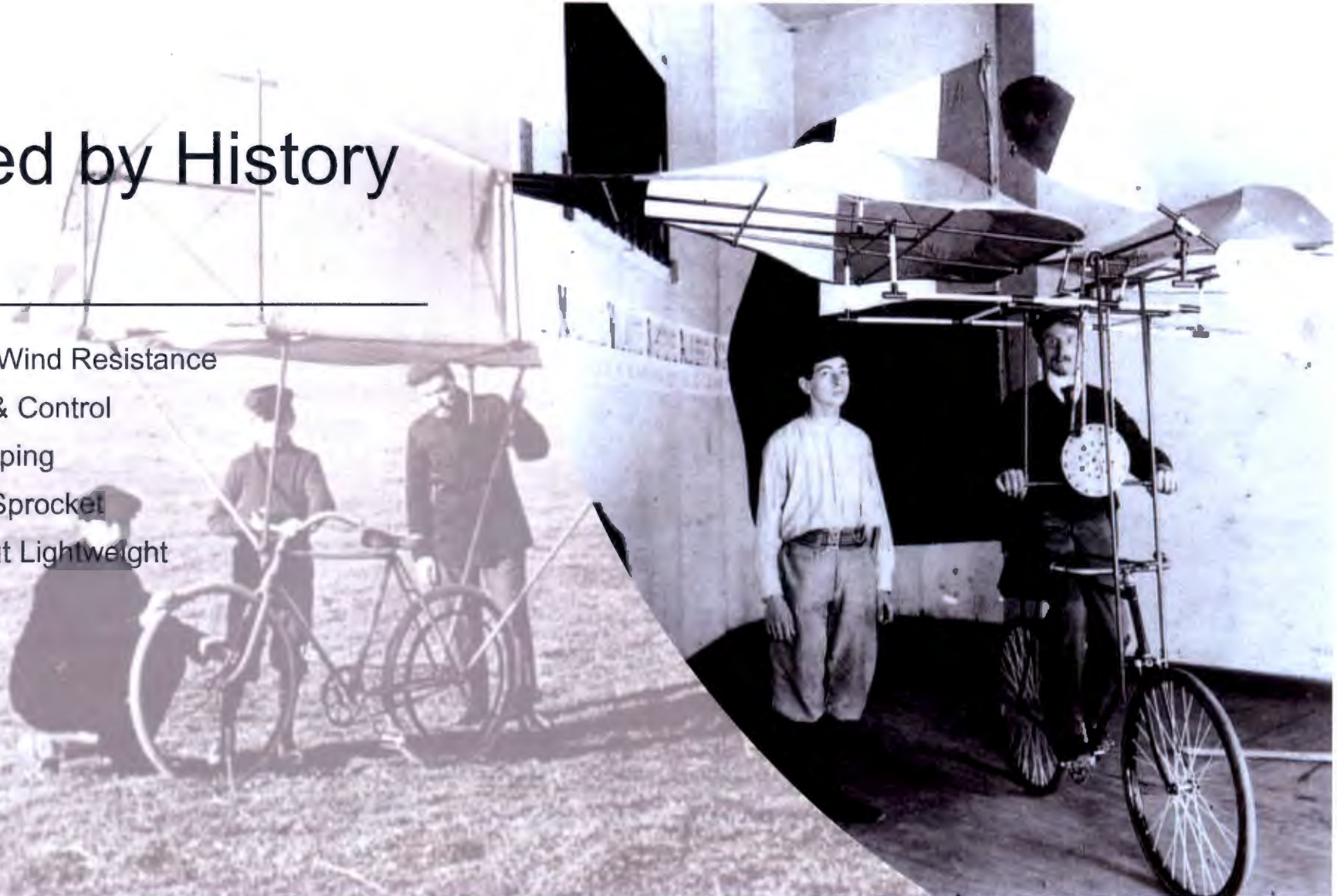




# Linked by History

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- Shape & Wind Resistance
- Balance & Control
- Wing-warping
- Chain & Sprocket
- Strong but Lightweight





