



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

54909880007

**DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
January 27, 2016 Meeting**

Chair Twiddy called the January 27, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm.

Members Present: David Twiddy, George Wood, Fred Newberry, Wally Overman, Charles Davidson, Joe Blakaitis and Bill Pope

Members Absent: Jack Shea and George Henderson

Also Attending: Airport Attorney, Robert Hobbs, Hornthal, Riley, Ellis & Maland, LLP; Airport Engineers, Steve Bright and John Massey, Talbert & Bright, Inc.; Airport Director, David Daniels, and Airport Finance Officer, Liliana Noble

Members of the public in the audience: Mobile Home tenants Gloria Barco, Veronica Gomez and son.

Windjammer Timeshare:

At the last meeting the board discussed the gift of Windjammer Timeshare units (Units 38 and 39) donated back in 2002 by John A Watkins and the possibility of relieving the airport of the responsibility these units. Attorney Hobbs stated the airport has listed these units in the past with no success and that there are Windjammer owners interested in acquiring the Timeshare units. He reminded the board that according to the Enabling Act if the board approves this transfer it must go before the Dare County Board of Commissioners for their approval.

MOTION: George Wood motioned to authorize the Airport Director, Airport Chair and Airport Attorney to negotiate a contract to transfer the timeshare interest for no consideration. Prior to that authorize the Airport Director to seek any tax advice necessary to answer any questions that might arise, and to authorize a contract to be signed and sent to the Dare County Board of Commissioners for consideration/approval and to authorize the Dare County Airport Authority Chair to sign any deed for the transfer.

SECOND: William Pope

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Public Comments:

Ms. Barco and Ms. Gomez addressed board members with their concerns about the new lease, increase in rent and the changes taking place at the mobile home park. Mrs. Gomez asked if they sold the mobile home would they be responsible or would the new owner be responsible. Attorney stated subletting or selling of the mobile home will not be allowed and if sold the mobile home will have to be moved. Also if she decided to abandon the mobile home what would they have to pay anything? Attorney Hobbs advised them to bring the title to the Airport Director should they decided to abandon it and work it out in that way. Mrs. Barco asked if the Airport is considering helping financially with the cost of moving.

The Authority stressed that they would be willing to work with tenants as much as possible but that the actions being taken are a state requirement for safety reasons and that safety is the ultimate goal.

Engineer's Report:

Terminal Building Roof: The contractor was here yesterday and met with the airport staff and the architect, materials have been approved and they anticipate starting work in the next 7 to 10 days.

RPZ: John Massey, Talbert and Bright Engineer reviewed the RPZ (Runway Protection Zone) explaining there were 4 residents currently inside the RPZ, on airport property, and that for safety purposes they would have to be moved. The airport has been asked to provide an action plan for addressing those tenants within the RPZ to essentially remove all on airport residents from inside the RPZ. The action plan has been submitted to the North Carolina Division of Aviation and to date there has not been a response.

The Airport Authority requested the airport director meet with the Dare County Building Inspector to discuss some of their property concerns before talking with the North Carolina Division of Aviation and requested the airport staff check with the LGC to see if we can use public funds to assist our tenants in the process of moving.

Attorney's Report: Mr. Hobbs informed the board that the matter with the 2 tenants in Scarborough Square has been resolved.

Chair's Report: The Airport had a great turn out for the Candy Bomber. We had over 400 students come out and tour the aircraft. Chair Twiddy thanked the board for coming out to the meeting.

Director's Report: See attached

Items discussed.

- Office Lease
- Wildlife Report
- Economic Contribution
- New Vehicle

000008960647

MOTION: George Wood motioned to approve the purchase of a new vehicle, Ford Explorer, in the amount of \$28,048.74. The funds will come from line item # 944785-537400 – Capital Outlay.

SECOND: Joe Blakaitis

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Director Daniels informed the board that all tenants in the Scarborough Square Mobile Home Park and all tenants in the RPZ have signed new leases and all rental rates are the same (\$250.00). He asked to proceed with the remaining tenants in the Clemart Mobile Home Park and have new leases signed and change their rental rates to \$250.00 so that all tenants are on the same page.

MOTION: George Wood motioned move forward with new leases and to increase the rent at Clemart Mobile Home Park to \$250.00.

SECOND: Wally Overman

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Consent Agenda: Review/Approve December 2, 2015 minutes

- a. December 2 2015 DCAA meeting Minutes
- b. Revised DCAA Action Plan relating to the RW Protection Zone (RPZ)

MOTION: George Wood motioned to approve the Consent Agenda as presented.

SECOND: Charles Davidson

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Committee Reports:

Public Relations Committee: William Pope spoke with Hannah Leidy from Outer Banks Magazine. Ms. Leidy will meet with Mr. Pope and the airport staff concerning an advertising package for the airport. The board suggested having Ms. Leidy make a presentation to the board in the near future and suggested looking into other publications in the local area and see if they are interested in working with us to put a package together.

Comments from the Board:

Welcome to new member Fred Newberry, a local pilot from Southern Shores.

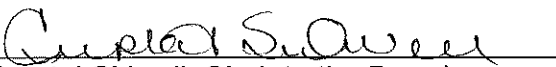
Charlie Davidson spoke with an aviation group and they are working on a fly-in for this area.

Wally Overman stated the Commissioners would like to recognize the airport staff for their rescue efforts in the aircraft accident that took place at the airport. Mr. Overman questioned if the signs at the mobile home parks had been replaced and

Board member commended the airport staff, attorney and engineers for their hard work.

Adjourn:

MOTION: William Pope motioned to adjourn
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried


Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

Director's Report

1/27/16

David Daniels

Office Lease: We are in the process of signing a lease with Charlie Davidson for office space in the terminal building. The monthly rate for this lease is the same as the previous lessee and the terms are comparable to the other leases in the terminal building.

Wildlife Report: Back in October we had a site visit conducted by Trevor Michaels of the USDA APHIS Wildlife Services. Mr. Michaels identified the different wildlife species that he observed of which Canada Geese were the most abundant and pose a larger hazard for aviation safety. He also provided some recommendations to curb the number of wildlife on/around the Airport.

Vehicle Purchase: See the attached quotes.

Economic Contribution: In 2012 the DOA did an economic contribution study of all the airports in NC. For Dare County Regional Airport the total output dollar amount was \$10,630,000, total jobs was 70, payroll income was \$1,940,000, and total state & local taxes was \$243,000. The DOA are still working on a 2015 economic study with 2 results in so far. Total output dollar amount \$11,870,000 and total jobs 100.



LEGEND

-  AIRPORT PROPERTY LINE
 -  RUNWAY PROTECTION ZONE
 -  AIRPORT PROPERTY LOCATED WITHIN RUNWAY PROTECTION ZONE
-  NORTH

EXHIBIT:
ACTION PLAN RELATING TO
RUNWAY PROTECTION ZONE

19908960651



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



TO OUR VISITORS AND OBSERVERS:

The Dare County Airport Authority recognizes that, as a public body, it should at appropriate times allow for members of the public to address the Authority on Airport Authority matters. However, because of the lengthy agenda at each meeting of the Authority, the Chairman must have the ability to plan the scope and length of the meeting so as to not unduly prolong the meeting. The purpose of this form is to assist the Chairman to plan the meeting.

If you wish to address the Airport Authority at its regularly scheduled meeting on the date stated below, please furnish the information requested below and return this form to Robert Benson or to Crystal Sidwell.

Oral statements from the floor for members of the members of the public who are not on the agenda will be limited to three (3) minutes per person. Sharing or transfer of time to other members of the public will not be permitted in the discretion of the Chairman. It is not the Authority's policy to respond to questions from the floor, but public comments will be carefully considered.

The Chairman reserves the right to refuse to recognize someone who has previously addressed the Board on the same subject on which the speaker now wishes to address to the Authority.

Members of the public who wish to present oral statements from the floor and who have not filled out this form and returned it to Mr. Benson or Mrs. Sidwell, will not be recognized by the Chairman during the meeting.

NAME OF PROPOSED SPEAKER: Veronica Gomez

ADDRESS OF SPEAKER: _____

TELEPHONE NUMBER OF SPEAKER: _____

SUBJECT OF COMMENTS: _____

Have you addressed the Airport Authority in the last twelve months? Yes _____ No _____

If yes, when? _____

1700018PG0652



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



TO OUR VISITORS AND OBSERVERS:

The Dare County Airport Authority recognizes that, as a public body, it should at appropriate times allow for members of the public to address the Authority on Airport Authority matters. However, because of the lengthy agenda at each meeting of the Authority, the Chairman must have the ability to plan the scope and length of the meeting so as to not unduly prolong the meeting. The purpose of this form is to assist the Chairman to plan the meeting.

If you wish to address the Airport Authority at its regularly scheduled meeting on the date stated below, please furnish the information requested below and return this form to Robert Benson or to Crystal Sidwell.

Oral statements from the floor for members of the members of the public who are not on the agenda will be limited to three (3) minutes per person. Sharing or transfer of time to other members of the public will not be permitted in the discretion of the Chairman. It is not the Authority's policy to respond to questions from the floor, but public comments will be carefully considered.

The Chairman reserves the right to refuse to recognize someone who has previously addressed the Board on the same subject on which the speaker now wishes to address to the Authority.

Members of the public who wish to present oral statements from the floor and who have not filled out this form and returned it to Mr. Benson or Mrs. Sidwell, will not be recognized by the Chairman during the meeting.

NAME OF PROPOSED SPEAKER: Gloria Barco

ADDRESS OF SPEAKER: _____

TELEPHONE NUMBER OF SPEAKER: _____

SUBJECT OF COMMENTS: _____

Have you addressed the Airport Authority in the last twelve months? Yes _____ No _____

If yes, when? _____



DX 0008PG0653

David Daniels <ddaniels@darenc.com>

Vehicle

1 message

Dustin Peele <dustin.peele@darenc.com>
To: David Daniels <ddaniels@darenc.com>

Fri, Dec 4, 2015 at 4:20 PM

Good afternoon David,

The quoted price listed for the vehicle you selected, Pathfinder with SV trim level, already includes the delivery fee. The quoted price was **\$26,956.94.**

If your ok with everything that's listed as features all I need from you is a PO for the dealer and another for the DMV.

Please let me know if you have any questions.

Thanks,

--
Dustin Peele
Dare County Purchasing Agent
Finance Department
PO Box 1000, Manteo, North Carolina 27954
[252-475-5891](tel:252-475-5891)
dustin.peele@darenc.com



BK0008PG0654

CNGP530

VEHICLE ORDER CONFIRMATION

11/30/15 17:49:32

Dealer: F27626

Page: 1 of 1

Order No: 1130 Priority: A2 Ord FIN: QS134 Order Type: 5B Price Level: 635
Ord Code: 200A Cust/Flt Name: AIRPORT PO Number:

K7D	4DR FWD XLT	RETAIL	B4A	NET INV FLT OPT	NC
	.112.6" WB	\$33400		DEST AND DELIV	945
J7	MAGNETIC		TOTAL	BASE AND OPTIONS	34345
8	CLTH BKT W/PWR		TOTAL		34345
L	MED LT CAMEL		*THIS IS NOT AN INVOICE*		
200A	EQUIP GRP				
	.18" PNTD ALUM				
998	.3.5L V6 TIVCT	NC			
44J	.6-SPD AUTO TRAN	NC			
	.P245/60R18 A/S				
	SLCT SHFT TRANS				
	FLEX FUEL				
	SP DLR ACCT ADJ				
	SP FLT ACCT CR				
	FUEL CHARGE				

+ 89 *side window
deflectors*

 34434.00

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
 F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT QC06670
 fmcdealr@Finance-FI
 Nov 30, 2015 5:49:37 PM

28048.74
 89.
 28137.74 + TAD TM Reg Fee

RO SAWYER Motor G



**ITEM #12 Midsize SUV, 4-Wheel-Drive
NISSAN PATHFINDER 4X4- S
MODEL CODE 21016 w/ Floor Mats**

CAPITAL NISSAN OF WILMINGTON

CAPITAL NISSAN OF WILMINGTON Bid No. 201500915 - Statewide Term Contract 070A-Vehicles Pricing and Options

Vehicle Pricing, options, and equipment

<u>MODEL CODE</u>	<u>Trim Level</u>	<u>MSRP</u>	<u>070A Contract Price</u>
21016	S (4WD)	\$32,575	\$25,454.55
<u>OPTIONAL MODEL CODES AVAILABLE :</u>			
21116	S (2WD)	\$30,875	\$23,921.97
21316	SV (2WD)	\$34,235	\$26,956.94
25216	SL (2WD)	\$37,485	\$29,894.55
25716	Platinum (2WD)	\$42,715	\$34,616.92
21216	SV 4WD	\$35,925	\$28,484.65
25416	SL 4WD	\$39,185	\$31,430.05
25616	Platinum 4WD	\$44,415	\$36,151.44

(Includes Destination & Quoted Options)

Jacob Teter
Capital Nissan Wilmington
5501 Market St
Wilmington, NC 28405
Phone: (910) 782-3050
Fax: (919) 882-9819
Email: jteter@capitalnissan.com

DK11118PG0655



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

BK0008PG0656

**DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
March 23, 2016 Meeting**

Chair Twiddy called the March 23, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm.

Members Present: David Twiddy, Charlie Davidson, George Henderson, Wally Overman, Joe Blakaitis, Bill Pope, Jack Shea and Fred Newberry

Members Absent: George Wood

Also Attending: Airport Attorney, Robert Hobbs of Hornthal, Riley, Ellis & Maland, LLP.; Airport Engineers, Steve Bright and John Massey of Talbert and Bright Inc., Airport Director, David Daniels, Airport Finance Officer, Liliana Noble and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: Greg Clark, Report for The Coastland Times

Public Comments: No comments

Presentation: David Clawson, Dare County Finance: See attached.

As requested by director David Daniels, Mr. David Clawson gave a brief presentation addressing the board with the options the Airport has for the OPEB (OTHER POST-EMPLOYMENT BENEFITS) for retirees. Mr. Clawson handed out information concerning the OPEB (Other Post Employee Benefits) and briefly reviewed the concerns of the airport authority. (See attached)

Engineer's Report (see report)

John Massey informed the board that the Terminal Building Roofing Project was complete. The original contract price for the roof replacement was \$52,302. The project was completed \$13,815.00 under budget. The final amount paid to DLT Roofing for the project was \$38,487.00.

Chair recommended moving Item 9 (Closed Session) to Item 4.

Closed Session: For the purpose of consulting with the Board Attorney

MOTION: George Henderson motioned to move Item 9 to Item 4 and to go into Closed Session for the purpose of consulting with the Board Attorney to preserve the attorney-client privilege pursuant to N. C. General Statutes Section 143-318.11 Sub-paragraph a. Sub-paragraph 3.

SECOND: Jack Shea

DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

The Dare County Airport Authority came out of closed session with no action taken.

Attorney's Report: (no report)

Attorney Hobbs reviewed the changes made to the Dare County Airport Authority Action Plan relating to the Runway Protection Zone (RPZ). (See attached) Board members recommended moving forward as soon as possible and opened the floor for a motion to approve the changes.

MOTION: Jack Shea motioned to adopt the revised Action Plan and to send it to the State as soon as possible.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Members discussed the options available to the authority concerning the mobile homes located in the RPZ. The Board requested Director Daniels, along with a couple of board members, meet with the tenants, no later than April 6, to go over the options. Director Daniels will also get quotes on the mobile homes.

Chair's Report:

Chair Twiddy reminded the board members about the NCAA Conference April, 17 thru 19 in Wilmington NC.

Director's Report: See attached report

Items discussed.

- Emergency Management Table Top Exercise – April 12 at 9:00 am. He requested if members wanted to attend to please let him know.
- Liliana Noble, Airport Finance Officer will be leaving the airport for a position with The Town of Kitty Hawk. Her last day will be March 29th. Liliana Noble thanked the board for the opportunity to work at the airport.

Consent Agenda: Review/Approve the January 27, 2016 minutes

MOTION: Jack Shea motioned to approve the January 27, 2016 DCAA meeting minutes.
SECOND: Fred Newberry
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports:

Charlie Davidson informed the board that he and Fred Newberry met with the Outer Banks Visitor Center Public Relations group on March 16th to talk about ways to promote the airport and all options available.

Comments From The Authority Members:

The board members expressed the appreciation to Liliana Noble for a job well done and wished her well.

Adjourn:

MOTION: Jack Shea motioned to adjourn
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried



Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

GASB 74 and 75 - Accounting and Financial Reporting OPEB

- For OPEB *not provided through a trust* that meets the criteria discussed above, the OPEB liability recognized by the government would be the *total OPEB liability*.
- GASB's position is that this change that will more clearly depict the government's financial position—but will *not alter the economic reality* of the government's situation.
- Reporting *the net OPEB liability on the face of the financial statements* is intended to more clearly portray the government's financial status because the OPEB liability will be placed on an equal footing with other long-term obligations. .

