



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  
March 30, 2022 MEETING**

- Members Present:** Charlie Davidson, Fred Newberry, Pete Burkheimer, Wally Overman, Joe Blakaitis, William Pope, George Henderson, David Crownover
- Members Absent:** Jack Shea
- Also Attending:** Robert Hobbs, Hornthal, Riley, Ellis & Maland; David Daniels, Airport Director; Margaret Stauffer, Finance Officer & Clerk to the Board; Stacy Ambrose; John Massey, Steve Bright, Talbert & Bright
- Public Attending:** Sam Long & Brady Lozaw, Venable Group

Chairman Davidson called the March 30, 2022 meeting of the Dare County Airport Authority to order at approximately 3:00 pm.

**ITEM 1 - Public Comments:**

Sam Long – Congratulations to David Daniels on his retirement and Mr. Long invited everyone over to their hangar after the board meeting to honor David’s retirement.

**ITEM 2 – Budget Amendment:**

Director Daniels reviewed the budget amendment to increase the budget by adding \$45,000 to accommodate the receipt of CARES ACT GRANT FUNDS.

- MOTION:** Wally Overman motioned to approve the budget amendment of \$45,000 as presented.
- SECOND:** Pete Burkheimer
- DISCUSSION:** None
- OPPOSED:** None
- OUTCOME:** Carried

### **ITEM 3 - Engineer's Report:**

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

- *Runway 23 RPZ Land Acquisition –*  
For property at 1099 and 1115 Driftwood Drive (City Beverage), as previously coordinated with the Airport Authority, TBI is coordinating with Bourne Appraisal for an update to the original appraisal.

On October 20, 2021, an offer to purchase was made for 1133 Driftwood Drive (Roughton). Property owner was also provided with relocation assistance documentation on December 18, 2021. Mr. Roughton signed the offer to purchase on February 14, 2022. The Airport closed on the property on March 30, 2022.

- *Apron Pavement Rehabilitation -*  
A construction progress meeting was held on March 30, 2022, for the apron pavement rehabilitation project. The contract time commenced on Monday November 8<sup>th</sup>. Hatchell has placed approximately 50% of the concrete. As previously discussed, Hatchell's schedule has been impacted due to a delay in the new drainage grates to be installed with the new drainage structures. The grates and structures were ordered on November 8, 2022. The current scheduled delivery date for the drainage box tops, which include the grates is late April. Hatchell has installed the bottom portion of the drainage boxes and new drainage pipe to minimize impacts to the project schedule. The delay in delivery of the pipes and structures caused Hatchell a 37-day delay. Their current schedule has them completing construction in mid-May.
- *Airfield Lighting System Rehabilitation project -*  
Design of the airfield lighting system rehabilitation project has commenced. The first submission to NCDOA for review will be made by the end of May.
- *Bipartisan Infrastructure Law (BIL) Funding Request*  
TBI assisted MQI with preparation of a request to receive funds for improvements to the terminal building, specifically in the area being used as the Air Traffic Control Tower. This application was made as part of the BIL recently passes. If funding is not received this year, the application can be submitted again annually for the next four years.

### **ITEM 4 - Attorney's Report:**

Attorney Hobbs stated that the Roughton property closed this day.

### **ITEM 5 - Chair Report:**

None

**ITEM 6 - Director's Report**

Director Daniel opened by expressing his gratitude for everyone that help him during his role as Airport Director. Mr. Daniels personally thanked Robert Hobbs, Steve and John with Talbert & Bright for all their support during this time.

**ITEM 7 – Consent Agenda**

Review/Approve DCAA minutes for February 23, 2022 as presented.

**MOTION:** Joe Blakaitis motioned to approve the Consent Agenda minutes for the February 23, 2022 as presented.  
**SECOND:** Bill Pope  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

**ITEM 8 - Committee Reports:**

None

**ITEM 9 - Comments from the Authority Members:**

*Pete Burkheimer* – asked if the Roughton property could be used for the tower housing staff? John Massey replied that the DOA would not approve this housing in the RPZ area.

*Wally Overman* – stated that there was some video recording at the construction site for some public relations viewing.

*George Henderson* – asked about the next step for acquiring the Basnight property.  
*Engineer John Massey* – replied that it would be best to get the city beverage and Roughton property first then processed with the Basnight Options.

*Bill Pope* – Thanked David Daniels for all his service years and that it has been a pleasure working with him.

*Charlie Davidson* - Thanked David for his time at the airport and looks forward to working with the Director.

*Fred Newberry* - Wished David the best in his retirement and looks forward to seeing him soon.

*Joe Blakaitis* – shared that he remembers when it was time to look for a new director and thought the authority should select someone that works at the airport already. The board was very happy to selecting David back in the days.

David Daniels shared that he started in the Director position in 2013.

**ITEM 10 - Adjourn**

**MOTION:** Joe Blakaitis motioned to adjourn.  
**SECOND:** Fred Newberry  
**DISCUSSION:** None  
**OPPOSED:** None  
**OUTCOME:** Carried

The meeting was adjourned at 3:25 PM ET

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Margaret Stauffer, Clerk to the Board  
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY  
410 AIRPORT ROAD, MANTEO, NC  
Wednesday, March 30, 2022  
AGENDA**

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

**ITEM 1 PUBLIC COMMENTS**

**ITEM 2 BUDGET AMENDMENT  
- Cares Act Grant Funds**

**ITEM 3 ENGINEER'S REPORT**

**ITEM 4 ATTORNEY'S REPORT**

**ITEM 5 CHAIR'S REPORT**

**ITEM 6 DIRECTOR'S REPORT**

**ITEM 7 CONSENT AGENDA  
a.) Minutes for February 23, 2022**

**ITEM 8 COMMITTEE REPORT**

**ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS**

**ITEM 10 ADJOURN**

## **Talbert & Bright Engineers Update**

**March 30, 2022**

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# ***Dare County Airport Authority***

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FUND 94

## ***BUDGET AMENDMENT #2022-02***

F/Y 2021-2022

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ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

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Revenues:

Miscellaneous	943785	460100		45,000	
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Expenditures:

Contracted Services	944785	510700		45,000	
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Explanation:

Received CARES ACT GRANT funds

**Approved by:**

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

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_