*DRAFT Roanoke Island*

*Roanoke Island Transportation Plan*



*Roanoke Island Regional Airport, Coastal Studies Institute, and*

*Airport/Aquarium/CSI Connection*

*DRAFT*

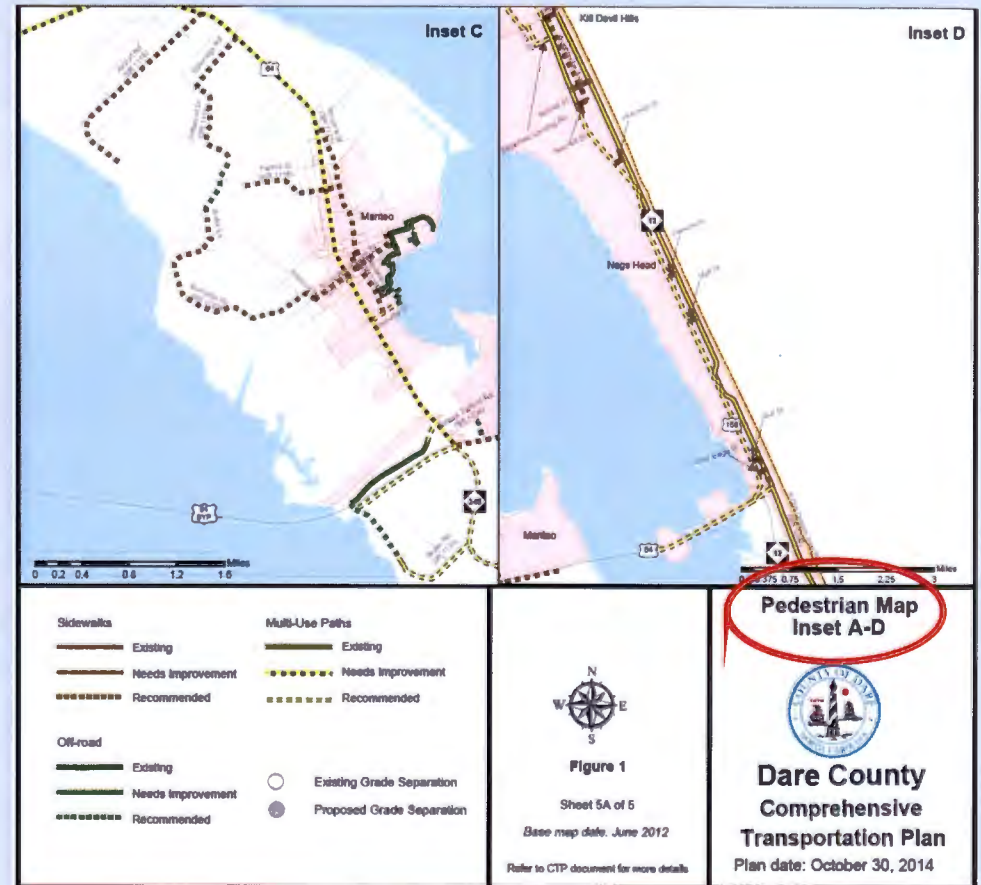
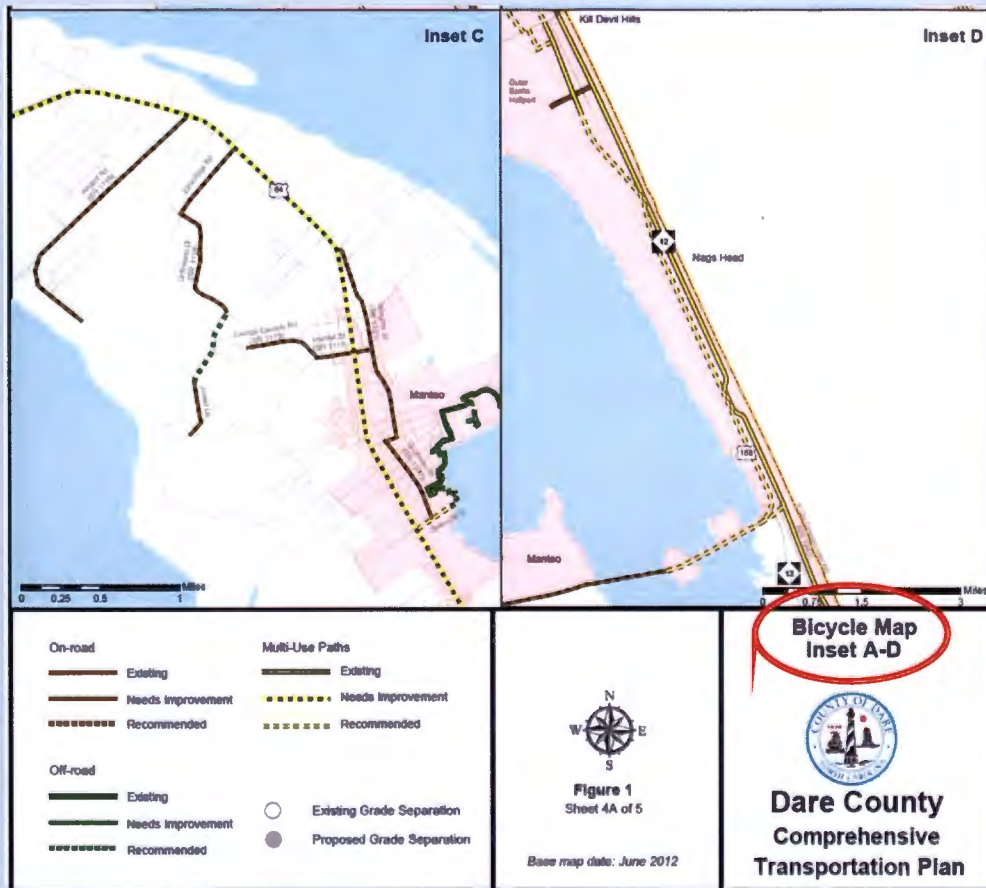
Roanoke Island Transportation Plan 2006

