



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
April 26, 2023 MEETING**

- Members Present:** Charlie Davidson, Joe Blakaitis, Fred Newberry, George Henderson, Wally Overman, David Crownover, Pete Burkheimer, Jim Kenny
- Members Absent:** Robert Hobbs, Hornthal, Riley, Ellis & Maland
- Also Attending:** Stacy Ambrose, Airport Director; Margaret Stauffer, Clerk to the Board; John Massey & Steve Bright, Talbert & Bright
- Public Attending:**

Chairman Davidson called the April 26, 2023 meeting of the Dare County Airport Authority to order at approximately 4:00 pm.

ITEM 1 - Public Comments:

No Comments submitted prior to the meeting.

ITEM 2 – Engineering and Related Work Contract:

- MOTION:** Wally Overman motioned to approve the Talbert & Bright 5 year contract as presented.
- SECOND:** Dave Crownover
- DISCUSSION:** None
- OPPOSED:** None
- OUTCOME:** Carried

ITEM 3 - Engineer's Report:

John Massey updated the following: *(attached)*

- **Runway Approach Clearing** - TBI is working on the design documents for the clearing work to be performed in the approaches to Runway 17 and 23 to address the penetrating trees on airport property identified by Jon Walker (FAA Flight Procedures) and those identified as part of the 18B Survey.
- **Airport Layout Plan** - TBI has completed the facility requirements chapter of the Airport Layout Plan narrative report and is currently working on preparing development alternatives necessary to meet the facility requirements identified. TBI wants to set up a meeting with the airport to review the facility requirements and development alternatives to receive comments prior to finalizing the alternatives. Ultimately "Preferred Alternatives" will need to be selected that will be reflected on the Airport Layout Plan. A meeting to review the alternatives will be set up for the afternoon of May 31, 2023. The meeting time will be coordinated with the airport.

ITEM 4 - Attorney's Report:

Attorney Hobbs was not present. Report update by Director Ambrose:

- **City Beverage** – Attorney Hobbs has prepared a letter with John Massey which needs to prepare and circulate to the board members before sending it to the other attorney.
- **Grave removal project** – A draft resolution is in the process and it will be sent to Mr. Outten for review.
- **RV removal** – Its suggested that the DCAA enact changes to the DCRA rules on abandoned vehicles to make it faster to remove the RV, in the event the RV owner cannot be found or refuses to move it.

TEM 5 - Chair Report:

No report.

ITEM 6 - Director's Report

Director Ambrose reports the following:

- New EMS hangar – The ground breaking ceremony will be April 10, 2023.
- New employee – Luke Berry started April 17th started as a new Airport Operations Technician.
- April 20th the Director and Wally Overman attended the Southeastern Albemarle Association in Roper, NC.
- Currituck Airport donated their old GPU unit. The unit does need some repairs to get operating.
- Black Hawk helicopters just arrived today and will need fuel for a period a week or two.
- 80th Anniversary of DCRA – booked 10 hotel rooms, port-a-jons, and three food vendors. September 23, 2023. Tony Bruno is the main coordinator for this event.

- NC hangar prices chart – shows national and state averages. DCRA T-hangar rates are \$260, \$320, \$330 with a national average is \$260. DCRA hangar rates are right in-line with the overall state rates.
- Discounts on hangars – Andy was inquiring about having a discount due to the leaks and water damage and a discount if hangar rent is paid in lump sum.

Concerns about many of the hangar tenants and lot rent payments are being processed by credit card, which is costing the airport 3%.

Wally Overman stated that it is not uncommon for companies to charge a fee for the use of credit cards.

Jim Kenny added that VENMO, PayPal might be something to look into.

Director Ambrose shared that in the past the commercial operators with fuel tanks would get self-serv price and pay by check. This has gone away for many years now and this will need to get back on track the way it used to be.

The members with in concurrence to let the Airport Director come up with a solution regarding the discounts and to come back with a recommendation regarding the credit card fees.

Director Ambrose reviewed the Budget Amendment #2022-03 to move \$24,000 from salaries line item to part-time salaries. This will cover the part-time labor that was not budgeted for last year.

MOTION: Pete Burkheimer motioned to approve Budget Amendment #2022-03 to move \$24,000 from salaries line item to part-time salaries as presented.
SECOND: Dave Crownover
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 7 – Consent Agenda

Review/Approve DCAA minutes for February 22, 2023 and March 28, 2023.