BK0008PG0659



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Measuring the Total OPEB Liability

The measurement process involves three essential steps:

- 1. Projecting future benefit payments for current and former employees and their beneficiaries*
- 2. Discounting those payments to their present value*
- 3. Allocating the present value over past and future periods of employee service.*

BK0008PG0660



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Measuring the Total OPEB Liability

The standards continue the existing practice of incorporating *expectations of future employment-related events* into projections of OPEB payments including

- Projected *salary increases* and projected *years of service*
- Provisions for *automatic cost-of-living adjustments (COLAs)* and other automatic benefit changes (which generally are written into the OPEB terms).
- *Ad hoc COLAs* and other *benefit changes*—which are made at the discretion of the government *if they are substantively automatic.*

BK0008PG0661



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Measuring the Total OPEB Liability

- Benefit payments—discounted to their present value—are to be *attributed to past and future periods.*
- The standards would *require use of the entry age actuarial cost method to allocate present value, and to do so as a level percentage of payroll.*
- Under this method, projected benefits are discounted to their present value *when employees first begin to earn benefits* and are attributed to employees' expected periods of employment.
- The GASB believes the resulting attribution pattern is more *representative of how OPEB is earned*
- The pattern reflects the ongoing *annual exchange of service for benefits* over the course of an employee's period of employment *in amounts that keep pace with the employee's projected salary* over that period.

DK 0008 PG 0652



elliott davis
decosimo

GASB 74 and 75 - Accounting and Financial Reporting OPEB

Calculating OPEB Expense

The OPEB liability varies from year to year for a variety of reasons, including

- *Actual earnings* on plan investments
- *Employee compensation changes*,
- *Interest* on the outstanding OPEB liability,
- *Contributions* from employers and employees,
- *Actual economic or demographic changes* that are not in line with assumptions made in the actuarial calculations.

BK0008PG0663



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Calculating OPEB Expense

Under the new standards, several causes of change in OPEB liability would be factored into the calculation of OPEB expense immediately in the period in which the change occurs including:

- *Benefits earned each year*
- *Interest on the total OPEB liability*
- *Changes in benefit terms*
- *Projected earnings on plan investments, if administered through a trust that meets the criteria discussed earlier*

BK0008PG0664

Calculating OPEB Expense

- The effects on the total OPEB liability of (a) *changes in assumptions* and (b) *differences between assumptions and actual experience* will be recognized initially as deferred inflows and outflows,
- And then introduced into the expense calculation systematically and rationally over the average remaining years of the employment of employees (active employees and inactive employees, including retirees).
- This period will be *significantly shorter than the period of up to 30 years* over which governments may now recognize their OPEB expense.

Calculating OPEB Expense

- GASB believes that bringing these changes in the pension liability into pension expense *over the period when employees continue to earn benefits* reflects its view that OPEB results from a career-long transaction.
- The relevant assumptions are about events that will take place during the employees' future years of service;
- Recognizing this part of pension expense over that period is appropriate for *assessing whether governments have lived within their means each year*—whether they have achieved interperiod equity.

DK0008PG0666



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Note Disclosures and RSI

All governments participating in a defined benefit OPEB plan would include the following information in their *note disclosures*:

- Descriptions of the plan and *benefits provided*
- *Significant assumptions* employed in the measurement of the OPEB liability, including the *discount rate* and the *healthcare cost trend rate*
- Descriptions of *benefit changes* and *changes in assumptions*
- The *OPEB liability* and *deferred outflows* of resources and *deferred inflows* of resources related to OPEB
- The impact on the OPEB liability of a *1-percentage-point increase* and decrease in the *discount rate* and a *1-percentage-point increase* and decrease in the *healthcare cost trend rate*.

BK0008PG0667



elliott davis
decosimo

GASB 74 and 75 - Accounting and Financial Reporting OPEB

Note Disclosures and RSI

Single and agent employers also would be required to disclose, for the current period:

- the beginning and ending balances of the OPEB liability, and
- any effects on the total OPEB liability and the OPEB plan's fiduciary net position, resulting in changes during the period in the following:
 - service costs,
 - benefit changes,
 - investment earnings

DK0008PG0668

Note Disclosures and RSI

Single and agent employers will also be required to present RSI schedules with the following information for each of the past 10 years (generally on a prospective basis):

- *The beginning and ending balances of the OPEB liability and the effects of changes during the period on the total OPEB liability and the OPEB plan's fiduciary net position, if applicable*
- *The OPEB liability, the covered-employee payroll, and a ratio of the OPEB liability as a percentage of the covered-employee payroll.*
- *If the OPEB plan is administered as a trust, the OPEB plan fiduciary net position and a ratio of the OPEB liability to the OPEB plan's fiduciary net position will also be presented.*
- *If there is a special funding situation, the OPEB liability of the plan will be reported along with the amounts of that net OPEB liability associated with the employer and associated with the nonemployer entity.*

Note Disclosures and RSI

If a *single or agent employer* that provides OPEB through a plan that is administered as a trust has an *actuarially determined contribution (or statutory or contractually established contribution)*, it will also be required to present an RSI schedule with the following information for *each of the past 10 years* (generally on a prospective basis):

- (1) the actuarially determined OPEB contribution (or statutory or contractually established contribution),
 - (2) the amount of employer contribution actually made,
 - (3) the difference between 1 and 2,
 - (4) the payroll of employees covered by the plan, and
 - (5) a ratio of 2 divided by 4.
- *Cost-sharing employers* would be required to present this same information if it has a statutory or contractually established contribution requirement.
 - Governments also would be required to present *notes to the RSI schedules regarding factors that significantly affect the trends in the schedules*. For employers with actuarially determined contributions, significant assumptions also would be disclosed.

BX0008PG0670



GASB 74 and 75 - Accounting and Financial Reporting OPEB

Effective Date and Transition

GASB 74 is effective for fiscal years beginning after June 15, 2016. 6/30/2017

~~*~~ *GASB 75 is effective for fiscal years beginning after June 15, 2017 6/30/2018*

Earlier application is encouraged for both statements.

0K0008PG0671



Transportation

BK0008PG0672

PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

February 12, 2015

To: David Twiddy
Chairman, Dare County Airport Authority
P.O. Box 429
410 Airport Road
Manteo, NC 27954

Re: Response to your letter dated January 11, 2016 and attached Revised Action Plan

Dear Mr. Twiddy:

Thank you for sending us the revised Action Plan and we appreciate the intent that is expressed; however, it is our recommendation that removal of all tenants located in the Runway 23 Protection Zone occur as expeditiously as possible. Toward this effort, we will seek approval for funding to assist with relocation costs. Funds, if approved, would be provided and administered from the Division's State Airport Aid Program.

Mr. Phil Lanier, your Airport Project Manager, is available to assist and answer any questions you may have.

Thank you for the work you are doing for aviation in North Carolina and I look forward to meeting you.

Let me know if you have any questions.

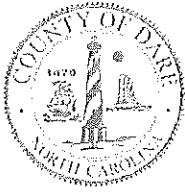
Sincerely,

Bobby L. Walston, PE
Director
NCDOT Aviation

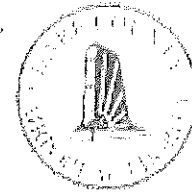
Cc: David Daniels, Dare County Regional Airport Director
Phil Lanier, NCDOT Airport Project Manager
Ted Devens, NCDOT DoA Manager of Aviation Development
Malcolm Fearing, NCDOT BOT Member, Division 1

Attachments: January 11, 2016 letter
Revised Action Plan

Nothing Compares™



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

January 11, 2016

Philip Lanier
Airport Project Manager
Division of Aviation
North Carolina Department of Transportation
1050 Meridian Drive
RDU Airport, NC 27623

By Overnight Mail

Re: Dare County Regional Airport (the "Airport")
Runway 23 Approach Land Use Action Plans

Dear Mr. Lanier:

We are in receipt of your letter dated June 10, 2015 providing comments on the Dare County Airport Runway 23 Approach Land Use Action Plans. We have revised our "Action Plan Relating to the Runway Protection Zone" to address the comments provided in your letter (see attached).

The following information is being provided as a follow up to your comments:

"Action Plan Relating to the Runway Protection Zone"

Goal: The goal has been revised to state "Removal of All Tenants Located on Airport Property in the Runway 23 Runway Protection Zone within Two (2) Years."

Steps 1 through 9: Have been revised to reflect the revised Goal.

Exhibit: The Exhibit has been attached to the final version of the "Action Plan Relating to the Runway Protection Zone". We have also included an attachment providing FAA's current guidance regarding RPZ.

Please confirm that this revised policy is acceptable to the NCDOT Division of Aviation.

Thank you for your assistance.

Sincerely yours,

David Twiddy
Chair, Dare County Airport Authority

cc: Bobby L. Walston, P.E., Director
David Daniels, Airport Director
Robert B. Hobbs, Jr., Airport Attorney

BX0008960673

BK0008P60674

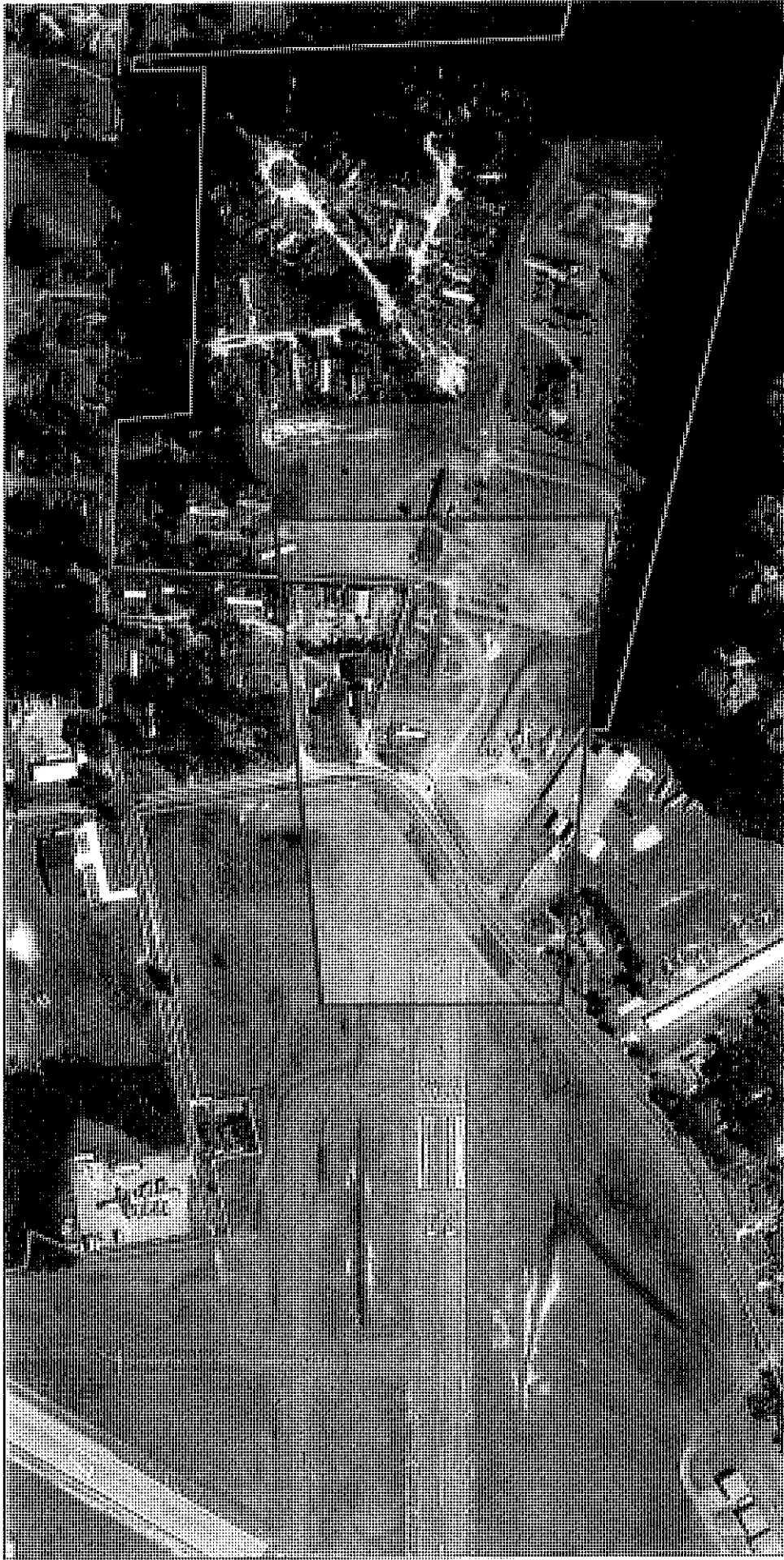
**Dare County Airport Authority
Action Plan Relating to the Runway Protection Zone (RPZ)**

Goal: Removal of All Tenants Located on Airport Property in the Runway 23 Runway Protection Zone within Two (2) Years.

Steps:

1. Currently there are four tenants of the Dare County Regional Airport (Airport) whose manufactured homes are located on Airport property within the Airport's Runway 23 Runway Protection Zone (RPZ). The Airport has established a goal of ensuring that in two years, no persons will be maintaining residences within the RPZ.
2. The Airport will begin immediate discussions with the tenants currently residing within the RPZ to actively encourage these tenants to move as soon as practical. The Airport recognizes that comparable replacement housing in close proximity to the Airport might be difficult to find. As a result, the Airport desires to provide these tenants with sufficient time to locate alternative housing. Because of the potential difficulty to locate comparable housing, yet ensure the relocations are actually accomplished, the Airport will implement new leases ("RPZ Leases") with a term not exceeding two (2) years for the four tenants within the RPZ. The new RPZ Leases will require the tenant to move from the RPZ property not later than the end of the two (2) year lease agreement.
3. The Airport will not agree to any assignment of subleasing of any of the RPZ Leases.
4. The Airport will not sign a new lease with a new tenant in the RPZ if the current tenant moves away or passes away.
5. The Airport will not sign a new lease with a new tenant in the RPZ for a lot or dwelling which is or becomes unoccupied.
6. If a tenant abandons a manufactured home inside the RPZ, the Airport will remove such manufactured home from the RPZ utilizing its established procedure for removing abandoned vehicles from Airport property.
7. All RPZ Leases contain the following provisions:
 - (a) Assignments and subleases will not be permitted.
 - (b) No extensions or renewals of the RPZ Leases will be granted.
 - (c) Tenants will be required to vacate the premises prior to or at the end of the two-year term.
8. Airport staff or their designee will collect copies of government-issued identification from each adult tenant in the RPZ on an annual basis, and will retain a copy of each identification with the Airport's copy of the signed RPZ Lease.
9. The Airport will schedule an annual meeting with each RPZ tenant (either as a group or individually) to go over the terms of the RPZ Lease and the Airport's expectations with respect to the payment of rent and complying with the requirements of the RPZ Lease.

BK0008PG0675



LEGEND

- AIRPORT PROPERTY LINE
- - - - RUNWAY PROTECTION ZONE
- AIRPORT PROPERTY LOCATED WITHIN RUNWAY PROTECTION ZONE

EXHIBIT:
ACTION PLAN RELATING TO
RUNWAY PROTECTION ZONE

Dare County Airport Authority
Action Plan Relating to the Runway Protection Zone (RPZ)

Goal: Removal of All Tenants Located on Airport Property in the Runway 23 Runway Protection Zone as expeditiously as possible.

Steps:

1. Currently there are four tenants of the Dare County Regional Airport (Airport) whose manufactured homes are located on Airport property within the Airport's Runway 23 Runway Protection Zone (RPZ). Even though these tenants currently have valid leases, the Airport has established a goal to try and work with the tenants to remove these mobile homes as expeditiously as possible so that no persons will be maintaining residences within the RPZ.
2. The Airport will begin immediate discussions with the tenants currently residing within the RPZ to actively encourage these tenants to move as soon as practical. The Airport recognizes that comparable replacement housing might be difficult to find. If other comparable mobile home lots are not available within a reasonable timeframe, in order to expedite the removal of these mobile homes from the Runway 23 RPZ, the Airport will consider allowing tenants to move their mobile homes into the vacant mobile home lots within Scarborough Square.
3. The Airport will not agree to any assignment of subleasing of any of the RPZ Leases.
4. The Airport will not sign a new lease with a new tenant in the RPZ if the current tenant moves away or passes away.
5. The Airport will not sign a new lease with a new tenant in the RPZ for a lot or dwelling which is or becomes unoccupied.
6. If a tenant abandons a manufactured home inside the RPZ, the Airport will remove such manufactured home from the RPZ utilizing its established procedure for removing abandoned vehicles from Airport property.
7. All RPZ Leases contain the following provisions:
 - (a) Assignments and subleases will not be permitted.
 - (b) No extensions or renewals of the RPZ Leases will be granted.
8. Airport staff or their designee will collect copies of government-issued identification from each adult tenant in the RPZ, and will retain a copy of each identification with the Airport's copy of the signed RPZ Lease.



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 27 2016 Meeting**

Chair Twiddy called the April 27, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm.

Members Present: David Twiddy, George Henderson, Jack Shea, Wally Overman, William Pope, Joe Blakaitis,

Members Absent: George Wood, Fred Newberry and Charlie Davidson

Also Attending: David Daniels, Airport Director and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: Greg Clark, reporter for the Coastland Times.