- Dare County
- Town of Manteo
- Roanoke Island Commission
- Roanoke Voyages Corridor
- Fort Raleigh Nat'l Historic Site
- Airport Authority





- Dare County
- Town of Manteo
- Albemarle Rural Planning Organization



Dare County Comprehensive Transportation Plan 2015

Plan date: October 30, 2014



# Proposed Airport Road Trail







Thank you

DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT

BUDGET ORDINANCE 2019/2020

APPROVED 06/\_\_/2019



410 AIRPORT ROAD  
MANTEO, NC 27954





**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, 2019, and ending June 30, 2020, in accordance with the Chart of Accounts heretofore established for the Cemetery:

**Cemetery Fund** **\$28,500**

**SECTION 4.** It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

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>
<b>Total Estimated Revenues</b>	<b><u>\$28,500</u></b>

**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, 2019.

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David Twiddy, Chair,  
Dare County Airport Authority

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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)**

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

**SERVICE FEES**

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

<b>AIR TOUR(PER YEAR)</b>	\$700.00
<b>FLIGHT INSTRUCTION AND AIRCRAFT RENTAL(PER YEAR)</b>	\$700.00
<b>BANNER TOWING(PER YEAR)</b>	\$700.00
<b>CHARTER(PER PLANE)</b>	\$700.00
<b>SKY DIVING (PER YEAR)</b>	\$700.00
<b>PUBLIC MAINTENANCE</b>	\$700.00
Per occurrence for off premise companies	\$75.00
<b>CAR RENTAL BY DCRA STAFF (OF GROSS)</b>	30.00%
<b>CAR RENTAL OFF AIRPORT COMPANY</b>	
Pick up or drop off	\$20.00
<b>CAR RENTAL OTHER (BY CONTRACT)</b>	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 2020 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**