MOTION: David Crownover motioned to approve the Consent Agenda minutes for the February 22, 2023 and March 28, 2023 as presented.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 8 - Committee Reports:

No reports.

ITEM 9 - Comments from the Authority Members:

Director Ambrose – shared that the Tower will start May 22nd to September 8, 2023 and ready for them to start.

Fred Newberry – added that the events committee has been working with the Tourism and AOPA for the 80th Anniversary Event.

Pete Burkheimer – clarify the trench drain in from of Andy's hangar. Mr. Burkheimer met with Hatchell Concrete today. After looking closer at the cracks it looks like the bottom inside corner of the side walls is cracked. This was caused by a vehicle being on the new concrete way too early when everyone should have stayed off for 5 days. Structurally it is fine, cones should have been setup to detour traffic and the vehicle at fault should be charged for the repairs.

Chairman Davidson – Thanked Pete Burkheimer for all his personal time to monitor the issue on the concrete repairs.

ITEM 10 - Adjourn

MOTION: Wally Overman motioned to adjourn.
SECOND: Dave Crownover
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

The meeting was adjourned at 5:25 PM ET

Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

**DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, April 26, 2023
AGENDA**

4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING

ITEM 1 PUBLIC COMMENTS

**ITEM 2 ENGINEERING AND RELATED WORK CONTRACT
Talbert & Bright 5 Year Contract**

ITEM 3 ENGINEER'S REPORT

ITEM 4 ATTORNEY'S REPORT

ITEM 5 CHAIR'S REPORT

ITEM 6 DIRECTOR'S REPORT

**ITEM 7 CONSENT AGENDA
February 22, 2023
March 28, 2023**

ITEM 8 COMMITTEE REPORT

ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 10 ADJOURN

GUEST SIGN-IN SHEET

D.C.A.A. MEETING

April 26, 2023

NAME & ADDRESS

REPRESENTING

Talbert & Bright Engineers Update

April 26, 2023

Runway Approach Clearing

TBI is working on the design documents for the clearing work to be performed in the approaches to Runway 17 and 23 to address the penetrating trees on airport property identified by Jon Walker (FAA Flight Procedures) and those identified as part of the 18B Survey.

Airport Layout Plan

TBI has completed the facility requirements chapter of the Airport Layout Plan narrative report and is currently working on preparing development alternatives necessary to meet the facility requirements identified. TBI wants to set up a meeting with the airport to review the facility requirements and development alternatives to receive comments prior to finalizing the alternatives. Ultimately "Preferred Alternatives" will need to be selected that will be reflected on the Airport Layout Plan. A meeting to review the alternatives will be set up for the afternoon of May 31, 2023. The meeting time will be coordinated with the airport.

Dare County Airport Authority

FUND 94

BUDGET AMENDMENT #2022-03

F/Y 2022-2023

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

Expenditures:

Explanation:

Salaries	944785	500200		24,000
Salaries - Part Time	944785	500201	24,000	

Approved by:

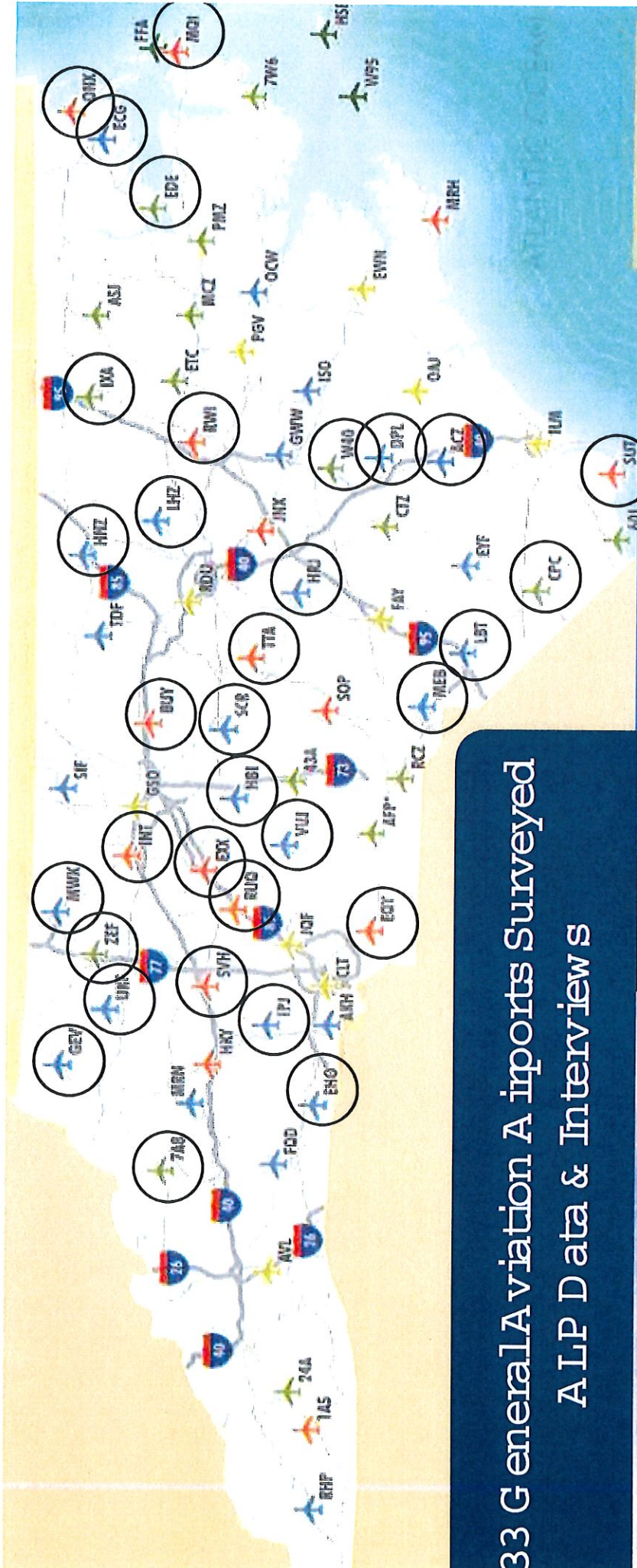
Board: _____ Date: _____

Manager: _____ Date: _____

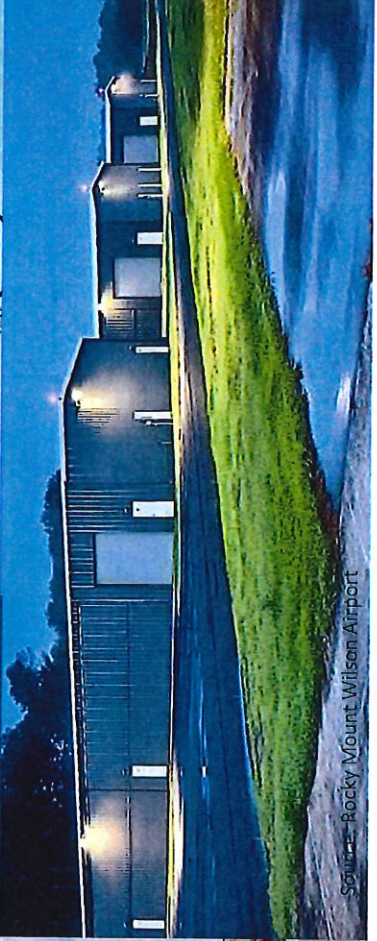
(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



