



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
February 22, 2023 MEETING**

Members Present: Charlie Davidson, Fred Newberry, Wally Overman, George Henderson, Joe Blakaitis, David Crownover, Pete Burkheimer, Jim Kenny

Members Absent:

Also Attending: Robert Hobbs, Hornthal, Riley, Ellis & Maland; Stacy Ambrose, Airport Director; Margaret Stauffer, Finance Officer & Clerk to the Board; John Massey & Steve Bright, Talbert & Bright

Public Attending: None

Chairman Davidson called the February 22, 2023 meeting of the Dare County Airport Authority to order at approximately 4:06 pm.

ITEM 1 - Public Comments:

No public comment and no comments submitted prior to the meeting.

MOTION: Jim Kenny motioned to amend the agenda to add Close Session to be Item #2.

SECOND: Pete Burkheimer

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

ITEM 2 - Closed Session 4:10PM

MOTION: Jim Kenny motioned to request to enter closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct the Dare County Airport Authority staff or negotiating agents concerning the position to be taken by or on behalf of the Dare County Airport Authority in negotiating the price and other material terms of a contract or proposed contract for the acquisition, by purchase, option, exchange, or lease, of the following real property: 1099 Driftwood Drive and

1115 Driftwood Drive, Manteo, NC, owned of record by City Beverage Company, Inc., for any public purpose.

SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Out of closed session at 5:40PM

ITEM 3 – Engineering Services RFQ:

Director Ambrose states that there was only one response to the RFQ for Engineering Services for 5 years, which was Talbert & Bright.

MOTION: Wally Overman motioned to accept Talbert & Bright’s RFQ for engineering services.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 4 - Engineer’s Report:

John Massey updated on the following: (see attached)

• **Runway Approach Clearing**

Jon Walker from FAA Flight Procedures Team recently sent an email to the airport identifying tree obstructions to the Runway 17, 35 and 23 approaches and asked the airport to verify the obstructions exist and prepare a mitigation plan to address the obstructions.

TBI has reviewed the information provided by FAA along with the trees obtained by the 18B survey work. Exhibits depicting the obstructions were previously shared with the Airport Authority, identifying the areas where trees are located on and off airport property.

TBI has prepared a work authorization for obstruction analysis, grant administration, environmental documentation, design and bidding services to allow the airport to remove trees located on airport property. The work authorization has been coordinated with the airport staff and has been submitted to NCDOT Division of Aviation for their review and comment. Currently TBI is working with the NCDOT Division of Aviation and Airport to bring the project under grant so that the design work can commence.

• **Runway Land Acquisition**

Offers to purchase for 1099 and 1115 Driftwood Drive have been delivered to the property owners. The airport is awaiting a response to the offer letters.

ITEM 5 - Attorney's Report:

Attorney Hobbs updated on the following:

- Grave relocation project – working on a Resolution to be submitted to the Board of Commissioners when the airport is ready.

ITEM 6 - Chair Report:

Chairman Davidson reports -

- SCIF Funds – Director Ambrose and Wally Overman worked together to submitted the request for SCIF funds to the state.
- Possibility of creating an airport support group made up of airport pilots, aircraft owners and business that could offer great support on upcoming projects.

ITEM 7 - Director's Report:

Director Ambrose updated on the following:

- Grave relocation project – Spoke to Johnny this week and moving forward with information from the contractors involved. Planning on scheduling meeting with Wally Overman and Bobby Outten to help figure out where the funds will be coming from. The airport does not have this in the current budget and might need some help with the funding part.
- Airport Ops vacant position – All interviews have been completed and have selected an applicant. Working with HR Dept. for the rest of the hiring process.
- Airport Cleaning Services – There were two different companies cleaning the terminal building and have hired one new company for all the cleaning needs.
- New EMS Hangar – NC Power will be out this week to install a power pole for the construction phase.
- Rental House – 148 Fields Drive will have new flooring to replace the carpet by Lowes. The new tenant has signed the lease and is ready to move-in.
- 2-Year forecast Budgets – The airport's 2-year forecast budget has been completed and submitted to the finance dept.
- Hangar repairs – The new trench has been started at Andy's hangar. Hatchell's subcontractor Lady-Bug backed out of the work, so Hatchell's will do the work in their place.
- Rescue boat – The new motor for the rescue boat has been ordered.
- NC Forestry – They have scheduled In June dust croppers will be spraying early June for gypsy moths.
- Black Hawk Jets will be at the airport for fuel and practice flyovers May 26 – June 1st.
- Control Tower Services – The current years contract with Airboss, Inc. has been signed. Still looking into other options and/or contracts for the following year.

Jim Kenny added that a the AOPA might be a good contact for FAA certified controllers and possibly advertise for the airport.

The Airport Authority Secretary position is open. Chairman Davidson asked the members who might be interested in the New Airport Authority Secretary Position.

MOTION: Wally Overman motioned to approved to elect Pete Burkheimer and the Airport Authority's new Secretary.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 8 – Consent Agenda

Review/Approve DCAA minutes for January 25, 2023 as presented.

MOTION: Joe Blakaitis motioned to approve the Consent Agenda minutes for the January 25, 2023 as presented.
SECOND: Pete Burkheimer
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 9 - Committee Reports:

None

ITEM 10 - Comments from the Authority Members:

Fred Newberry stated that he spoke to the tourism bureau about the option of using the grant that the airport was awarded for the 81st Anniversary Celebration. The funds can be used for this event for items like; tents rentals, chairs, port-a-johns, speakers and food trucks. A brief summary of the 81st Anniversary Celebration event was sent to AOPA and to also see if AOPA would be interested in participating.

Chairman Davidson – Thanked Fred for keeping great communications with AOPA. Also, Thanked Pete for monitoring the Hatchell concrete project.

Wally Overman – mentioned that the visits to Raleigh would have a positive effect to have a delegate from the airport be present.

ITEM 11 - Adjourn

MOTION: Pete Burkheimer motioned to adjourn.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

The meeting was adjourned at 6:15 PM ET

Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, February 22, 2023
AGENDA**

4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING

ITEM 1 PUBLIC COMMENTS

ITEM 2 REQUEST FOR QUALITICATION

a. Engineering Services

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. January 25, 2023

ITEM 8 COMMITTEE REPORT

ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 10 ADJOURN

Talbert & Bright Engineers Update

February 22, 2023

Runway Approach Clearing

Jon Walker from FAA Flight Procedures Team recently sent an email to the airport identifying tree obstructions to the Runway 17, 35 and 23 approaches and asked the airport to verify the obstructions exist and prepare a mitigation plan to address the obstructions.

TBI has reviewed the information provided by FAA along with the trees obtained by the 18B survey work. Exhibits depicting the obstructions were previously shared with the Airport Authority, identifying the areas where trees are located on and off airport property.

TBI has prepared a work authorization for obstruction analysis, grant administration, environmental documentation, design and bidding services to allow the airport to remove trees located on airport property. The work authorization has been coordinated with the airport staff and has been submitted to NCDOT Division of Aviation for their review and comment. Currently TBI is working with the NCDOT Division of Aviation and Airport to bring the project under grant so that the design work can commence.

Runway Land Acquisition

Offers to purchase for 1099 and 1115 Driftwood Drive have been delivered to the property owners. The airport is awaiting a response to the offer letters.