Account Name			FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection
<b>REVENUES</b>							
943785	422270	10761 State Aid to Airport	0	0	0	0	0
<b>Total State Aid to Airport</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
943785	441070	10703 Auto rentals	81,385	74,229	77,000	80,000	80,000
943785	441071	Hangar Rentals	244,690	250,749	265,000	260,000	260,000
943785	441072	Tie Down Fees	1,510	1,600	2,000	3,000	3,000
943785	441073	Landing Fees	16,800	17,195	18,000	35,000	35,000
943785	441074	Land & Building Rentals	180,462	180,192	185,000	190,000	190,000
943785	441075	Vehicle Parking Fees	6,790	6,030	8,000	9,000	9,000
943785	441076	Operations Licenses	9,094	9,800	9,800	9,800	9,800
<b>Total Rents, fees, Licenses</b>			<b>540,731</b>	<b>539,855</b>	<b>564,800</b>	<b>586,800</b>	<b>586,800</b>
943785	441085	Other Charges for Services	0	0	500	500	500
943785	441086	10703 Souvenirs	2,306	3,128	3,500	3,500	3,500
943785	441087	After Hours Fuel Service	11,650	10,750	15,000	12,000	12,000
943785	450100	Interest Income	21,035	43,327	18,000	40,000	40,000
943785	460100	Miscellaneous Revenues	1,325	2,442	2,500	3,000	3,000
<b>Total other Fees</b>			<b>36,316</b>	<b>59,647</b>	<b>39,500</b>	<b>59,000</b>	<b>59,000</b>
943785	466001	10703 Av Gas Sales	527,743	550,102	570,000	610,000	610,000
943785	466002	10703 Jet A Sales	499,463	548,750	540,000	580,000	580,000
943785	466003	10703 Auto Fuel Sales	1,926	1,438	2,300	2,300	2,300
943785	466004	Oil Sales	1,662	1,944	2,600	2,600	2,600
<b>Total Fuel &amp; Oil Sales</b>			<b>1,030,794</b>	<b>1,102,234</b>	<b>1,114,900</b>	<b>1,194,900</b>	<b>1,194,900</b>
943785	466005	Pilot Supplies	258	263	500	500	500
943785	466006	10703 Vending Sales	450	150	300	300	300
<b>Total other Sales</b>			<b>708</b>	<b>413</b>	<b>800</b>	<b>800</b>	<b>800</b>
943785	491003	Transfer from Primary Government	716,532	763,061	805,691	864,377	864,377
Allotment: *\$593,585 **\$621,405				*	**	***	***
***\$699,276							
<b>Total Transfer from Government</b>			<b>716,532</b>	<b>763,061</b>	<b>805,691</b>	<b>864,377</b>	<b>864,377</b>
<b>TOTAL REVENUES</b>			<b>2,325,081</b>	<b>2,465,210</b>	<b>2,525,691</b>	<b>2,706,377</b>	<b>2,706,377</b>



Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection	
<b>EXPENDITURES</b>							
<b>Number of employees 8</b>							
944785	500200	Salaries	356,948	385,362	408,381	380,000	380,000
944785	500202	Salaries- Board members	4,475	1,825	4,000	4,000	4,000
944785	500207	Salaries- after hours fuel ser	8,520	0	0	0	0
944785	500208	Salaries – On Call	0	11,376	12,000	12,000	12,000
944785	500300	FICA	27,228	29,315	32,467	31,5510	31,510
944785	500400	Retirement	27,118	30,177	32,875	36,791	36,791
944785	500500	Health Insurance	147,285	148,977	138,853	155,305	155,305
944785	500700	Retiree Health Insurance	7,788	700	714	692	692
944785	500705	Pre-65 Health Insurance	0	6,853	7,333	23,694	23,694
944785	500900	Longevity	8,475	9,504	10,500	9,410	9,410
944785	501050	Salary Adjustments – Merit	0	0	4,745	5,773	5,773
<b>Total Personnel Services</b>			<b>587,837</b>	<b>624,088</b>	<b>651,868</b>	<b>659,175</b>	<b>659,175</b>
944785	510700	Contracted Services	46,693	46,545	120,000	150,000	150,000
944785	510900	Professional Service	56,130	13,660	30,000	30,000	30,000
944785	511100	Telephone & Postage	3,980	4,128	5,200	5,200	5,200
944785	511300	Utilities	27,613	27,134	30,000	30,000	30,000
944785	511500	Maintenance & Repairs Rentals	38,790	54,876	70,000	80,000	80,000
944785	511501	Maintenance & Repairs Equip.	9,328	18,555	25,000	25,000	25,000
944785	511502	Maintenance & Repairs Buildings	19,128	73,697	80,000	100,000	100,000
944785	511503	Maintenance & Repairs Vehicle	4,743	5,554	6,000	6,500	6,500
944785	511901	Credit Card Processing	32,799	32,938	40,000	40,000	40,000
944785	512102	Leases Copiers	1,017	993	2,500	2,500	2,500
944785	512103	Leases PC's	0	0	2,000	1,000	1,000
944785	513100	Fuel	4,067	7,001	6,000	6,000	6,000
944785	513300	Supplies	6,363	6,417	8,000	8,218	8,218
944785	513400	Museum Operation	0	0	500	500	500
944785	513500	Computer Software	828	828	1,000	1,000	1,000
944785	513600	Uniforms	2,500	1,455	2,000	2,500	2,500
<b>Total other Expenditures</b>			<b>253,979</b>	<b>293,780</b>	<b>498,200</b>	<b>488,416</b>	<b>488,416</b>
944785	513701	10703 AV Gas	422,742	444,822	500,000	510,000	510,000
944785	513702	10703 Jet A	316,050	349,945	410,000	410,000	410,000
944785	513703	10703 Auto Fuel	1,603	739	3,000	3,000	3,000
944785	513704	10703 Oil	855	2,455	2,000	2,000	2,000
<b>Total Fuel and Oil Disbursement</b>			<b>741,250</b>	<b>797,960</b>	<b>915,000</b>	<b>925,000</b>	<b>925,000</b>

Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection	
944785	513705	10703 Pilot Supplies	313	278	500	500	500
944785	513708	10703 Auto Rentals	49,135	46,326	50,000	55,000	55,000
944785	513709	10703 Souvenirs	1,946	1,583	2,330	2,500	2,500
944785	516100	Shop Overhead	6,625	8,371	10,128	11,286	11,286
944785	525000	Training	1,000	92	5,000	6,000	6,000
944785	525100	Travel	6,929	9,128	10,000	10,000	10,000
944785	525200	Dues & Subscriptions	1,719	1,717	2,000	2,000	2,000
944785	525400	Insurance & Bonds	51,731	50,410	51,174	59,910	59,910
944785	525401	Insurance Airport	23,689	26,557	41,000	55,000	55,000
944785	525600	Advertising & Promotions	659	848	5,000	5,897	5,897
944785	525604	Marketing & Public Relations	1,125	1,957	34,000	34,000	34,000
944785	525620	Youth Aviation Day	1,138	809	6,000	6,000	6,000
944785	525710	Indirect Costs per CAP	85,222	100,044	108,984	112,590	112,590
944785	525730	Bad Debts	0	0	0	0	0
944785	537400	Capital Outlay	50,191	0	129,507	200,000	200,000
944785	548190	DS- Principal Property	130,000		0	0	0
944785	539500	Depreciation	0	563,402	0	0	0
944785	518191	DS- Principal Scarborough Sq	0	130,000	0	0	0
944785	549190	DS-Interest Property	4,306	2,152	0	0	0
944785	519191	DS-Interest Scarborough Sq	0	0	0	0	0
944785	550000	Contingency	0	0	5,000	75,000	75,000
944785	599500	10768 Capital Project Fund	0	0	0	0	0
<b>Total Other Expenditures</b>		<b>415,728</b>	<b>943,674</b>	<b>460,623</b>	<b>633,786</b>	<b>633,686</b>	
<b>TOTAL EXPENDITURES</b>		<b>1,998,794</b>	<b>2,659,502</b>	<b>2,525,691</b>	<b>2,706,377</b>	<b>2,706,377</b>	

**FUND 96- CEMETERY**



Account No.	Account Name	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Recommended	FY 21 Projection	
<b>REVENUES</b>							
963785	450101	Interest- Other Agencies	1,735	3,473	2,000	2,000	2,000
963785	464501	Grave Sites- Plot	3,052	2,252	2,000	2,000	2,000
963785	464502	Mausoleum- Crypt	3,000	0	2,000	2,000	2,000
963785	464503	Mausoleum- Niche	526	0	2,000	2,000	2,000
963785	464510	Rental Income Houses	18,100	18,700	20,400	20,400	20,400
963785	464515	Recording Fees	26	0	100	100	100
<b>TOTAL REVENUES</b>			<b>26,439</b>	<b>24,425</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>EXPENDITURES</b>							
964785	511300	Utilities	410	354	1,000	1,000	1,000
964785	511502	Maintenance & Repairs Buildings	4,190	0	11,000	12,000	12,000
964785	511508	Maintenance & Repairs Yard	398	9	7,000	6,000	6,000
964785	511903	Recording Fees	104	52	100	100	100
964785	537400	Capital Outlay	0	0	9,400	9,400	9,400
<b>TOTAL EXPENDITURES</b>			<b>5,102</b>	<b>415</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>

## **Talbert & Bright Engineers Update**

**May 2019**

### **Apron Pavement Rehabilitation**

MQI received grant funds from NCDOA to rehabilitate the area of apron pavement south of the terminal building (between the Terminal Building and Sound). The NCDOA recently asked the airport if they want to consider adding the portion of apron to the west and bid it together with the original area of apron rehabilitation. Talbert & Bright has prepared a work Authorization to add this area to the project, has coordinated with work authorization with David Daniels and have sent it to the NCDOA for review. Once we received comments from NCDOA and an IFE is performed, the work authorization will be presented to the Airport Authority together with a grant modification.