Public Comments: no comments

Engineer's Report: No Report

Attorney's Report: Attorney Hobbs updated on the Windjammer Timeshare sale. See attached.

Chair's Report:

NCAA Conference: Chair Twiddy stated the conference was very informative and thanked members of the authority for attending the conference

Airport Action Plan: Chair Twiddy spoke with members of the DOT/Aviation and he believes they are looking favorably at the revised action plan but action is still pending on the RPZ.

Appraisal on Mobile Homes located in RPZ: Director Daniels will have an Appraiser look at the mobile homes to assess the value and cost of moving as soon as possible and set up a meeting with the tenants to make an offer to purchase or inform them of their options. Attorney Hobbs will draw up the contract and if needed a special meeting will be called to approve moving forward.

Director's Report: See report

Terminal Building Roof Replacement Grant project was approved for reimbursement and the paperwork has been received.

BK0008PG0677

BK0008PG0678

OBX Skydive is interested in building a pond off of Taxiway Bravo, for Skydiving training and competitions. (see attached)

Consent Agenda: Review/Approve minutes of April 27 2016 meeting

MOTION: Jack Shea motioned to approve the minutes of the March 23 2016 meeting
SECOND: William Pope
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports:

Director Daniels spoke with Fred Newberry and informed the board that Mr. Newberry was successful in getting information on to the AOPA's Webpage for the Beaufort Fly-in, for pilots stopping at Dare County, in addition to the one that appeared in this month's AOPA magazine.

Comments From The Authority Members:

The authority members commented on the NCAA conference and Chair Twiddy thanked everyone for coming out to the meeting.

Adjourn:

MOTION: Jack Shea motioned to adjourn
SECOND: William Pope
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried



Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

BK0008PG0679

Space Above This Line For Recording Data

DEED

This instrument prepared by Robert B. Hobbs, Jr., a licensed North Carolina Attorney
No title examination requested or performed
Return to Hornthal, Riley, Ellis & Maland, L.L.P., 2502 South Croatan Highway, Nags Head, NC 27959

Tax Parcel: Portion of 012202000
LT No. _____

Excise Tax: Exempt
Transfer Tax: Exempt

NORTH CAROLINA, DARE COUNTY

THIS GENERAL WARRANTY DEED made this ____ day of _____, 20____, by and between the DARE COUNTY AIRPORT AUTHORITY, a body politic and corporate, whose mailing address is P.O. Box 429, Manteo, NC 27954 (hereinafter referred to as "Grantor"), and FRANCIS JOHN BURNS, JR. and ELIZABETH SWING BURNS, TRUSTEES of the FRANCIS JOHN BURNS, JR. AND ELIZABETH BURNS TRUST under agreement dated February 13, 2005, whose mailing address is 18275 Marvin Lane, Culpeper, VA 22701 (hereinafter referred to as "Grantee"):

WITNESSETH:

That the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee, its successors and assigns, in fee simple absolute, all of those certain parcels of land situated in the Town of Nags Head, Nags Head Township, Dare County, North Carolina, and more particularly described as follows:

PARCEL ONE:

An undivided one fifty-second(s) (1/52) co-tenancy in and to Villa Unit No. S, Building 3, as shown on that certain plat entitled, "Windjammer Condominium", recorded in Plat Cabinet A, Slide 381, Dare County Registry, North Carolina, and the plans thereof, the same being recorded in Unit Ownership File No. 1 of the Dare County Registry, North Carolina, together with appurtenances, easements and restrictions of record in an undivided .06410%, for each time period conveyed, interest in the common areas of the condominium as described in deed of Virginia Homes Manufacturing Corporation to Seashore Development, Inc., dated June 17, 1981, and recorded in Book 313 at Page 605, Public Registry of Dare County, North Carolina.

BK0008PG0680

TOGETHER with an exclusive right to occupy the same unit during the time period no. 38, as defined in that Supplementary Declaration of Condominium made by Seashore Development, Inc., dated June 30, 1981, and recorded in Book 313, at Page 609, Public Registry of Dare County, North Carolina.

PARCEL TWO:

An undivided one fifty-second(s) (1/52) co-tenancy in and to Villa Unit No. S, Building 3, as shown on that certain plat entitled, "Windjammer Condominium", recorded in Plat Cabinet A, Slide 381, Dare County Registry, North Carolina, and the plans thereof, the same being recorded in Unit Ownership File No. 1 of the Dare County Registry, North Carolina, together with appurtenances, easements and restrictions of record in an undivided .06410%, for each time period conveyed, interest in the common areas of the condominium as described in deed of Virginia Homes Manufacturing Corporation to Seashore Development, Inc., dated June 17, 1981, and recorded in Book 313 at Page 605, Public Registry of Dare County, North Carolina.

TOGETHER with an exclusive right to occupy the same unit during the time period no. 39, as defined in that Supplementary Declaration of Condominium made by Seashore Development, Inc., dated June 30, 1981, and recorded in Book 313, at Page 609, Public Registry of Dare County, North Carolina.

The said Parcels One and Two are conveyed subject to:

1. The Supplementary Declaration of Condominium recorded in Book 313 at Page 609, Public Registry of Dare County, North Carolina, and any additions or amendments thereto as may be made from time to time and all reciprocal covenants and easements of record.
2. Bylaws of the Windjammer Interval Ownership Association, Inc., recorded in Book 313 at Page 768, Public Registry of Dare County, North Carolina.
3. Articles of Incorporation of Windjammer Interval Ownership Association, Inc., recorded in Book of Corporations No. 8 at Page 840, Public Registry of Dare County, North Carolina.

Parcels One and Two being the same property conveyed to the Dare County Airport Authority by Deed recorded in Book 1469, Page 7, Dare County Registry.

This transaction was approved by the Board of Directors of the Dare County Airport Authority on January 27, 2016, and by the Dare County Board of Commissioners on April 4, 2016.

All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee, it successors and assigns, in fee simple absolute.

AND GRANTOR COVENANTS with Grantee, that Grantor is seized of the premises in fee simple absolute, has the right to convey the same in fee simple absolute, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, with the exception of ad valorem taxes for the year 2016 and subsequent years; restrictions of record; easements of record; and any local, county, state, or federal laws, ordinances, or regulations relating to zoning, environment, subdivision, occupancy, use, construction, or development of the subject property.

BK0008PG0681

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed in its corporate name by its duly authorized officer by authority of its Board of Directors.

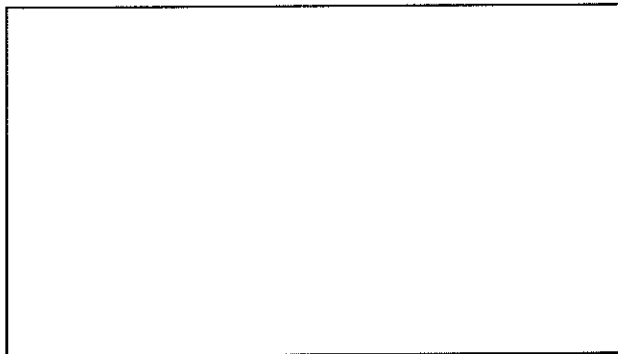
DARE COUNTY AIRPORT AUTHORITY

BY: _____
David Twiddy, Chair

North Carolina, Dare County

I certify that the following person personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: David Twiddy, Chair of the Dare County Airport Authority.

Witness my hand and seal this ____ day of _____, 20 ____.



Affix Notary Seal Inside This Box

Signature of Notary Public

Typed or printed name of Notary Public

My commission expires: _____

DK0008PG0682

DARE COUNTY AFFIDAVIT OF CONSIDERATION OR VALUE

1. TRANSFER DATA	
Grantor: DARE COUNTY AIRPORT AUTHORITY, a body politic and corporate	Grantee: FRANCIS JOHN BURNS, JR. and ELIZABETH SWING BURNS, TRUSTEES of the FRANCIS JOHN BURNS, JR. AND ELIZABETH BURNS TRUST under agreement dated February 13, 2005
Address: P. O. Box 429, Manteo, NC 27954	Address: 18275 Marvin Lane, Culpeper, VA 22701

2. PROPERTY LOCATION
Tax Parcel No. Portion of 012202000
Description: 2 timeshares units, Windjammer

3. CONSIDERATION OR VALUE DATA	
Actual Cash Consideration: \$1,300.00 (exempt)	Other Consideration: \$0.00
Total Consideration: \$1,300.00 (exempt)	
Explanation of above or Lease Value Computation: Exempt since the Grantor is a political subdivision of the State of North Carolina	

4. EXPLANATORY NOTE REGARDING TAX

The excise tax on instruments conveying interests in real property is \$1.00 on each \$100.00 or fraction thereof of the total consideration or value of the interest conveyed including the value of a lien or encumbrance remaining on the property at time of the sale.

5. SIGNATURE (do not sign on this line)

Under penalties of law, I declare that I have examined this Affidavit, including accompanying statements, and to the best of my knowledge and belief, it is true, correct and complete. I declare that the above real estate has been reported at true market value.

_____(SEAL) DATE _____
David Twiddy, Chair of the Dare County Airport Authority

Sworn to and subscribed before me this _____ day of _____, 20____, by David Twiddy, Chair of the Dare County Airport Authority

My commission expires: _____

Notary Public
Notary's printed or typed name: _____ (AFFIX NOTARY SEAL)

BK0008PG0683
Director's Report

April 27, 2016

David Daniels

Terminal Roof Replacement Grant has been approved by the NCDOA and the paperwork was received yesterday.

Although we haven't received a formal response from Bobby Walston, I have spoken with Phil Lanier of NCDOA and he said that the NCDOA is looking favorably upon our latest RPZ Action Plan. They are planning to meet with us at some point.

RPZ Appraisals should be completed by early next week.

Skydive OBX Proposal: See Attached.

BK0008PG0684

Skydive OBX Pond Proposal

1 Description

We would like to build (dig) a pond on the north side and parallel to Taxiway Bravo. The pond will be used for skydiving training and competitions, which we would like to potentially host in the future.



BK0008PG0685

2 Design and Location

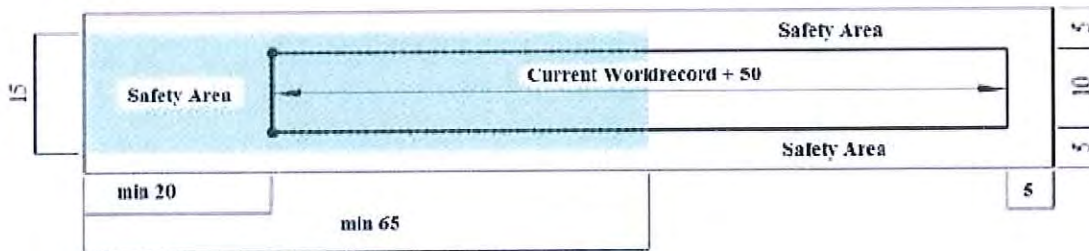
The pond is a simple design: a rectangle 88m x 32m (289ft x 105ft) and 3 feet deep. The Federation Aeronautique Internationale (FAI) provides certain requirements to be able to host FAI sanctioned events. With the future hope of hosting these events the pond design and location will meet and exceed all of these requirements. The position of the pond also allows for use in both directions (050 or 230) to favor various wind conditions.



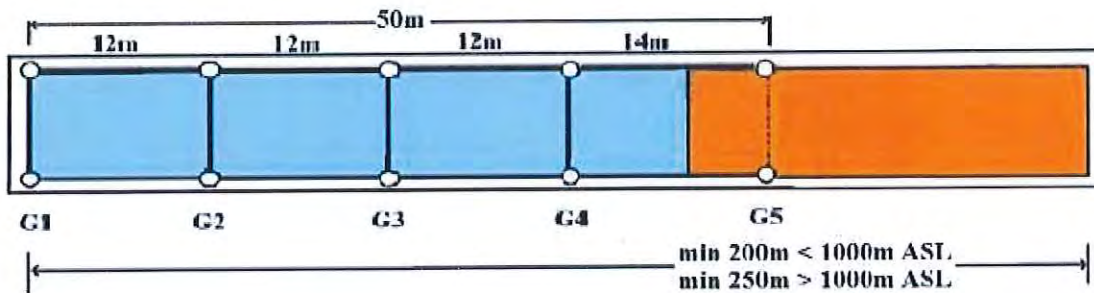
FAI International Parachuting Commission (IPC)

Competition Rules for Canopy Piloting

F.2 Distance Courses



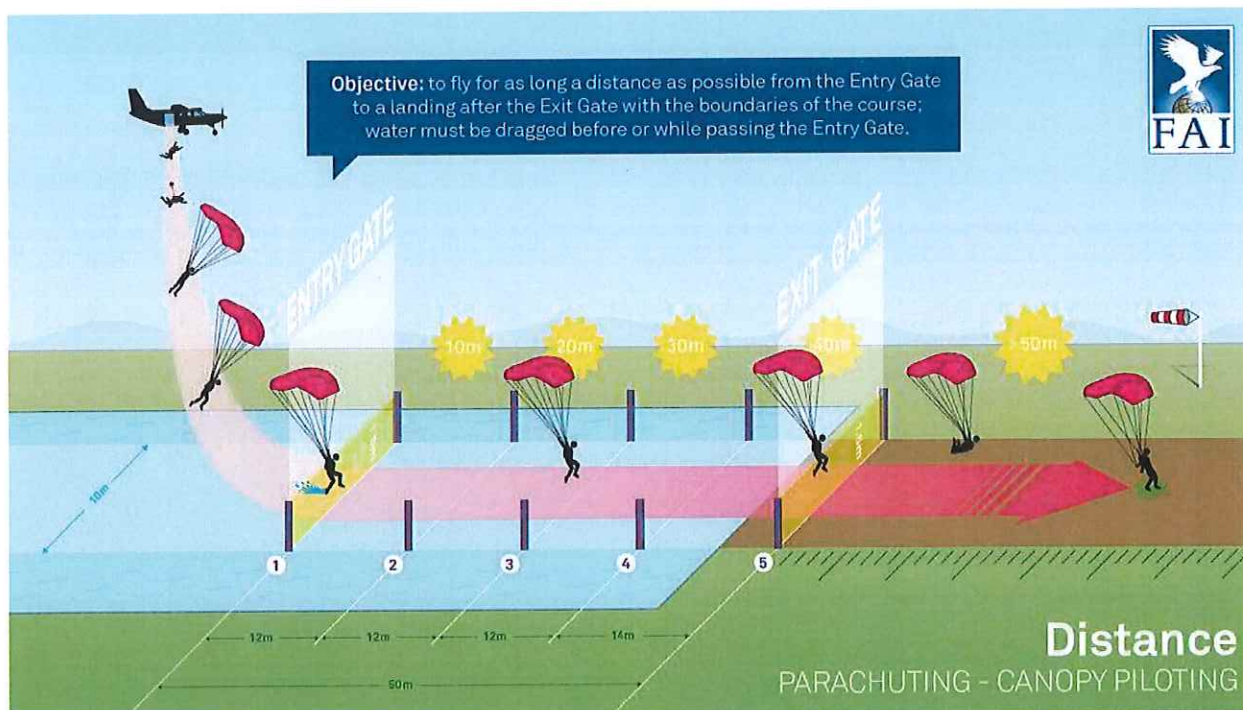
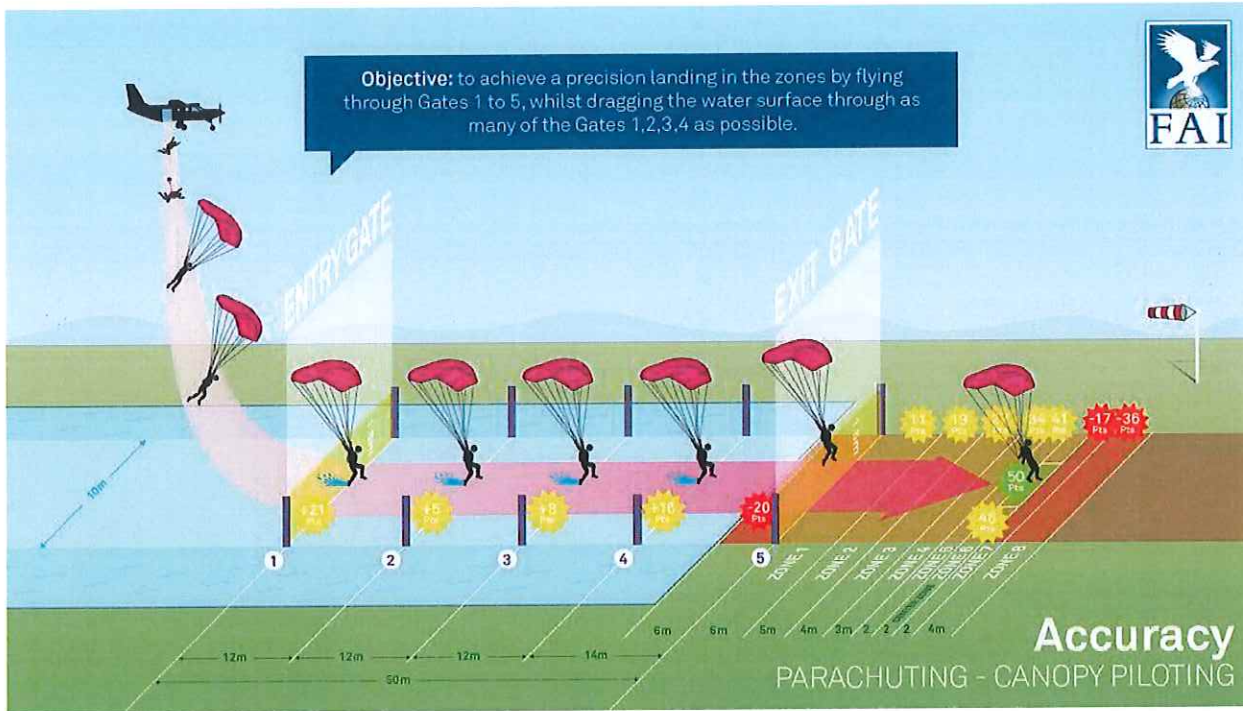
F.2.1 Drag Distance



BK0008PG0686

3 Purpose

The pond will be used as a Canopy Piloting Venue. Canopy pilots use the pond as the target entry point for numerous events.