33 General Aviation Airports Surveyed A LP Data & Interviews



Source: Rocky Mount Wilson Airport



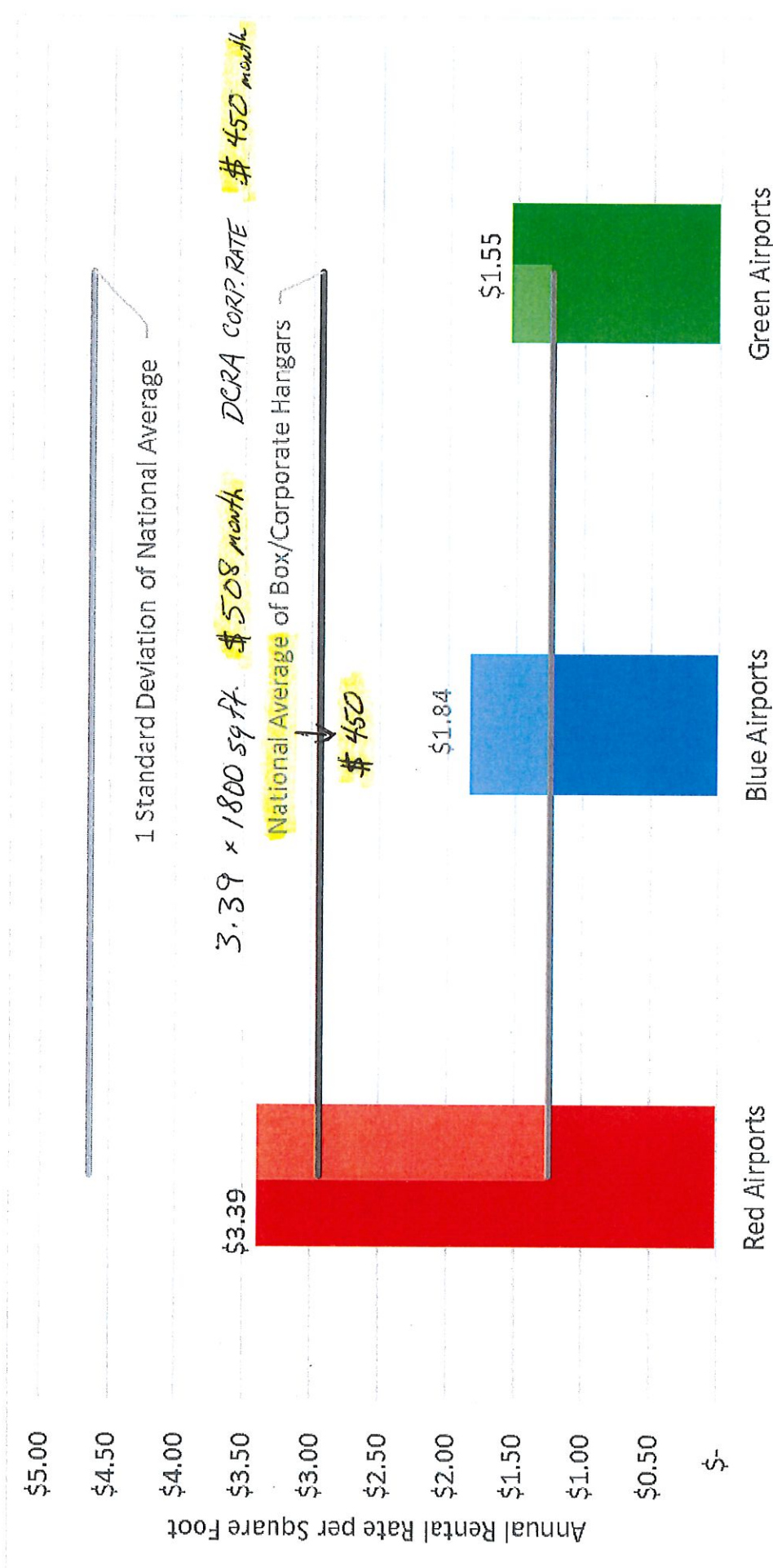
Source: Raleigh Executive Airport

Existing and Planned Hangar Characteristics



Airport Designation	Airports Surveyed	Average T-Hangars and Individual Units		Average Box/Corporate Hangars	
		Existing Hangars	ALP Hangars	Existing	ALP
RED (~Regional)	11	30 (36 units)	25 (26 units)	105	72
BLUE (~Business)	16	24 (22 units)	18 (18 units)	68	59
GREEN (~Rural)	6	12 (12 units)	10 (9 units)	65	25

N C .Box/Corporate Hangar Rates Compared to National Rates



Source of National Average Data: AMCG. Aviation Management Consulting Group, Inc. (2020). Airport Rent Study. Los Angeles County Department of Public Works – Aviation Division. Brackett Field Airport. February 7, 2020.

N.C. T-hangar Rates Compared to National Rates



Source of National Average Data: AMCG, Aviation Management Consulting Group, Inc. (2020). Airport Rent Study. Los Angeles County Department of Public Works – Aviation Division. Brackett Field Airport. February 7, 2020.