### **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 will prepare a work authorization for review by the Airport and NCDOA to proceed with the acquisition, including appraisal, survey and Phase I Environmental Due Diligence Audit.

## DRAFT DRAFT DRAFT

### Banner Tow Operatons

All companies conducting banner tow operations from Dare County Regional Airport (DCRA) will:

Pay the annual operators fee for this activity

Provide these credentials for all pilots conducting banner flights

- a. Pilot's License
  - b. Current First or Second Class Medical Certificate
  - c. Evidence of completion of satisfactory training and check flight with FSDO
3. Provide evidence of insurance covering this commercial activity.
  4. Comply with the recommendations provided in:

INFORMATION FOR BANNER TOWING OPERATIONS FAA/FS-I-8700-1 (Rev. 1)

FAR AIM (Current publication)

AC\_90-66B

All companies conducting banner tow operations in or around DCRA will do so having thoroughly reviewed the three publications listed above. The recommendations and policies noted in the those publications in reference to flight around non-controlled airfields and the specifics of operating aircraft for the purpose of towing banners will be considered the standards expected for operation at DCRA. In addition, any specific policies or recommendations from the FAA Flight Standards District Office (FSDO) in addition to those listed in the above publications will be communicated to DCRA management. Any variations from these policies and recommendations will be presented to DCRA management before implementation when operating banner tow aircraft on or around DCRA.

5. In reference to item 4, the information in the FAR AIM and AC 90-66B regarding operations in and around uncontrolled airfields will be the recommended procedures for all general aviation aircraft including banner aircraft when entering and departing the traffic patterns at DCRA. In the event of tower operations with air traffic guidance from a tower controller, the banner aircraft will comply with air traffic guidance mandated from the tower controller.

6. Specific attention, by banner pilots, should be paid to accurate, proper communications with other aircraft, tower and unicom in reference to banner picks and drops as these maneuvers require non-standard movement near Runway 5-23. Language that reflects clearly that the aircraft is a banner aircraft and the intentions of the banner aircraft to drop or pick up a banner adjacent Runway 5-23 will be anticipated.

7. After a successful banner pick, all banner aircraft will depart the airport as recommended in the AIM or directed by the tower. NO banner picks will be performed by "sidestepping" from a departure runway. After a banner drop or a missed pick, the banner pilot will follow the instructions from the tower or perform a "go around" maneuver rejoining the traffic pattern with precautions given to avoidance of other aircraft in or joining the pattern.

8. After a successful banner drop the banner aircraft will NOT sidestep to a landing.



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9. In the event that the banner will not release, the pilot the banner aircraft will communicate to the tower or unicom the need to land on the runway with the banner still attached. The ground crew for the banner should be alerted by radio that the banner will need expedited removal on the runway and all support vehicles and crew removed from the runway as soon as possible.

Draft Draft Draft

Vehicle Rules and Regulations (R and R) for operation of a motor vehicle on property of Dare County Regional Airport

Speed limit is 15 mph for all vehicles.

All vehicles will be operated only on paved surfaces (see banner tow vehicles and PREP).

Aircraft have the right of way in all situations of interaction or potential interaction with ground vehicles

Vehicles parked near storage hangars on the east side of DCRA will be positioned at all times to remain clear of any taxiway.

All hangar leasees and aircraft owners with aircraft based at DCRA will review these rules and have documented understanding by signature.

All hangar leasees and aircraft owners with aircraft based at DCRA will have read the Passenger Ramp Escort Procedure (PREP) and will follow that procedure when escorting visitors or passengers to the ramp or hangar areas.

All vehicles passing through the vehicle gates in the airport boundary fencing will, once the vehicle has passed through the gate, await gate closure and ensure that no vehicle follows them through the gate. This applies to entry or exit.