4 Value

Having a pond allows for us to potentially host Regional, National, and International events which attracts people from all over the world to not only compete but to train as well. Athletes are often accompanied by family or friends so these people would obviously need accommodations and dining, shopping etc. here in Dare County. In the last 5 years, these International competitions have gotten quite popular.

Place	Year	Competitors
Us Nationals:		
Zephyrhills, FL	2016	55
Raeford, NC	2015	58
Zephyrhills, FL	2014	76
Zephyrhills, FL	2013	79
Rockmart, GA	2012	57
Rosharon, TX	2011	50
Average		63
World Cup:		
Canada	2015	101
Russia	2013	80
Czech	2011	101
Average		86
World Championships:		
USA	2014	102
Dubai	2012	129
Average		105
Regional Events:		
FLCPA League	10yr Avg	35

5 References

FAI - www.fai.org/parachuting

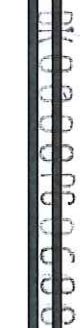
Swoop League - <http://swoopleague.com/results/meet-results/>

Control Tower - www.facebook.com/ControlTowerScoring



Google earth

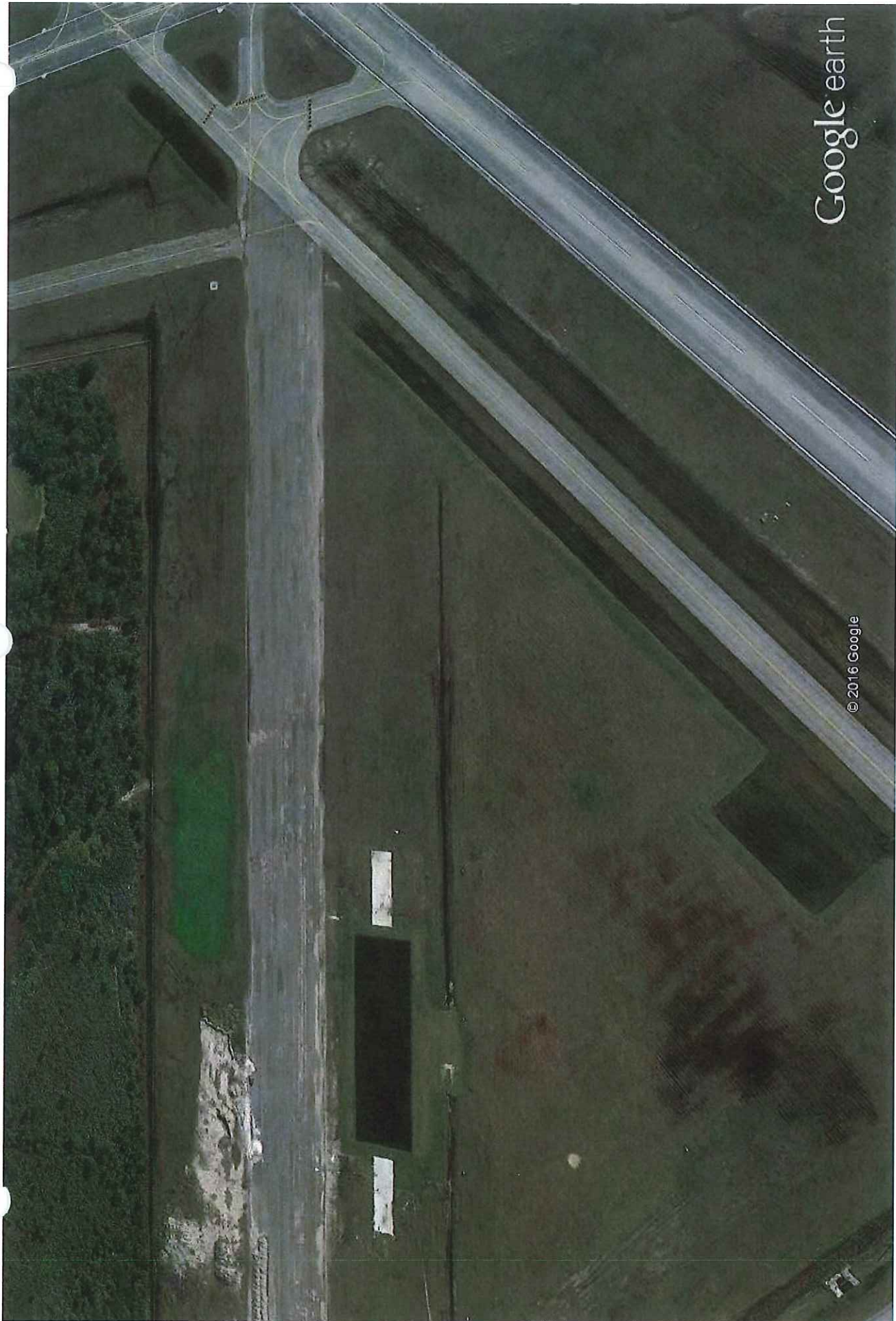
feet
meters



800

200





Google earth

© 2016 Google

Google earth
feet
meters



BK0008PG0690



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 25, 2016 Meeting**

Chair Twiddy called the May 25, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and lead in the Pledge of Allegiance.

Members Present: David Twiddy, George Wood, William Pope, Jack Shea, Joe Blakaitis and Charles Davidson

Members Absent: George Henderson, Wally Overman and Fred Newberry

Also Attending: Ben Gallop, Hornthal, Riley, Ellis & Maland, Airport Attorney; David Daniels, Airport Director and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: Greg Clark, Reporter, The Coastland Times.

Chair Twiddy welcomed everyone to the meeting.

There were no public comments.

MUSEUM UPDATE – JOHN RATZENBERGER:

Mr. Ratzenberger, curator for the DC Airport museum, informed that a Stinson 10A WWII aircraft was for sale and asked if the DCAA would be interested in purchasing it for the museum at the airport. (See attached) Chair Twiddy asked Charlie Davidson, Jack Shea and George Wood to look into this matter and report back to the board with their recommendation.

APPOINTMENT OF FINANCE OFFICER:

According to Local Government Finance the Dare County Airport Authority must appoint a Finance Officer.

- MOTION:** Jack Shea motioned to appoint David Daniels, Airport Director as Airport Finance officer per Local Government G.S.159-24
- SECOND:** George Wood
- DISCUSSION:** No discussion
- OPPOSED:** None
- OUTCOME:** Carried

PRESENTATION OF PROPOSED BUDGET:

Director Daniels presented the proposed airport budget to the board for review. After a brief discussion the following changes were recommended.

- Page 4. Section 7. a. (3): remove the word never in this sentence and add: In general do not charge more than \$2.00 above cost for either Av Gas or Jet A regardless of preceding factors 7(a) 1-3.
- Recommend adding a profit / loss line item for airport operations

MOTION: George Wood motioned to set the Public Hearing for the airport budget at the next DCAA meeting.
SECOND: Jack Shea
DISCUSSION: No discussion
OPPOSED: None
OUTCOME: Carried

ENGINEER REPORT: No Report.

ATTORNEY REPORT: No Report.

RPZ REPORT:

Director Daniels presented an estimate from Etheridge Construction Co to relocate the mobile homes in the RPZ. (See attached)

MOTION: Bill Pope motioned to move forward, to accept the offer from Etheridge Construction Co and allow the airport director to make an offer to the tenants to pay the fair market value plus the cost or pay to move them to East Lake.

SECOND: Jack Shea

**AMENDMENT
TO MOTION:**

Bill Pope motioned to move forward, to accept the offer from Etheridge Construction Co and allow the airport director to make an offer to the tenants to pay the fair market value plus the cost or pay expenses to move them to another location.

**SECOND TO
AMENDMENT:
DISCUSSION:
OPPOSED:
OUTCOME:**

Jack Shea
No discussion
None
Carried

The Authority recommended a letter be sent to the NCDOT/A informing them of their intentions.

CHAIR REPORT:

Chair Twiddy appointed Bill Pope, George Wood and Wally Overman to the Selection Committee.

MOTION: Jack Shea motioned to approve appointment of Bill Pope, George Wood and Wally Overman to the Selection Committee
SECOND: Joe Blakaitis
DISCUSSION: The committee was requested to report back at the next authority meeting with their selection.
OPPOSED: None
OUTCOME: Carried

DIRECTOR'S REPORT:

- Director Daniels informed the board that he has hired the new Finance Technician; Mrs. Anna Gallop, and she will be working at the airport in approximately 2 weeks
- Fred Newberry talked with the Cessna Society and they want to have a fly in here in the future.

Consent Agenda: Review/Approve the April 27 2016 DCAA minutes

MOTION: Jack Shea motioned to approve the April 27 2016 DCAA minutes
SECOND: Charlie Davison
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

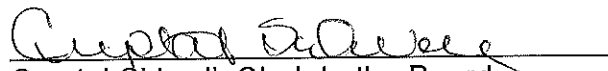
Committee Reports: No reports

Comments From The Authority Members:

Members expressed their appreciation and Chair Twiddy thanked everyone for their support while servicing as chair this past year.

Adjourn:

MOTION: Jack Shea motioned to adjourn
SECOND: Charlie Davidson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried


Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

Estimate

Etheridge Construction Co.
 Lic.# 57111
 1178 Driftwood Dr.
 Manteo, N.C. 27954
 252-473-6902

Estimate No: 102
Date: May 25, 2016

BK0008PG06914

For: Dare County Airport Authority (attn. De



Description	Quantity	Rate	Amount
Remove porches decks and additions.	4	\$1,600.00	\$6,400.00
Close in where additions were removed. \$60.00 per journeyman per hour. Plus material at %30 over cost.	3	\$2,000.00	\$6,000.00
Install porches back to code front and back	8	\$1,500.00	\$12,000.00
Disconnect and reconnect power to code.	4	\$1,195.00	\$4,780.00
Disconnect and reconnect water and wastewater within 5' of house. longer distance to be billed accordingly.	4	\$925.00	\$3,700.00
Disconnect and reconnect existing HVAC not including stands if needed.	4	\$535.00	\$2,140.00
Contingency per house for unforeseen situations to be billed at \$60 per journeyman per hour and %30 over cost on materials.	4	\$1,000.00	\$4,000.00
Install new skirting up to 3 foot tall	4	\$800.00	\$3,200.00
Overhead/ supervision -contractor fees.	4	\$2,500.00	\$10,000.00
Any permits to be procured by Dare County or by Contractor to be reimbursed.	1	\$0.00	\$0.00

* Indicates non-taxable item

Subtotal	\$52,220.00
TAX (0.00%)	\$0.00
Total	\$52,220.00

BK0008P60695

Breakdown, separated by the home only, or by the home and all their improvements:

Manufactured Home only values:

Lot 10 - \$1,740

Lot 11 - \$3,920

Lot 12 - \$1,780

Lot 4 - \$8,550

Manufactured Home plus their connected improvements values:

Lot 10 - \$3,260

Lot 11 - \$5,990

Lot 12 - \$4,960

Lot 4 - \$9,470

Let me know if you or the Board have any questions whatsoever.

Summary of the Appraisal Report

File No. 2016-C102

Owner	Various Owners			
Property Address	1119 Driftwood Drive & 164 Etheridge Road			
City	Manteo	County	Dare	State NC Zip Code 27954
Client	Dare County Airport Authority			

**Breakdown of the Fair Market Values of:
Lots 10, 11 and 12, on 1119 Driftwood Drive, Manteo, NC 27954
(The lot numbers were provided by the Dare County Tax Department.)**

LOT 10

**LOT 10 - 1988 Fleetwood Cottonwood with 915 SF - Poor Condition - Exterior Inspection Only
The Fair Market Value of only this manufactured home is \$1,740 (rounded up to the nearest 10).***

The Fair Market Value of this manufactured home and its connected improvements is \$3,260 (rounded up to the nearest 10).*

NADA MH CONNECT for Used Homes - Depreciated Values:

(Manufactured Home plus Additions/Porches/Other - As setup on lot)= \$4,711

(This would be the Fair Market Value of all the property (without the land, septic and water) if this was sold "as is" on the lot already setup for an owner to continue to lease the lot.)

(Manufactured Home Only - Sold to be removed)= \$1,738

(Additions/Porches/Other Only - Sold to be removed)= \$1,513

Total of both values above= \$3,251, which is 69% of the "setup" value.

Dare County Tax Value for 2016= \$2,990

Dare County Tax Value versus Fair Market Value, by percent= \$2,990 / \$3,251= 91.97% of F.M.V.

* This does not include: any permits, transportation to another site, setup, removal, abatement or cleanup of the subject property site. This is the "as is" Fair Market Value of the home and its connected improvements if it were to be sold to be removed (at the new owners' expense).

NOTE: The interior condition of LOT 10 is unknown but believed to be the same as the exterior's condition rating of Poor.

BK0008PG0696

Signature <u>Steven W. Craddock</u>		Signature _____
Name <u>Steven W. Craddock, CDA, HMS</u>		Name _____
Date Signed <u>04/30/2016</u>		Date Signed _____
State Certification # <u>A6528</u>		State Certification # _____ State _____
Or State License # _____		Or State License # _____ State _____

Summary of the Appraisal Report

File No. 2016-C102

Owner	Various Owners		
Property Address	1119 Driftwood Drive & 164 Etheridge Road		
City	Manteo	County	Dare State NC Zip Code 27954
Client	Dare County Airport Authority		

BK0008PG0697

Breakdown of the Fair Market Values of:
Lots 10, 11 and 12, on 1119 Driftwood Drive, Manteo, NC 27954
(The lot numbers were provided by the Dare County Tax Department.)

LOT 11

LOT 11 - 1989 Clayton Horizon with 914 SF - Average Condition - Interior and Exterior Inspection
The Fair Market Value of only this manufactured home is \$3,920 (rounded up to the nearest 10).*

The Fair Market Value of this manufactured home and its connected improvements is \$5,990 (rounded up to the nearest 10).*

NADA MH CONNECT for Used Homes - Depreciated Values:

(Manufactured Home plus Additions/Porches/Other - As setup on lot)= \$8,671

(This would be the Fair Market Value of all the property (without the land, septic and water) if this was sold "as is" on the lot already setup for an owner to continue to lease the lot.)

(Manufactured Home Only - Sold to be removed)= \$3,913

(Additions/Porches/Other Only - Sold to be removed)= \$2,070

Total of both values above= \$5,983, which is 69% of the "setup" value.

Dare County Tax Value for 2016= \$3,250

Dare County Tax Value versus Fair Market Value, by percent= \$3,250 / \$5,983= 54.32% of F.M.V.

* This does not include: any permits, transportation to another site, setup, removal, abatement or cleanup of the subject property site. This is the "as is" Fair Market Value of the home and its connected improvements if it were to be sold and be removed (at the new owners' expense).

Signature 	Signature _____
Name Steven W. Craddock, CDA, HMS	Name _____
Date Signed 04/30/2016	Date Signed _____
State Certification # A6528	State Certification # _____ State _____
Or State License # _____	Or State License # _____ State _____



Summary of the Appraisal Report

File No. 2016-C102

Owner	Various Owners		
Property Address	1119 Driftwood Drive & 164 Etheridge Road		
City	Manteo	County	Dare State NC Zip Code 27954
Client	Dare County Airport Authority		

Breakdown of the Fair Market Values of:
 Lots 10, 11 and 12, on 1119 Driftwood Drive, Manteo, NC 27954
 (The lot numbers were provided by the Dare County Tax Department.)

LOT 12

LOT 12 - 1976 Liberty Xtreme with 733 SF - Average Condition - Interior and Exterior Inspection
 The Fair Market Value of only this manufactured home is \$1,780 (rounded up to the nearest 10).*

The Fair Market Value of this manufactured home and its connected improvements is \$4,960 (rounded up to the nearest 10).*

NADA MH CONNECT for Used Homes - Depreciated Values:
 (Manufactured Home plus Additions/Porches/Other - As setup on lot)= \$7,184
 (This would be the Fair Market Value of all the property (without the land, driveway, septic and water) if this was sold "as is" on the lot already setup for an owner to continue to lease the lot.)