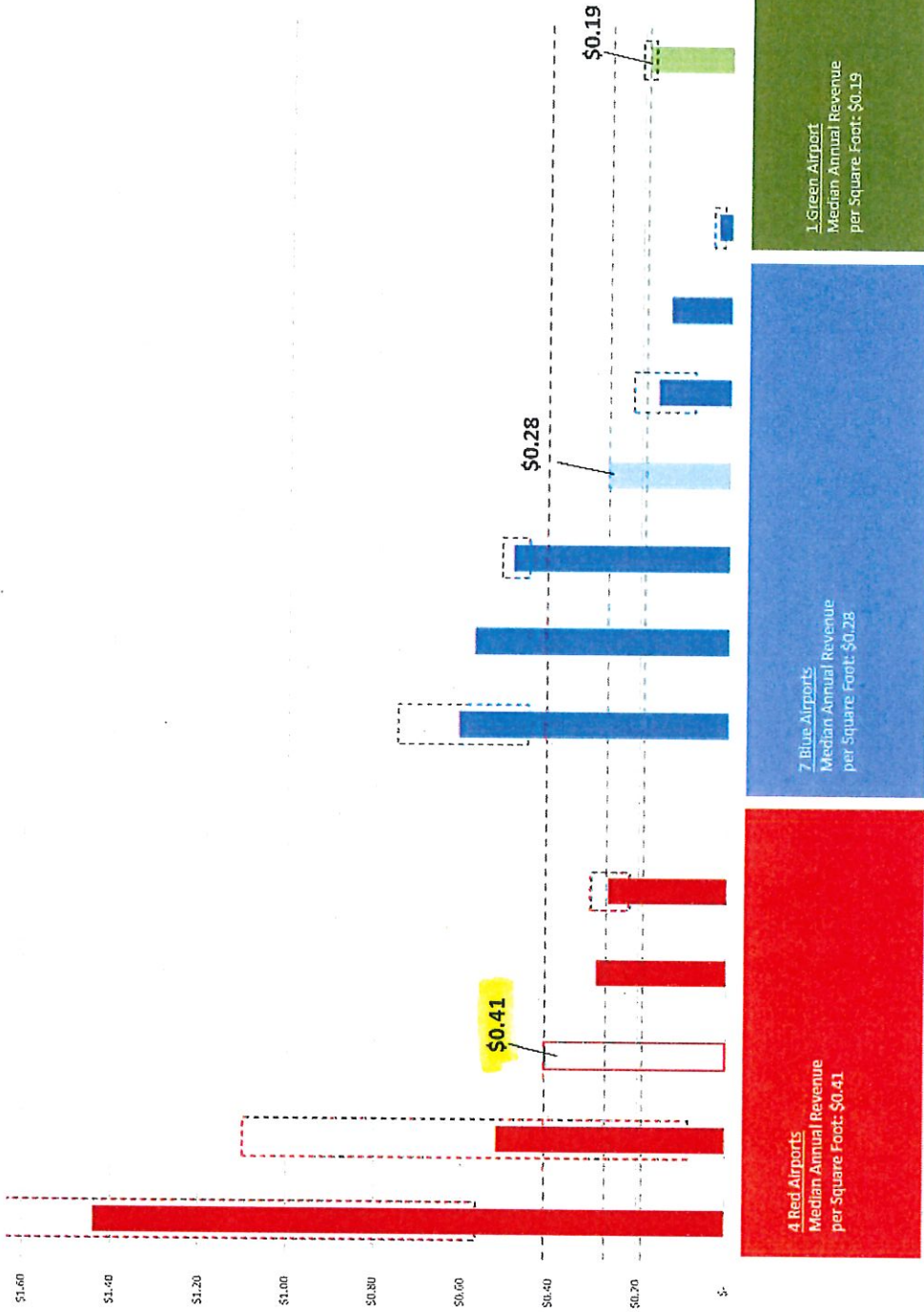
Future

Steve King

Land/Ground Lease Findings

Average Annual Land/Ground Lease Rates at Surveyed NC General Airports

[\$ per sq ft per year]



DIVISION OF AVIATION
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

For Official Use Only

B Co. SOATB ARSOAC

~~Airfield Site Survey Questionnaire~~



DISTRIBUTION RESTRICTION:

Distribution authorized to SOATB Key Leaders that is detailed in the Pre-Accident Plan and their contractors only to protect technical or operational information from automatic dissemination. Other requests for this document will be referred to Commander SOATB, ATTN: AOAV-STB, Fort Campbell, Kentucky 42223-6012.

DESTRUCTION NOTICE:

Destroy by any method that will prevent disclosure of contents or reconstruction of the document.