All vehicles will use particular caution when moving around hangars or on approach to intersections of taxiways and be vigilant for intersecting vehicle or aircraft traffic.

All student pilots entering the East Gate for access to OBX Airplane will have read these Rules and Regulation and passed the Vehicle R and R exam.

All commercial operators, i.e. UPS, FedEx, cab, Uber, maintenance, commercial operations employees will have read these rules and regulations and successfully completed the exam.

Allowed paved surfaces for vehicle operation from the terminal gate are:

Ramp parking on the east of the terminal building

Ramp parking in front of terminal and to the west of terminal

Under No circumstances will vehicles enter the area of Taxiway Alpha

12. Allowed paved surfaces for vehicle operation from the East gate are: See chart

1. Taxiway from the gate past hangars and intersecting with taxiway Delta
2. Taxiway Delta for crossing to SE hangar areas (Caution aircraft taxi traffic!)
3. Taxiways bordering hangars on SE of Taxiway Delta
4. Under No circumstances are vehicles to pass the NO VEHICLE signs on Taxiway Delta.

13. Banner tow ground vehicles are to follow all the R and R listed in this policy. In addition:

1. They are allowed to move from the hangars on Taxiway Delta to the banner field by traveling parallel to runway 17/35 on the grass apron ONLY if no aircraft traffic is taking off or on landing approach to that runway. Therefore all vehicles moving to and from the banner field will have an operating communication radio that monitors and allows communication on unicom frequency 122.8. When runway 17-35 is not in use as determined by visual inspection and monitoring of unicom 122.8 the banner vehicle may traverse around the displaced threshold end of runway 17 After announcing "Banner Vehicle crossing approach end of Runway 17." This radio pronouncement must be made even if the vehicle driver does not note traffic visually or my radio monitoring.

2. Banner vehicles in the banner field should be operated no closer than \_\_\_\_\_ feet from runway 05/23.

Vehicle Rules and Regulations

3. In the event of a banner being landed attached to the banner aircraft on the active runway, the banner vehicle should NOT proceed onto the runway until communicating with unicom and airport personel.

Passenger Ramp Escort Procedure (PERP)

Pilots and aircraft owners and hangar leasees based at DCRA will meet passengers or those unfamiliar with airport movements at the vehicle gates.

a. East gate access to hangars: Meet the other vehicle(s) outside the gate and open the gate with the code (do not share the code) and have the other vehicles follow you to your hangar area. Attempt to limit the number of vehicles parking near hangar space as parking areas around hangars is limited. Parking on grass near hangars is allowed (see 4 in R and R). If you are inside the fence drive to the gate and pull close enough to actuate the gate. Await your visitor's vehicle to pass and then proceed to hangar. All vehicles should adhere to 7 in R and R.

b. Terminal area gate: Same as East gate. In addition vigilance should be given to aircraft traffic on the ramp areas near the terminal and transient tie down areas. Note: If any aircraft movement or if aircraft engines are noted to be in operation (prop movement, engine sounds) extreme caution should be exercised and the vehicle(s) should not move until it is determined that the aircraft is not in the process of beginning to taxi or lift off (helicopter).

2. Pilots and owners and leasees will escort their visitors or clients back to the gate in a manner similar to that described in item 1. Again, observe item 7 in R and R.

I have read the Rules and Regulations regarding ground vehicle movements on airport property and through the gates of airport property. I understand and will comply with these rules and regulations.

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Signature

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Printed Name

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Date



## Vehicle Rules and Regulations at DCRA User Exam:

Your friend who comes to fly with you is going to meet you at your hangar. You can give him the combination to the gate. True or False

You have finished your flight, your passengers want to go the rest room at the end of the hangars with their child. You should just let them use your car to drive the taxiway to the restrooms and back. True or False

You bought a refrigerator for your hangar. You give the gate code to the appliance company and tell them your hangar number and where the key is hidden and tell them to deliver it and set it up. This will be OK. True or False

Your father-in-law who knows everything about boats, but nothing about airplanes, wants to store his boat and trailer in your hangar while your airplane is getting new avionics. You give him the code and the key to the hangar and tell him go to it...just watch out for airplanes. True or False

The speed limit for driving on the airport for motorcycles is 40 mph. True or False

The speed limit for driving a vehicle to the banner field is 50 mph. True or False