(Manufactured Home Only - Sold to be removed)= \$1,778
 (Additions/Porches/Other Only - Sold to be removed)= \$3,179
 Total of both values above= \$4,957, which is 69% of the "setup" value.

Dare County Tax Value for 2016= \$1,000
 Dare County Tax Value versus Fair Market Value, by percent= \$1,000 / \$4,957= 20.17% of F.M.V.

* This does not include: any permits, transportation to another site, setup, removal, abatement or cleanup of the subject property site. This is the "as is" Fair Market Value of the home and its connected improvements if it were to be sold and be removed (at the new owners' expense).

BK0008PG0698

Signature *Steven W. Craddock* Signature _____
 Name Steven W. Craddock, CDA, HIMS Name _____
 Date Signed 04/30/2016 Date Signed _____
 State Certification # A6528 State NC State Certification # _____ State _____
 Or State License # _____ State _____ Or State License # _____ State _____



Summary of the Appraisal Report

File No. 2016-C102

Owner	Various Owners		
Property Address	1119 Driftwood Drive & 164 Etheridge Road		
City	Manteo	County	Dare State NC Zip Code 27954
Client	Dare County Airport Authority		

Breakdown of the Fair Market Value of:
Lot 4, on 164 Etheridge Road, Manteo, NC 27954
 (The lot number was provided by the Dare County Tax Department.)

LOT 4

LOT 4 - 1994 Fleetwood Wingate with 1,071 SF - Average Condition - Interior and Exterior Inspection

The Fair Market Value of only this manufactured home is \$8,550 (rounded up to the nearest 10).*

The Fair Market Value of this manufactured home and its connected improvements is \$9,470 (rounded up to the nearest 10).*

NADA MH CONNECT for Used Homes - Depreciated Values:

(Manufactured Home plus Additions/Porches/Other - As setup on lot)= \$13,717

(This would be the Fair Market Value of all the property (without the land, driveway, septic and water) if this was sold "as is" on the lot already setup for an owner to continue to lease the lot.)

(Manufactured Home Only - Sold to be removed)=	\$8,548
(Additions/Porches/Other Only - Sold to be removed)=	\$ 916
Total of both values above=	\$9,464, which is 69% of the "setup" value.

Dare County Tax Value for 2016= \$5,450

Dare County Tax Value versus Fair Market Value, by percent= \$5,450 / \$9,464= 57.59% of F.M.V.

* This does not include: any permits, transportation to another site, setup, removal, abatement or cleanup of the subject property site. This is the "as is" Fair Market Value of the home and its connected improvements if it were to be sold and be removed (at the new owners' expense).

BK0008PG0699

Signature <u><i>Steven W. Craddock</i></u>		Signature _____
Name <u>Steven W. Craddock, CDA, HMA</u>		Name _____
Date Signed <u>04/30/2016</u>		Date Signed _____
State Certification # <u>A6528</u>	State <u>NC</u>	State Certification # _____ State _____
Or State License # _____	State _____	Or State License # _____ State _____

BK0008PG0700

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT

BUDGET ORDINANCE 2016/2017

APPROVED 06/ /2016



410 AIRPORT ROAD
MANTEO, NC 27954

BK0008PG0701

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT
FISCAL YEAR 2015-16 BUDGET ORDINANCE

Be it ordained by the Dare County Airport Authority of Dare County, North Carolina:

SECTION 1. The following amounts are hereby appropriated in the Operations Fund for the operation of the Dare County Regional Airport and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Airport:

Operations Fund \$2,251,209

SECTION 2. It is estimated that the following revenues will be available in the Operations Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Auto Rental	\$80,000
Hangar Rental	\$230,000
Tie Down Fees	\$2,000
Landing Fees	\$18,000
Land and Building Rentals	\$195,000
Vehicle Parking Leases	\$8,000
Operation License Agreements	\$9,800
Other Charges for Services	\$500
Souvenirs	\$1,500
After Hours Fuel Service	\$6,000
Interest on Investments	\$20,000
Miscellaneous	\$1,500
Av Gas Sales	\$500,000
Jet A Sales	\$480,000
Auto Fuel Sales	\$2,500
Oil Sales	\$2,600
Pilot Supplies	\$900
Vending	\$300
Transfer from Primary Government	<u>\$692,609</u>
Total Estimated Revenues	<u>\$2,251,209</u>

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, 2016, and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Cemetery:

Cemetery Fund	<u>\$28,500</u>
---------------	-----------------

SECTION 4. It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

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

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;

BK0008PG0703

- (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, 2016.

David Twiddy, Chair,
Dare County Airport Authority

Crystal M. Sidwell, Clerk to the Authority Board

FEE SCHEDULE

Adopted on September 24, 2014

HANGARS

2008 T- HANGARS	\$310.00
1994 T- HANGARS	\$230.00
2001 T-HANGARS	\$300.00
1994 EXECUTIVE	\$400.00
2001 EXECUTIVE	\$425.00
CORPORATE 1	\$485.00
CORPORATE 2	\$515.00
CORPORATE 3	\$515.00
CORPORATE 5	\$1,575.00
CORPORATE 6 & 7	\$905.00
QUONSET	\$578.00
	2 tenants :\$289 each

T-HANGAR

Daily	\$40.00
Weekly	\$200.00
Monthly	\$310.00

EXECUTIVE HANGAR

Daily	\$50.00
Weekly	\$250.00
Monthly	\$400.00

CORPORATE 1

Daily	\$75.00
Weekly	\$350.00
Monthly	\$900.00

CORPORATE 2

Daily	\$100.00
Weekly	\$420.00
Monthly	\$1,200.00

Fees are negotiable depending on agreed upon term length of contract with tenant and status of operations conducted at DCRA

	<u>TIE DOWN FEES (OVERNIGHT)</u>	\$10.00
SINGLE OR TWIN ENGINE		
TURBO PROP & JET		\$15.00
Daily		
	<u>LANDING FEE (PER OCCURANCE)</u>	\$25.00
SCHEDULED AIR CARRIER		\$25.00
CARGO/CHARTER CARRIER		
	<u>SERVICE FEES</u>	\$15.00
AIRPORT FEE		
AIRCRAFT TOW (PER OCCURANCE)		\$10.00
Category I and II		\$15.00
Category III and up		
GROUND POWER UNIT (PER OCCURANCE)		\$25.00
Start up only		\$25.00
Each 15 minutes- continuous use		
CONFERENCE ROOM (CLEANING)		\$25.00
Per day		
VEHICLE PARKING		\$30.00
Monthly		\$240.00
Yearly		\$0.30
FUEL FOW FEE (PRE-PURCHASED) X GALLON		

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.

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

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-pac, 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, Traveaire, 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.

BK0008PG0707

BUDGET MESSAGE AND HIGHLIGHTS

BUDGET MESSAGE:

To the Dare County Airport Authority:

I am pleased to submit the Dare County Regional Airport FY 2017 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 by June 1 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 9 full time employees, using external contractors in some areas to promote efficiency.

AIRPORT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2014-2020

The TIP is a 7 year plan; the program goal is to maintain the Airport to FAA and DOT/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 approach clearing.

DK0008PG0710

FUND 94- OPERATIONS

DK0008P60711

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection
REVENUES						
943785	422270		427,784	0	0	0
		0	427,784	0	0	0
	Total State Aid to Airport					
943785	441070	66,415	68,348	75,000	80,000	82,000
943785	441071	233,573	222,629	220,000	230,000	230,000
943785	441072	1,445	1,795	2,000	2,000	2,000
943785	441073	15,650	16,580	18,000	18,000	18,000
943785	441074	166,874	168,867	170,000	195,000	195,000
943785	441075	8,220	6,600	8,000	8,000	8,000
943785	441076	4,625	9,100	9,100	9,800	9,800
	Total Rents, fees, Licenses	496,801	493,920	502,100	542,800	544,800
943785	441085	0	0	500	500	500
943785	441086	662	1,201	1,700	1,500	1,500
943785	441087	3,850	3,950	6,000	6,000	5,500
943785	450100	13,909	17,910	20,000	20,000	20,000
943785	460100	245	1,644	3,000	1,500	1,800
	Total other Fees	18,665	24,704	31,200	29,000	29,300
943785	466001	535,774	492,753	570,000	500,000	530,000
943785	466002	525,284	472,973	590,000	480,000	510,000
943785	466003	1,929	2,473	3,000	2,500	3,000
943785	466004	2,540	2,412	2,000	2,600	2,600
	Total Fuel & Oil Sales	1,065,527	970,611	1,165,000	985,100	1,045,600
943785	466005	818	715	1,500	900	700
943785	466006	400	555	300	300	400
	Total other Sales	1,218	1,270	1,800	1,350	1,100
943785	491003	687,703	692,609	692,609	692,609	692,609
	Total Transfer from Government	687,703	692,609	692,609	692,609	692,609
	TOTAL REVENUES	687,703	2,610,898	2,392,709	2,251,209	2,313,409

BK0008PG0712

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection
EXPENDITURES						
	<u>Number of employees</u> 9					
944785	500200 Salaries	337,283	358,019	380,529	364,962	380,529
944785	500202 Salaries- Board members	3,450	3,650	4,000	4,000	4,000
944785	500207 Salaries- after hours fuel service	2,948	2,655	5,000	5,000	5,000
944785	500300 FICA	25,112	26,534	29,110	27,920	29,110
944785	500400 Retirement	22,708	25,059	27,052	26,460	27,052
944785	500500 Health Insurance	141,314	128,514	129,373	155,074	129,373
944785	500700 Retiree Health Insurance		0	637	0	700
944785	500900 Longevity	8,530	9,625	9,005	9,500	9,500
	Total Personnel Services	541,345	554,057	584,706	592,916	585,264
944785	510700 Contracted Services	51,286	50,749	55,000	60,000	62,000
944785	510900 Professional Service	18,355	17,683	15,000	20,000	18,000
944785	511100 Telephone & Postage	4,977	4,784	5,100	6,000	5,200
944785	511300 Utilities	25,847	29,927	24,000	30,000	30,000
944785	511500 Maintenance & Repairs Rentals	3,470	32,058	30,000	70,000	70,000
944785	511501 Maintenance & Repairs Equipment	10,360	17,716	20,000	15,000	15,000
944785	511502 Maintenance & Repairs Buildings	46,821	40,665	100,000	71,000	70,000
944785	511503 Maintenance & Repairs Vehicle	2,533	2,987	10,000	6,000	6,000
944785	511901 Credit Card Processing	35,098	31,930	40,000	35,000	35,000
944785	512102 Leases Copiers	2,932	2,331	3,000	3,000	2,500
944785	512103 Leases PC's	1,701	1,624	3,000	2,000	2,000
944785	513100 Fuel	10,229	6,568	9,000	7,000	7,000
944785	513300 Supplies	5,025	7,095	6,500	7,000	7,000
944785	513400 Museum Operation	0	0	1,000	500	500
944785	513500 Computer Software	25,597	828	1,000	500	500
944785	513600 Uniforms	722	200	5,000	2,000	2,000
	Total other Expenditures	244,952	247,147	327,600	335,000	332,700
944785	513701 10703 AV Gas	457,429	408,776	510,000	420,000	440,000
944785	513702 10703 Jet A	398,924	335,085	420,000	350,000	370,000
944785	513703 10703 Auto Fuel	661	435	2,000	1,200	1,200
944785	513704 10703 Oil	2,528	2,266	2,000	2,000	2,000
	Total Fuel and Oil Disbursement	859,542	746,562	934,000	773,200	813,200
944785	513705 10703 Pilot Supplies	633	452	1,000	700	700
944785	513708 10703 Auto Rentals	36,890	38,605	45,000	50,000	50,000
944785	513709 10703 Souvenirs	1,383	0	2,000	2,500	2,500
944785	516100 Shop Overhead	7,547	15,931	15,409	15,500	16,000

OK 0008PG0713

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection
944785	525000 Training	1,000	2,575	6,000	4,500	4,500
944785	525100 Travel	5,964	8,950	7,000	9,000	8,000
944785	525200 Dues & Subscriptions	1,558	1,767	2,000	2,000	2,000
944785	525210 Time Shares (condos)	780	850	1,500	0	0
944785	525400 Insurance & Bonds	37,366	31,248	53,508	51,731	55,000
944785	525401 Insurance Airport	24,000	23,527	25,000	25,000	27,000
944785	525600 Advertising & Promotions	83	248	1,600	5,000	5,000
944785	525604 Marketing & Public Relations	962	1,875	5,000	3,000	3,000
944785	525620 Youth Aviation Day	3,223	2,284	3,000	3,000	3,000
944785	525710 Indirect Costs per CAP	81,534	83,994	108,406	85,222	109,000
944785	525730 Bad Debts	0	4,023	0	0	0
944785	537400 Capital Outlay	15,003	24,449	60,000	54,966	30,000
944785	548190 DS- Principal Property	125,000	125,000	125,000	130,000	130,000
944785	518191 DS- Principal Scarborough Square	495,115	0	0	0	0
944785	549190 DS-Interest Property	10,516	8,446	6,376	4,306	4,500
944785	519191 DS-Interest Scarborough Square	21,566	0	0	0	0
944785	550000 Contingency	0	0	78,604	112,543	132,045
	Total Other Expenditures	870,123	374,224	546,403	525,127	582,245
	TOTAL EXPENDITURES	2,515,961	1,921,989	2,392,709	2,251,209	2,313,409

BK0008PG0714

FUND 96- CEMETERY

BK0008PG0715

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projection
REVENUES					
963785	450101 Interest- Other Agencies	1,639	1,787	2,000	2,000
963785	464501 Grave Sites- Plot	2,326	0	2,000	2,000
963785	464502 Mausoleum- Crypt	3,200	0	2,000	2,000
963785	464503 Mausoleum- Niche	2,500	500	2,000	2,000
963785	464510 Rental Income Houses	22,297	13,200	20,400	20,400
963785	464515 Recording Fees	126	26	100	100
	TOTAL REVENUES	32,088	15,513	28,500	28,500
EXPENDITURES					
964785	511300 Utilities	288	869	1,000	1,000
964785	511502 Maintenance & Repairs Buildings	2,418	21,587	15,000	15,000
964785	511508 Maintenance & Repairs Yard	132	1,225	3,000	3,000
964785	511903 Recording Fees	156	26	100	100
964785	537400 Capital Outlay	0	0	9,400	9,400
	TOTAL EXPENDITURES	2,994	23,707	28,500	28,500



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
June 29, 2016 Meeting

Chair Twiddy called the June 29, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and lead in the Pledge of Allegiance.

Members Present: David Twiddy, George Wood, George Henderson, William Pope, Wally Overman, Jack Shea, Joe Blakaitis and Charlie Davidson

Members Absent: Fred Newberry

Also Attending: Ben Gallop, Hornthal Riley Ellis & Maland, David Daniels, Airport Director, and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: John Ratzenberger, DCRA Museum Curator and Greg Clark, Report, The Coastland Times.

Chair Twiddy welcomed everyone to the meeting.

Public Hearing on the Airport Budget:

Attorney Ben Gallop opened the public hearing on the adoption of the proposed Airport Budget. There were no comments so the public hearing was closed.

Consideration/Approval of 16/17 Airport Budget:

Chair Twiddy opened the floor for discussion/approval of the FY 2016/2017 Airport Budget.

MOTION: George Wood motioned to approve the FY 2016/2017 Airport Budget
SECOND: Jack Shea
DISCUSSION: No discussion
OPPOSED: None
OUTCOME: Carried

Election of Officers:

The following slate of officers was presented for review.

Chair	David Twiddy
V Chair	Charlie Davidson
Secretary	George Henderson
Treasurer	Jack Shea

LR0008P60717

Chair Twiddy opened the floor for a motion to approve the slate of officers as presented..

MOTION: Bill Pope motioned to approve the slate of officers as presented.

SECOND: Jack Shea

DISCUSSION: No discussion

OPPOSED: None

OUTCOME: Carried

Public Comments:

Attorney Ben Gallop opened the floor for public comments:

John Ratzenberger, DCAA Museum Curator.

Mr. Ratzenberger updated the board concerning the Stinson 10A WWII aircraft that was for sale and asked if the DCAA had made a decision.

Engineer's Report: No report

Attorney's Report: No Report.

Chair's Report: No Report

Director's Report:

- The Department of Transportation/Aviation State funds will be coming available soon and once the RPZ issue is resolved the authority needs to prioritize/discuss the needs of the airport. The TBI engineers will be at the July meeting to review this item with the board.
Chair requested the Transportation Improvement Plan also be discussed at the next DCAA meeting.
- The NC Department of Transportation/Aviation will be here in September to perform maintenance on the airport such as repainting runway markings, lighting issues, etc.
- We met with the RPZ tenants and we are waiting for a response.

EX0008PG0718

Board members expressed their concerns and requested the Director, along with an interpreter, contact the tenants on Thursday, July 7 to remind them that they have 10 days to reply.

The airport attorney will review the tenant leases to make sure they are complied with.

- Director Daniels informed the board that the Finance Technician position was still vacant but that he would be interviewing another applicant soon and would keep them informed.

Consent Agenda: Approve DCAA minutes from the May 25 2016 meeting.

MOTION: Jack Shea motioned to approve the DCAA minutes from the May 25 2016 meeting.

SECOND: George Henderson

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Committee Reports:

George Wood addressed Mr. Ratzenberger concerning the Stinson 10A WWII aircraft. The board expressed their interest in purchasing the aircraft and after a brief discussion no action was taken but the committee will look into this matter and report back to the board at a later date.

Chair Twiddy thanked everyone for their comments and for their support while serving as chair this past year and looks forward to this year.

Adjourn:

MOTION: Jack Shea motioned to adjourn

SECOND: Joe Blakaitis

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried



 Crystal Sidwell, Clerk to the Board
 Dare County Airport Authority

BK0008PG0719

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT

BUDGET ORDINANCE 2016/2017

APPROVED 06/29/2016



410 AIRPORT ROAD
MANTEO, NC 27954

BK0008PG0720

DARE COUNTY AIRPORT AUTHORITY
DARE COUNTY REGIONAL AIRPORT
FISCAL YEAR 2015-16 BUDGET ORDINANCE

Be it ordained by the Dare County Airport Authority of Dare County, North Carolina:

SECTION 1. The following amounts are hereby appropriated in the Operations Fund for the operation of the Dare County Regional Airport and its activities for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Airport:

Operations Fund \$2,251,209

SECTION 2. It is estimated that the following revenues will be available in the Operations Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017:

Auto Rental	\$80,000
Hangar Rental	\$230,000
Tie Down Fees	\$2,000
Landing Fees	\$18,000
Land and Building Rentals	\$195,000
Vehicle Parking Leases	\$8,000
Operation License Agreements	\$9,800
Other Charges for Services	\$500
Souvenirs	\$1,500
After Hours Fuel Service	\$6,000
Interest on Investments	\$20,000
Miscellaneous	\$1,500
Av Gas Sales	\$500,000
Jet A Sales	\$480,000
Auto Fuel Sales	\$2,500
Oil Sales	\$2,600
Pilot Supplies	\$900
Vending	\$300
Transfer from Primary Government	<u>\$692,609</u>
Total Estimated Revenues	<u>\$2,251,209</u>

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, 2016, and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Cemetery:

Cemetery Fund	<u>\$28,500</u>
---------------	-----------------

SECTION 4. It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2016, and ending June 30, 2017.

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

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;

EPG 0722

- (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 29 day of June, 2016.



David Twiddy, Chair,
Dare County Airport Authority



Crystal M. Sidwell, Clerk to the Authority Board

FEE SCHEDULE

Adopted on September 24,2014

HANGARS

2008 T- HANGARS		\$310.00
1994 T- HANGARS		\$230.00
2001 T-HANGARS		\$300.00
1994 EXECUTIVE		\$400.00
2001 EXECUTIVE		\$425.00
CORPORATE 1		\$485.00
CORPORATE 2		\$515.00
CORPORATE 3		\$515.00
CORPORATE 5		\$1,575.00
CORPORATE 6 & 7		\$905.00
QUONSET	2 tenants :\$289 each	\$578.00

T-HANGAR

Daily		\$40.00
Weekly		\$200.00
Monthly		\$310.00

EXECUTIVE HANGAR

Daily		\$50.00
Weekly		\$250.00
Monthly		\$400.00

CORPORATE 1

Daily		\$75.00
Weekly		\$350.00
Monthly		\$900.00

CORPORATE 2

Daily		\$100.00
Weekly		\$420.00
Monthly		\$1,200.00

Fees are negotiable depending on agreed upon term length of contract with tenant and status of operations conducted at DCRA

OR 01118 PG 0724

	<u>TIE DOWN FEES (OVERNIGHT)</u>	
SINGLE OR TWIN ENGINE		\$10.00
TURBO PROP & JET		
Daily		\$15.00
	<u>LANDING FEE (PER OCCURANCE)</u>	
SCHEDULED AIR CARRIER		\$25.00
CARGO/CHARTER CARRIER		\$25.00
	<u>SERVICE FEES</u>	
AIRPORT FEE		\$15.00
AIRCRAFT TOW (PER OCCURANCE)		
Category I and II		\$10.00
Category III and up		\$15.00
GROUND POWER UNIT (PER OCCURANCE)		
Start up only		\$25.00
Each 15 minutes- continuous use		\$25.00
CONFERENCE ROOM (CLEANING)		
Per day		\$25.00
VEHICLE PARKING		
Monthly		\$30.00
Yearly		\$240.00
FUEL FOW FEE (PRE-PURCHASED) X GALLON		\$0.30

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.

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

BK0008PG0725

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.

BK0008PG0726

BUDGET MESSAGE AND HIGHLIGHTS

BK0008PGU727

BUDGET MESSAGE:

To the Dare County Airport Authority:

I am pleased to submit the Dare County Regional Airport FY 2017 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

000008PG0728

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 by June 1 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 9 full time employees, using external contractors in some areas to promote efficiency.

AIRPORT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2014-2020

The TIP is a 7 year plan; the program goal is to maintain the Airport to FAA and DOT/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 approach clearing.

0K00118P60729

FUND 94- OPERATIONS

DK0008PG0730

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection
REVENUES						
943785	422270		427,784	0	0	0
	Total State Aid to Airport	0	427,784	0	0	0
943785	441070	66,415	68,348	75,000	80,000	82,000
943785	441071	233,573	222,629	220,000	230,000	230,000
943785	441072	1,445	1,795	2,000	2,000	2,000
943785	441073	15,650	16,580	18,000	18,000	18,000
943785	441074	166,874	168,867	170,000	195,000	195,000
943785	441075	8,220	6,600	8,000	8,000	8,000
943785	441076	4,625	9,100	9,100	9,800	9,800
	Total Rents, fees, Licenses	496,801	493,920	502,100	542,800	544,800
943785	441085	0	0	500	500	500
943785	441086	662	1,201	1,700	1,500	1,500
943785	441087	3,850	3,950	6,000	6,000	5,500
943785	450100	13,909	17,910	20,000	20,000	20,000
943785	460100	245	1,644	3,000	1,500	1,800
	Total other Fees	18,665	24,704	31,200	29,000	29,300
943785	466001	535,774	492,753	570,000	500,000	530,000
943785	466002	525,284	472,973	590,000	480,000	510,000
943785	466003	1,929	2,473	3,000	2,500	3,000
943785	466004	2,540	2,412	2,000	2,600	2,600
	Total Fuel & Oil Sales	1,065,527	970,611	1,165,000	985,100	1,045,600
943785	466005	818	715	1,500	900	700
943785	466006	400	555	300	300	400
	Total other Sales	1,218	1,270	1,800	1,350	1,100
943785	491003	687,703	692,609	692,609	692,609	692,609
	Total Transfer from Government	687,703	692,609	692,609	692,609	692,609
	TOTAL REVENUES	687,703	2,610,898	2,392,709	2,251,209	2,313,409

070008PG0731

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection	
EXPENDITURES							
<u>Number of employees 9</u>							
944785	500200	Salaries	337,283	358,019	380,529	364,962	380,529
944785	500202	Salaries- Board members	3,450	3,650	4,000	4,000	4,000
944785	500207	Salaries- after hours fuel service	2,948	2,655	5,000	5,000	5,000
944785	500300	FICA	25,112	26,534	29,110	27,920	29,110
944785	500400	Retirement	22,708	25,059	27,052	26,460	27,052
944785	500500	Health Insurance	141,314	128,514	129,373	155,074	129,373
944785	500700	Retiree Health Insurance		0	637	0	700
944785	500900	Longevity	8,530	9,625	9,005	9,500	9,500
		Total Personnel Services	541,345	554,057	584,706	592,916	585,264
944785	510700	Contracted Services	51,286	50,749	55,000	60,000	62,000
944785	510900	Professional Service	18,355	17,683	15,000	20,000	18,000
944785	511100	Telephone & Postage	4,977	4,784	5,100	6,000	5,200
944785	511300	Utilities	25,847	29,927	24,000	30,000	30,000
944785	511500	Maintenance & Repairs Rentals	3,470	32,058	30,000	70,000	70,000
944785	511501	Maintenance & Repairs Equipment	10,360	17,716	20,000	15,000	15,000
944785	511502	Maintenance & Repairs Buildings	46,821	40,665	100,000	71,000	70,000
944785	511503	Maintenance & Repairs Vehicle	2,533	2,987	10,000	6,000	6,000
944785	511901	Credit Card Processing	35,098	31,930	40,000	35,000	35,000
944785	512102	Leases Copiers	2,932	2,331	3,000	3,000	2,500
944785	512103	Leases PC's	1,701	1,624	3,000	2,000	2,000
944785	513100	Fuel	10,229	6,568	9,000	7,000	7,000
944785	513300	Supplies	5,025	7,095	6,500	7,000	7,000
944785	513400	Museum Operation	0	0	1,000	500	500
944785	513500	Computer Software	25,597	828	1,000	500	500
944785	513600	Uniforms	722	200	5,000	2,000	2,000
		Total other Expenditures	244,952	247,147	327,600	335,000	332,700
944785	513701	10703 AV Gas	457,429	408,776	510,000	420,000	440,000
944785	513702	10703 Jet A	398,924	335,085	420,000	350,000	370,000
944785	513703	10703 Auto Fuel	661	435	2,000	1,200	1,200
944785	513704	10703 Oil	2,528	2,266	2,000	2,000	2,000
		Total Fuel and Oil Disbursement	859,542	746,562	934,000	773,200	813,200
944785	513705	10703 Pilot Supplies	633	452	1,000	700	700
944785	513708	10703 Auto Rentals	36,890	38,605	45,000	50,000	50,000
944785	513709	10703 Souvenirs	1,383	0	2,000	2,500	2,500
944785	516100	Shop Overhead	7,547	15,931	15,409	15,500	16,000

BK0008PG0732

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Budget	FY 18 Projection
944785	525000 Training	1,000	2,575	6,000	4,500	4,500
944785	525100 Travel	5,964	8,950	7,000	9,000	8,000
944785	525200 Dues & Subscriptions	1,558	1,767	2,000	2,000	2,000
944785	525210 Time Shares (condos)	780	850	1,500	0	0
944785	525400 Insurance & Bonds	37,366	31,248	53,508	51,731	55,000
944785	525401 Insurance Airport	24,000	23,527	25,000	25,000	27,000
944785	525600 Advertising & Promotions	83	248	1,600	5,000	5,000
944785	525604 Marketing & Public Relations	962	1,875	5,000	3,000	3,000
944785	525620 Youth Aviation Day	3,223	2,284	3,000	3,000	3,000
944785	525710 Indirect Costs per CAP	81,534	83,994	108,406	85,222	109,000
944785	525730 Bad Debts	0	4,023	0	0	0
944785	537400 Capital Outlay	15,003	24,449	60,000	54,966	30,000
944785	548190 DS- Principal Property	125,000	125,000	125,000	130,000	130,000
944785	518191 DS- Principal Scarborough Square	495,115	0	0	0	0
944785	549190 DS-Interest Property	10,516	8,446	6,376	4,306	4,500
944785	519191 DS-Interest Scarborough Square	21,566	0	0	0	
944785	550000 Contingency	0	0	78,604	112,543	132,045
	Total Other Expenditures	870,123	374,224	546,403	525,127	582,245
	TOTAL EXPENDITURES	2,515,961	1,921,989	2,392,709	2,251,209	2,313,409

BK0008PG0733

FUND 96- CEMETERY

2014-17 PG 0734

Account No.	Account Name	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projection
-------------	--------------	--------------	--------------	--------------	------------------

REVENUES

963785	450101	Interest- Other Agencies	1,639	1,787	2,000	2,000
963785	464501	Grave Sites- Plot	2,326	0	2,000	2,000
963785	464502	Mausoleum- Crypt	3,200	0	2,000	2,000
963785	464503	Mausoleum- Niche	2,500	500	2,000	2,000
963785	464510	Rental Income Houses	22,297	13,200	20,400	20,400
963785	464515	Recording Fees	126	26	100	100
		TOTAL REVENUES	32,088	15,513	28,500	28,500

EXPENDITURES

964785	511300	Utilities	288	869	1,000	1,000
964785	511502	Maintenance & Repairs Buildings	2,418	21,587	15,000	15,000
964785	511508	Maintenance & Repairs Yard	132	1,225	3,000	3,000
964785	511903	Recording Fees	156	26	100	100
964785	537400	Capital Outlay	0	0	9,400	9,400
		TOTAL EXPENDITURES	2,994	23,707	28,500	28,500



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



00008PG0735

**DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
July 27, 2016 Meeting**

Chair Twiddy called the July 27, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and led with the Pledge of Allegiance.

Members Present: , David Twiddy, George Wood, William Pope, Wally Overman, Joe Blakaitis Jack Shea, Charlie Davidson George Henderson and Fred Newberry

Members Absent: None

Also Attending: Robert Hobbs, Hornthal, Riley, Ellis & Maland, Airport Attorney; Steve Bright & John Massey, Talbert & Bright Inc. Engineers; David Daniels, Airport Director, and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: John Ratzenberger, Airport Curator & Greg Clark, Report with The Coastland Times.

Public Comments: John Ratzenberger, Airport Museum Curator

Mr. Ratzenberger addressed the board concerning the WWII Stinson 10A A/C and if the board was interested in purchasing the aircraft there were issues that would need to be resolved such as housing, funding etc... (See attached)

Engineers Report: Steve Bright and John Massey, Talbert & Bright Inc. Engineers

Mr. Massey reviewed the Transportation Improvement Plan (TIP) and addressed the priorities of the airport such as R/W 23, the Terminal Building upgrade, and ramp rehabilitation. (See attached)

Attorney's Report: No report.

Chair's Report:

Chair Twiddy informed the board the Director has been working with the tenants in the RPZ and asked Director Daniels to give an update.

Airport Director:

DK 0008PG0736

Director Daniels informed the board that he spoke with the tenants in the RPZ and 3 have decided to sell their mobile home to the airport and the 4th has chosen for the airport to move them to another location. (See report)

Consent Agenda: Review/Approve June 27 2016 minutes

MOTION: Jack Shea motioned to approve the minutes as presented.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports: No reports

Adjourn:

MOTION: Jack Shea motioned to adjourn
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

Director's Report

July 27 2016

David Daniels

RPZ Tenants: As mentioned in my email to everyone 3 of the tenants in the RPZ have opted for us to buy their mobile home and the 4th has chosen for us to move them. We should have the checks/payments available next week for these 3 tenants.

NCDOA Maintenance: Yesterday the contractors for the NCDOA Airport maintenance program stopped by to take some core samples of the runways and tentatively schedule the runway rehab project. Phil Lanier and other NCDOA representatives will be at the August 1st Commissioner's meeting.

Finance Technician/Officer: The new Finance Technician should began on August 15th.

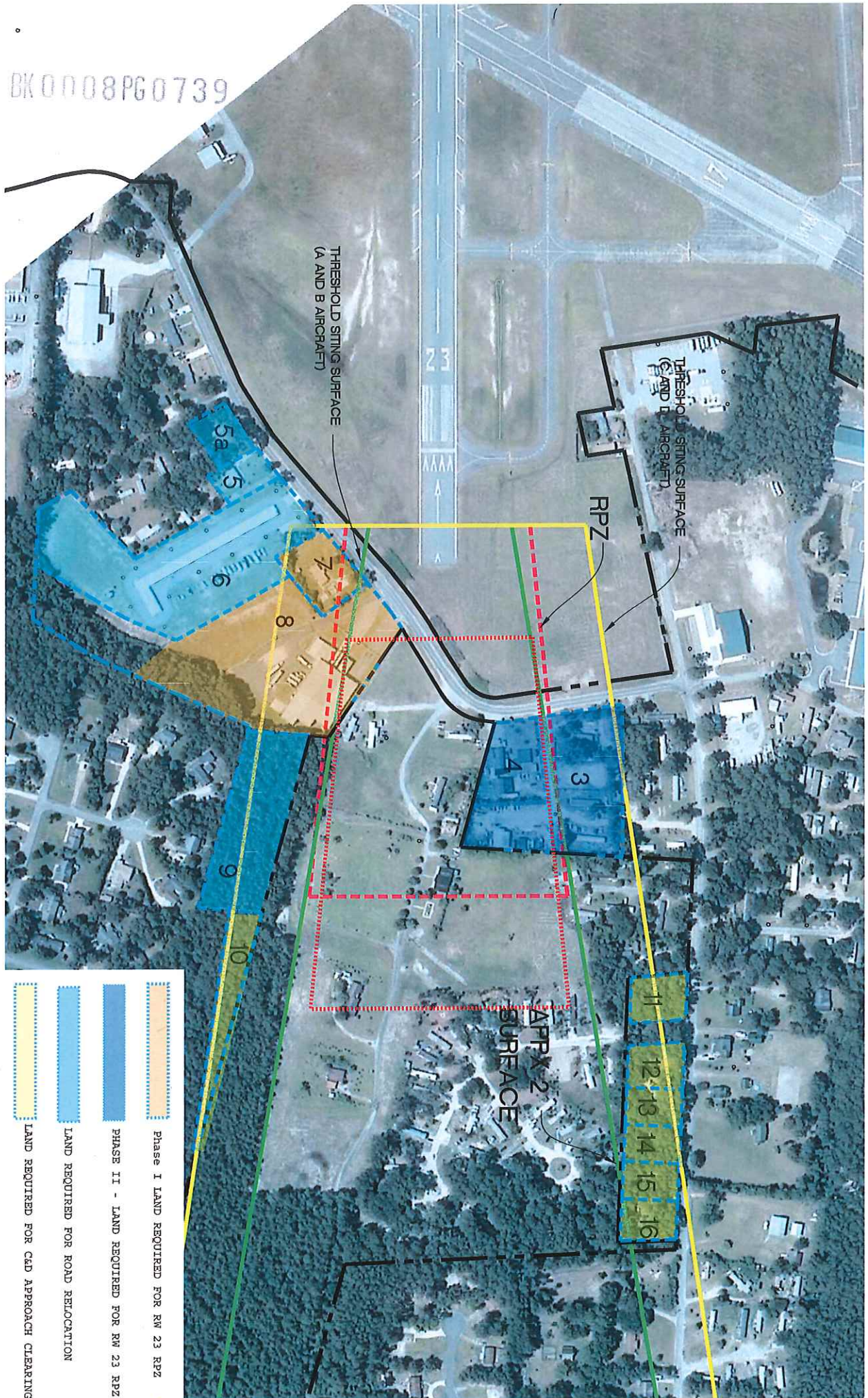
Operation's Technician: One of our employee's (Kevin Goode) in operations has resigned. We should receive the new applications tomorrow and will proceed with interviews.

National Aviation Day is August 19th at First Flight.

TBI Engineer's Update
July 27, 2016

NCDOT Partner Connect Project List

Talbert & Bright updated the Airport Authority on the current list of priorities listed in Partner Connect for Dare County Regional Airport. The project list and priorities are consistent with the list previously reviewed and approved by the Authority. Five of the Authority's top seven projects are related to improving the safety of the approach to Runway 23. These projects include acquisition of property and removal of the two obstructions that remain to the Runway approach, including the metal building located on the property owned by City Beverage as well as Driftwood Drive. It was noted that both of these obstructions are currently identified with obstruction lights. The attached exhibit was presented at the Airport Authority meeting during Talbert & Bright's update. The other two projects at the top of the Airport's priorities include Improvements to the Terminal Building and Rehabilitation of the existing Concrete Apron southwest of the terminal building.



Thoughts on the Stinson 10A Acquisition

TX 01008PG0740

There are three main decisions to be made; the 1st two are interrelated and, of course, determine the third:

- Where to locate the Museum and the Stinson.
- Should the Stinson be static display or flyable.
- Is this affordable (can we afford not to do it).

From these three, a number of other decisions must be made; many of which will probably be made in the course of discussion for the three main decisions.

Facts & Assumptions bearing on the problem.

Please see accompanying "Museum Remodel Plan" from 2013 when there was active consideration of a new or remodeled terminal building. This "remodel plan" was drawn up to support concepts shown in the Cahoon & Kasten drawings and still provide good background info on museum space, climate requirements, and the effort needed to relocate it.

Stinson 10A dimensions are 6'6" H, 22'2" length, 34'0" span -- so a "box about 8'H, 24'L, 36'W.

- We would need about 6' bigger box for rope barrier -- 8'H, 30'L, 42'W
- and another 6' bigger box for a walkway around it -- 8'H, 36'L, 48'W
- then give it another 8' height so it is properly open and lit, not squashed and cramped.
- ==> roughly 16' H, 36' L, 48' W.

The Airport Terminal is aging but well-constructed (ignoring some of the leaky history). Most importantly from the Museum perspective, it is:

- 3 feet above ground level (flood protection) = approx. 18' ASL.
- in well-conditioned space and pretty dust/dirt proof.
- visible to airport staff and "secure".
- well-trafficked by terminal visitors.

It is not particularly efficient use of space -- the Museum was built into what was there.

Comments/questions ??

I am available to give Authority members or others tours of the Museum.
Sunshine laws.

John Ratzenberger, Museum Curator
johnratzenberger@earthlink.net with CC to museum@darenc.com
573-9016

Thoughts on the Stinson 10A Acquisition

WK 0008 PG 0741

#1: Where to locate the Museum and the Stinson.

The Museum and the Stinson should be co-located and should be as near the Airport Terminal as possible.

If not, attendance will suffer greatly, as will protection and security of the assets.

Options are given, ranked high to low, with #4 & 5 only being there for completeness.

Option 1. Museum in Terminal, add-on space for Stinson.

1A: One option of the terminal remodel plan of 2013 was to move the Museum out of its current location into a remodeled western wing -- a combo of some added length & width that really brought the Museum to the forefront. This plan could be revisited (we never really got to discuss it in detail) and a further addition, to house the Stinson, could be considered. There is plenty of space to the west of the terminal and this could allow for a "hangar door" facing south to allow the Stinson to be wheeled directly onto the ramp/runways.

1B: Another option is to leave the Museum right where it is, perhaps a remodel to take the whole "north wing", and build an addition to the east side. There is just about enough room there now, even better if the wooden corral with all the old mechanical equipment were removed. It might be tricky, but it could be possible to configure a path from there to the ramp/runways.

I suggest that either addition should be elevated to the same floor level as the terminal. A ramp, with winch, could be used to get Stinson in/out as needed. Supported weight (empty, 923 lb) is minimal.

See also Option 2 discussion of square/linear footage.

As now, airport staff presence provides security "at no cost".

Option 2. Museum and Stinson in the Airport Pavilion.

The Pavilion is plenty big; currently used for Authority Conf Room, County Emergency supplies (move to new building?) If flyable, there is no clear path from Pavilion to ramp/runways, especially not under power.

A Museum must be constructed, separated from all other uses.

- Public access door, visible.

- Restrooms.

- Walls, ceiling, insulation, conditioned space for preservation.

- Remove "pole barn" appearance, at least inside, significant lighting enhancement.

- Preferable to elevate floor for additional flood protection.

See page 1, Facts/Assumptions, re space.

The CAP (and all other) displays could be along the walkway surrounding the Stinson -- add another 6 ft for added room on the walkway and display case width. (Rear display access has been considered but rejected as too difficult and expansive as well as adding to floor space required).

==> roughly 16' H, 42' L, 54' W.

So, we are looking at about 2268 sq ft, not considering storage, work area, access doors, etc.

This works out to a perimeter of about 192 linear feet, including necessary doors, etc.

If Stinson were flyable, at least 36' access door would be needed, so $192 - 36 = 156$ linear feet

If not, smaller door on north side probably fit aircraft, less wings, to be reassembled inside.

The Museum currently has about 120 linear feet of display, and could use more.

It is possible that smaller displays could fit around the Stinson using some floor space.

Full-time staff (one person, with cover for lunch, breaks, etc) would be required - approx. same hours as Terminal.

Option 3. Museum in Terminal, Stinson in Pavilion.

Pain with no gain.

SK 0008 PG 0742

Option 4. Museum in Terminal, Stinson in another hangar onsite.

Option 5. Museum and Stinson in another hangar onsite.

Thoughts on the Stinson 10A Acquisition

WK 00008 PG 0743

#2: Should the Stinson be static display or flyable ?

A related question is how do we wish to display the Stinson ?

Static or flyable determines how we address the "accuracy" issues.

That we display it as a WW2 CAP aircraft should be a given.

We do not know what colors it bore on arrival or if it was repainted while here (think not).

We do know it had CAP wing/fuselage insignia, NC-number, and an "11" on the fin.

We have sufficient information to fabricate a period bomb rack.

We also have sufficient information to fabricate a bomb-sight.

We have a practice bomb for the rack, or could fabricate one.

We do not have a period radio, nor the information (yet), or other info about the interior.

If we do any of these things, it might make it "Experimental"; could just display next to it.

Assume "flyable" (and actually flown):

Costs for:

Insurance (aircraft, pilots, airshows, etc)

Required maintenance & inspections

Operating costs

Fuel, oil, etc

Pilot, crew

Hotel, food if away

Risk to the aircraft and display.

If an off airport show, then not on display at Museum, possibly disappointing visitors who traveled.

Two really big questions:

Who flies the Stinson ? Cannot be just anyone, but from a select list.

Who decides on (off airport) events to attend ?

Note that we could maintain it as "flyable" (maintenance, preservation, inspections) but not fly it other than as part of the preservation effort.

Offsite events:

Stinson range is about 350 miles and cruise 100 mph.

-- not going very far, very quickly (one of reasons it is being sold).

-- expense to attend events will climb the further away they are.

Need a "suitcase" traveling display about the museum and the CAP CPB in WW2 (both Manteo & Beaufort).

Thoughts on the Stinson 10A Acquisition

EXHIBIT 8 PG 07 1/2

#3: Is this affordable.

A better question, or at least an equal-time question, might be -- **can we afford not to do it.**

Sources of funds:

State:

Transportation: Priority for facility (new or upgrade) unlikely.
Cultural/Historical ?

Local:

County budget ?
DCTB grants, others ?
Business ?
Local fund-raising ?
Admission fees ? (really would rather not, IMO we'd lose more in visits than make in \$)

National:

Industry (AOPA, EAA, etc) ?
Historical or Vet-organizations ?
Grants ?
Is there a Stinson foundation ?

Individual donations:

CPB 16 (& 21) families
Local
Center & western NC where most the CAP CPB personnel came from.

Comment:

NC had two CAP Coastal Patrol Bases, 16 in Manteo and 21 in Beaufort; Beaufort has nothing.
I have long wanted to expand our display to cover 21/Beaufort, or at least acknowledge them.
This would broaden our "scope" to statewide and should broaden state (historical) interest/support.
This speaks to potentially expanding Museum display space; not much but some.

We are one of the best small airport museums, and may be the best Civil Air Patrol museum, in the USA.

1. Current Museum

a. Ops/Driskill Room

Overall 10ft wide x 15ft long, plus 3ft x 3ft closet -- storage for un-displayed stuff & records.
Single entry door.

All displays are montages mounted on the walls
12, each approx. 36in wide x 27in high
Plus "parachute" display box 5ft wide x 30in high x 8in deep
Total linear length of these is approx. 45ft

Ops table, 6ft wide x 30in deep & 4 chairs
Driskill desk, 45in wide x 22in deep, with chair
CAP/NAAS "end table" 14in wide x 18in deep

b. Main Museum Room

Overall 15ft wide x 25ft long, not counting kitchen alcove (not used).
Two entry doors and unused room divider.

Around much of room are 7 purpose built display cases, all 6ft high, 17in deep.
Total linear feet approx. 49ft.
Unsure if they come apart at the seams and how well.
All have "sliding" glass doors, which need work badly.

Atop display cases are a number of framed pictures and the TV for the video.

Center table, purpose built
11ft long x 4ft wide
3 approx equal sections, with center being 48in x 46in
Single glass top !!

Reference display table
8ft wide x 3ft deep
8ft montage hangs on wall behind

c. Conference Room

Plans rack
36in wide x 27in deep

d. Lobby

Airplanes on ceiling
Quilt (this is both First Flight & Museum themed)
The Wright Flyer and models in case are not "museum" per se, and not related to museum theme.

2. Thoughts – step 1

a. General

This will be a massive undertaking to take down everything neatly, tag it and update inventory, store it in conditioned space neatly and securely, and then rebuild the museum. It is not something that can be done quickly.

Ideally I will be able to work on the new displays while in "storage" such that they are ready when remodel is done. I also can use the time/access to make copies of documents, photos, etc – lots of archival work to be done.

Ideally I could "redesign" the museum, change the displays, and work toward adding/creating a "modern" period display – post WW2 (civil use, commercial, FF-centennial, etc). CAP is NC-important and remains center-piece (I have much new material to display, maybe 20ft); the NAAS less so because we have so little; the pre-war (Driskill) period is adequate.

I do not know how re-useable the current built-up display cabinets are. I do know that they are vulnerable to a move and would probably be a nightmare to put back squarely so the doors would work right. Since many of the doors do not work well now, I would like to upgrade/fix them as part of this.

Most montages are nailed to walls; great care needed when taking them off. If we have to revise displays then we are looking at taking the montages apart and redoing them.

b. Critical Requirements

Direct sunlight is a NO-NO; humidity is a NO-NO.

Security is a MUST HAVE; I prefer a single door (two would be OK), lockable; visible & on camera.

Conditioned space is a MUST-HAVE.

This includes MUST-HAVE storage space for items, papers, etc, not on display.

I have a 3x3 closet, it is bulging, I need twice that (6x3, not 9x9), more if I cannot display what we do now.

c. Back of the envelope thoughts

From para 1.a – 1.c, we have currently have approx. 120 linear ft of display space.

I would prefer to get rid of the large center table in the main room and convert the items therein to vertical displays.

The montages in the Ops/Driskill Room do not lend themselves to stacking two high. If completely re-done, we could probably make them 1-1/2 their current height & thus reduce length.

Of the 7 main display cases, 3 are full height displays, while the other 4 are partial with a built-in display shelf and nothing below. I'd rather make them full height also and manage display as needed. This not only gives flexibility but should result in some economy of space.

The reference table is included in this total.

I am still counting on display of pictures above the display cases, as now. If not, it adds to space needed.

Other items:

The Ops/Driskill Desk is "historic" but not significant; it could become a "table" to put things display items on. It is not useful as a desk or work area as it is too small. Not a loss if no space, IMHO.

The Ops/"end table" is "historic" but crude. Not a loss if no space, IMHO.

The Ops Table is "historic" but it's real importance, ICW the storage closet, is that it is my only work area and meeting area if I have folks in to discuss museum contents, etc.

d. Budget for all of this ?



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



EX-0008PG0747

DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
August 31, 2016 Meeting

Chair Twiddy called the August 31, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm.

Members Present: David Twiddy, George Wood, George Henderson, Joe Blakaitis, William Pope, Jack Shea, Wally Overman and Fred Newberry

Members Absent: Charles Davidson

Also Attending: Robert Hobbs, Hornthal, Riley, Ells & Maland, Airport Attorney; David Daniels, Airport Director; Marge Stauffer, Airport Finance Technician; and Crystal Sidwell, Clerk to the Board

Members of the public in the audience:

Public Comments: no comments

Dare Education Foundation Fundraiser – Elizabeth Silverthorne & Matt Austin Senior Business Relationship Manager. Ms. Silverthorne expressed a desire to hold a fundraiser at the Dare County Regional Airport and she proposed the group hold an airplane pull on the airport. This activity has been a great success and would involve community teams and it would raise money for a good cause. In this case it would go toward the group’s scholarship and education fund. The board directed the airport staff to work with the foundation and report back with details. Chair Twiddy informed the board that he was the Board of Education liaison for the Dare County Foundation but does not have a vote for the Dare County Foundation. Attorney Hobbs stated this was not a contract that would include money going from the airport to the foundation so there would not be a conflict.

MOTION: George Wood motioned to ask the airport staff to coordinate with the Dare Education Foundation in working out the particulars for this event. Also, to ensure there is adequate insurance and that it will not be disruptive to the operations of the airport and report back with details.

SECOND: Joe Blakaitis

DISCUSSION: None

OPPOSED: None

OUTCOME: Carried

Engineer’s Report: No Report

Attorney's Report:

Attorney Hobbs informed the board he was working on the Avigation easement adjacent to the airport and would have more information at a later date.

Chair's Report: No report

Director's Report: (see attached)

Director Daniels introduced the airport's newest employee, Marge Stauffer; she will be the new airport finance technician.

The Authority expressed their appreciation and welcomed Ms. Stauffer to the airport staff and recommended she be appointed as the Airport Finance Officer.

MOTION: Jack Shea motioned to appoint Ms. Stauffer as the new Airport Finance Officer
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Mano Al Hermano – The 3 year contract for the community garden is up for renewal. This is their 5th consecutive year gardening on the airport property. Authority members expressed the appreciation for the garden and recommended renewing the 3 year contract. (see attached)

MOTION: Jack Shea motioned to renew the contract for the community garden, Mano Al Hermano.
SECOND: Wally Overman
AMENDMENT TO THE MOTION: Jack Shea motioned to renew the 3 year contract for the community garden, Mano Al Hermano.
SECOND TO AMENDMENT: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Director Daniels informed the board that there would be a customer appreciation/end of season cookout at the airport on September 23 and invited them to attend.

Consent Agenda: Review/Approve minutes

MOTION: Jack Shea motioned to approve the Consent Agenda as presented.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports: No reports

Chair Twiddy appointed an Events Committee with Fred Newberry as Chair and Joe Blakaitis, Jack Shea and Charlie Davidson to help serve.

Comments From The Authority Members:

The Authority welcomed Ms. Stauffer to the airport

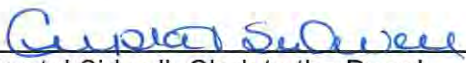
Mr. Wally Overman recommended inviting the Outer Banks Visitors Bureau board to use the DCAA conference room in November and set up a formal tour of the airport museum. Recommend contacting Lee Nettles, Director of the Outer Banks Visitors Bureau and John Ratzenberger, Museum Curator to set up the meeting and museum tour as soon as possible.

Mr. Overman informed the board the Wildlife Commission was interested in using the old swimming Hole and was wondering if the airport fence could be moved 30 feet without it impacting the airport. The Board suggested Talbert & Bright Inc. be asked to look into this matter and report back with their recommendation at the next meeting.

Members requested R D Sawyer Jr., a longtime member of the Dare County Airport Authority be recognized for his support and dedication to the airport. Attorney Hobbs will look into this for the September meeting.

Adjourn:

- MOTION:** Jack Shea motioned to adjourn
- SECOND:** Joe Blakaitis
- DISCUSSION:** None
- OPPOSED:** None
- OUTCOME:** Carried



 Crystal Sidwell, Clerk to the Board
 Dare County Airport Authority

Director's Report

PX0008PG0750

August 31, 2016

David Daniels

R.I. Community Garden Update: See attached. Renew contract in November 2016.

New Finance Officer/Technician: Marge Stauffer joined us on August 15 and has proved a quick learner to the new software system. She brings over 20 years of bookkeeping/accounting experience and we are glad to have her join our team.

End of Season Appreciation Party will be on Friday September 23 2016.

Board of Directors

Executive Committee
Members:

Claudia Neal

Miguel A Rodríguez

Gary Kimmel

Lily Nieberding

Board Members:

Dianne Avery

Wendy Flores Barrera

Dale Draper

Janyele Graham

Lilianna Nobel

Lizette Tadeo

Ernesto Estrada

Family Literacy
Director:

Kay Minis

Roanoke Island
Community Garden
Manager:

Robert Perry

Executive Director:
Virginia Candelora

8P60751

Mano al Hermano

My Hand to My Brother

PO Box 65

Nags Head NC 27959

EIN: 27-5495713

(252) 261-6160 Fax (252) 480-2798

manoalhermano@charter.net

www.manoalhermano.org

March 26, 2014

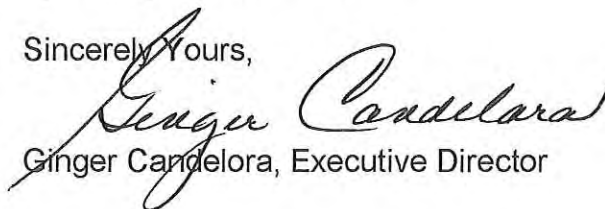
Dare County Aviation Authority
410 Airport Road
PO Box 429
Manteo NC 27954

Dear Chairman Twiddy and DCAA Board Members

Again please accept our sincere gratitude for allowing us to garden on DCAA property and the ability to create wonderful opportunities for so many and such great levels! Attached is a bulleted list interesting facts and information as it pertains to Mano al Hermano's Roanoke Island Community Garden. For more information, please visit us online at www.manoalhermano.com.

If you have concerns, wish to offer suggestions or need more information please feel free to contact me at 252 261-6160. Also our volunteer garden manager, Robert Perry, is always available for garden inquires and can be reached at kathybob100@aol.com or by calling 252 305-4569.

Sincerely Yours,


Ginger Candelora, Executive Director

RECEIVED
AUG - 8 2016
BY:

**Garden Highlights for Dare County Airport Authority on Use of Acreage
for the Roanoke Island Community Garden
August 2, 2016**

310908960752

- Mano al Hermano's Roanoke Island Community Garden celebrates its 5th consecutive year gardening on DCAA's property encouraging positive integration and camaraderie of a diverse group of neighbors.
- Families share their crops, plants, share ideas with one another, learn gardening techniques and also learn by attending "Gardeners Meetings" facilitated by our Garden Manager Robert Perry.
- Robert Perry provides the gardeners with an informational quarterly newsletter.
 - 28 families are gardening year round on 30 plots.
 - Donations to the Mt Olivet Food Pantry totaled over 300lbs last year and is expected to exceed that donation this year.
 - There are 6 volunteer assistance teams created to maintain and upkeep the garden's community property.
 - A community growing area where the crop is shared amongst the gardeners include apple, cherry, fig and pear trees, blue-berry, black-berry and strawberry plants.
 - Donations of equipment, straw, seeds, manure and funds continue to be provided to the garden through garden clubs, individuals, nonprofits who collaborate and share resources and grants.
 - Groups such as 4H children have visited and interns from various colleges have taken part in the garden process.
 - Robert Perry represents Roanoke Island Community Garden on the Dare County Food Counsel.
 - The Gardeners come together once a year to celebrate their bounty and to enjoy a community picnic.

Revised on August 31, 2016 at the Dare County Airport Authority Meeting
Chair Twiddy

Facilities- David Twiddy
Brian Mitchell
Jack Shea

Properties- Jack Shea
Stacy Ambrose
David Twiddy
Joe Blakaitis
David Daniels

Finance- Charlie Davidson
Marge Stauffer

Pub Relations- William Pope
Crystal Sidwell

Events Committee- Fred Newberry
Joe Blakaitis
Jack Shea
Charlie Davidson

Liaison to DOT/A- George Wood



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
September 28, 2016 Meeting

Chair David Twiddy called the September 28, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm.

Members Present: David Twiddy, Joe Blakaitis, Wally Overman, William Pope, George Henderson and Fred Newberry

Members Absent: George Wood, Jack Shea, and Charlie Davidson

Also Attending: Robert Hobbs, Hornthal, Riley, Ellis & Maland, Airport Attorney; David Daniels, Airport Director; Marge Stauffer, Airport Finance Officer; and Crystal Sidwell, Clerk to the Board

Members of the public in the audience: Greg Clark, Reporter, The Coastland Times

Public Comments: No Comments

Engineer's Report: No Report

Attorney's Report: Easement Deed

Attorney Hobbs informed the board that the paperwork for the Non-Warranty Deed of Easement has been mailed and we are waiting for a response.

Chair's Report: No report

Director's Report: See report

Consent Agenda: Review/Approve August 31, 2016 minutes

Wally Overman requested the August 31 2016 minutes be amended under Item 8: Comments from the Authority Members, Second paragraph, as follows.

Mr. Wally Overman recommended inviting the Outer Banks Visitors Bureau board to use the DCAA conference room in **October**...
It should be changed to **November**.

MOTION: Wally Overman motioned to approve the amendment to the August 31 2016 minutes as requested.

EX0008PG0754

MOTION: Wally Overman motioned to approve the amendment to the August 31 2016 minutes as requested.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports:

Mr. Fred Newberry told the board he has been talking with the Cessna Association about a fly in but nothing to report at this time.

Comments From The Authority Members:


The following items were discussed but not action was taken

Plane pull fundraiser

Wildlife Resources Commission interest in a boat landing at the old swimming hole – property in question is county/airport owned. If the County wanted the property to be released to them they would have to go through the formal land release procedure to do so. Additional information is needed so no action was taken at this time.

Adjourn:

MOTION: George Henderson motioned to adjourn
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried


Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

Director's Report

9/28/16

David Daniels

Runway 5/23 RPZ Update: Everyone has moved out of the 3 mobile homes located in the RWY 5/23 RPZ that we purchased. The new titles arrived yesterday and we will proceed with selling/auctioning them.

NCDOA Airport Maintenance Program: David Twiddy & myself met with Phil Lanier (NCDOA) and contractors with the NCDOA Maintenance Program on 9/7/16. They are scheduled to start work here in early to mid October.

OBX Airplanes/Jenny Hawk has expressed interest in a commercial hangar for her business. It would be for her to do flight instruction and air tours.

Crystal will be recognized at the 10/3/16 Dare County Commissioner's meeting for 40 years of service to Dare County.



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

8PG0773

DARE COUNTY AIRPORT AUTHORITY
MINUTES of the
October 26, 2016 Meeting

Chair David Twiddy called the October 26, 2016 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, George Wood, George Henderson, Joe Blakaitis Wally Overman and Fred Newberry

Members Absent: Jack Shea, Charlie Davidson and William Pope

Also Attending: Robert Hobbs, Hornthal, Riley, Ellis & Maland, Airport Attorney; David Daniels, Airport Director Marge Stauffer, Airport Finance Officer and Crystal Sidwell, Clerk to the Board

Public Comments: No comments

Presentation honoring R D Sawyer: (see attached resolution)

The DCAA presented a Resolution to the family of Roland Dock "R D" Sawyer Jr. for his time and commitment to the Dare County Airport Authority.

Attorney's Report: Attorney Hobbs informed the board that he has provided guidance as part of the sale of the mobile homes purchased as part of the RPZ effort, also the Bonner St. easement has been recorded and we are free to begin moving trees.

Director's Report: See Attached.

- Budget Amendment made to add a new maintenance contract for equipment. (VOR/DME/NDB)

BUDGET AMENDMENT #2017-01

Expenditures:			INCREASE	DECREASE
Professional Svs	944785	510900	19,500	
M&R- Bldgs. & Gnd	944785	511502		19,500

EXPLANATION: ADD NEW MAINTENANCE CONTRACT FOR EQUIPMENT

- Employees receiving service pins
Crystal Sidwell has received her 40 year pin
Donnie Murray will receive his 30 year pin

Consent Agenda: Review/Approve September 30, 2015 minutes

MOTION: Joe Blakaitis motioned to approve the minutes of the September 28 2016 meeting as presented.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports:

No report

Comments From The Authority Members:

Wally Overman informed the board that the Dare County Manager would be working with the Wild Life Commission on their request.

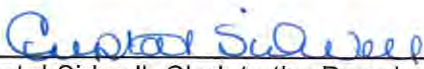
Next meeting will be December 7 due to the holidays.

Attorney Hobbs recommended a motion be made to ratify the resolution for Mr. Sawyer.

MOTION: George Wood motioned to ratify the resolution for Mr. Roland Dock "R. D." Sawyer.
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Adjourn:

MOTION: Joe Blakaitis motioned to adjourn
SECOND: George Henderson
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried



Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

3X00008PG0775

DARE COUNTY AIRPORT AUTHORITY

RESOLUTION HONORING ROLAND DOCK "R.D." SAWYER, JR.

The Board of Directors of the Dare County Airport Authority, on motion duly made and seconded, unanimously adopted the following Resolution:

WHEREAS, ROLAND DOCK "R.D." SAWYER, JR. passed away on July 19, 2016; and

WHEREAS, ROLAND DOCK "R.D." SAWYER, JR. served as a member of the Board of Directors of the Dare County Airport Authority from 1971 to 1994, being one of the first members of the Board when the Dare County Airport Authority was created in 1971; and

WHEREAS, ROLAND DOCK "R.D." SAWYER, JR. served as Chair of the Dare County Airport Authority Board of Directors from 1987 to 1991; and

WHEREAS, ROLAND DOCK "R.D." SAWYER, JR. played a major role in making improvements to the Airport facilities, while at the same time being instrumental in developing and maintaining the Airport's good relationships with local, State and Federal agencies, as well as with the local community in Dare County; and

WHEREAS, ROLAND DOCK "R.D." SAWYER, JR.'s time and commitment to the Dare County Airport Authority during its first two decades played a major role in helping the Dare County Regional Airport to become one of the State's finest and most outstanding smaller airports.

NOW, THEREFORE, BE IT RESOLVED, that the Dare County Airport Authority extends its sincerest gratitude and appreciation to ROLAND DOCK "R.D." SAWYER, JR.'s for his significant contributions to the Dare County Airport Authority, the Dare County Regional Airport and Dare County, and its sincerest condolences to his family.

Approved this 28th day of September, 2016.

David Twiddy
Chair, Dare County Airport Authority

ATTEST:

Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

Dare County Airport Authority

BUDGET AMENDMENT #2017-01 F/Y 2016-2017

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

Expenditures:

PROFESSIONAL SERVICES	944785	510900		19,500	
M&R BUILDING & GROUNDS	944785	511502			19,500

Explanation:

ADD NEW MAINTENANCE CONTRACT FOR EQUIPMENT

Approved by:

Board: _____

Date: _____

Manager: _____

David Daniels

(sign in red)

Date: 10-21-16

Finance only:

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



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



136498P60777

DARE COUNTY AIRPORT AUTHORITY MINUTES of the December 7, 2016 Meeting

Chair David Twiddy called the December 7, 2016 meeting of the Dare County Airport Authority to order at approximately 6:00 pm and led in the Pledge of Allegiance followed by a moment of silence.

Members Present: David Twiddy, Fred Newberry, George Wood, Charlie Davidson, Jack Shea, George Henderson, Joe Blakaitis and William Pope

Members Absent: Wally Overman

Also Attending: Ben Gallop, Hornthal, Riley, Ellis & Maland, David Daniels, Airport Director; Marge Stauffer, Airport Finance Officer and Crystal Sidwell, Clerk to the Board

Public Comments: No Comments

Engineer's Report: No Report

Resolution:

The Dare County Airport Authority, on motion duly made and second, unanimously adopted the following resolution:

WHEREAS, the Dare County Airport Authority (the "Authority") owns certain items of persona property that have become surplus for its current needs; and

WHEREAS, Section 160A-266 of the North Carolina General Statutes permits the Authority to sell such property by private sale, upon authorization by the Board of Directors of the Authority at a regular meeting and notice to the public; and

WHEREAS, the Board of Directors of the Authority is convened in a regular meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Authority resolves as follows.

1. The Board of Directors authorizes the Airport Director to sell by private sale the following items of personal property:

1988 Fleetwood Cottonwood Manufactured Home
1989 Clayton Horizon Manufactured Home
1976 Liberty Extreme Manufactured Home.
2. The Clerk to the Board of Directors shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the date the notice has been published.

Approved this 7 day of December 2016.

MOTION: George Wood motioned to approve the attached Resolution
SECOND: Jack Shea
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Attorney's Report: No Report

Chair's Report:

Chair Twiddy updated the board on the Wildlife request

Director's Report: See Attached.

Director Daniels informed the authority that the runway construction was completed and that the contractors did a great job on the runway improvements

The Candy Bomber would be arriving on December 16 with the candy drop taking place on the 18th.

The Airport will be closed on Christmas Eve, Christmas Day and New Year's Day.

Consent Agenda: Review/Approve October 26, 2016 minutes

MOTION: Jack Shea motioned to approve the minutes of the October 26, 2016 meeting as presented.
SECOND: George Wood
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

Committee Reports: No reports at this time.

DK0008PG0779

Comments From The Authority Members: No comments.

Adjourn:

MOTION: Jack Shea motioned to adjourn
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried



Crystal Sidwell, Clerk to the Board
Dare County Airport Authority

DARE COUNTY AIRPORT AUTHORITY

RESOLUTION

The Dare County Airport Authority, on motion duly made and seconded, unanimously adopted the following Resolution:

WHEREAS, the Dare County Airport Authority (the "Authority") owns certain items of persona property that have become surplus for its current needs; and

WHEREAS, Section 160A-266 of the North Carolina General Statutes permits the Authority to sell such property by private sale, upon authorization by the Board of Directors of the Authority at a regular meeting and notice to the public; and

WHEREAS, The Board of Directors of the Authority is convened in a regular meeting.

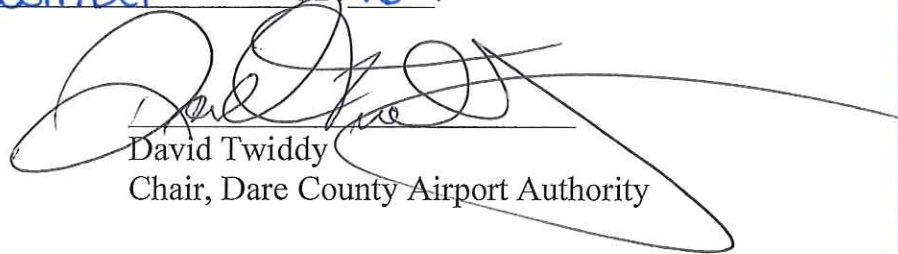
NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Authority resolves as follows:

1. The Board of Directors authorizes the Airport Director to sell by private sale the following items of personal property:

1988 Fleetwood Cottonwood Manufactured Home
 1989 Clayton Horizon Manufactured Home
 1976 Liberty Xtreme Manufactured Home

2. The Clerk to the Board of Directors shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the date the notice has been published.

Approved this 7 day of December, 2016.



David Twiddy
 Chair, Dare County Airport Authority

ATTEST:


 Crystal Sidwell
 Clerk to the Board

Director's Report 8PG0781

12/7/16

David Daniels

The C-54/Candy Bomber is scheduled to arrive 12/16/16. The Candy Drop is scheduled for Sunday 12/18/16 at 1:00.

RWY/TWY maintenance is nearing completion. They are planning to be here the week before Christmas to apply the final markings/paint and a few punch list items.

The Airport will be closed on 12 / 24, 12 / 25, & 1 / 2 for the Christmas & New Year Holidays.