

**DARE COUNTY AIRPORT AUTHORITY  
410 AIRPORT ROAD, MANTEO, NC  
Wednesday, June 24, 2020  
AGENDA**

- 4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING  
WITH THE PLEDGE OF ALLEGIANCE**
- ITEM 1 PUBLIC HEARING OF AIRPORT BUDGET**
- ITEM 2 CONSIDERATION/APPROVAL OF FY 6/30/21 AIRPORT BUDGET**
- ITEM 3 ELECTION OF OFFICERS**
- ITEM 4 PUBLIC COMMENTS**
- ITEM 5 ENGINEER'S REPORT**
- ITEM 6 ATTORNEY'S REPORT**
- ITEM 7 CHAIR'S REPORT**
- ITEM 8 DIRECTOR'S REPORT**
- ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS**
- ITEM 10 ADJOURN**

DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT

BUDGET ORDINANCE 2020/2021

APPROVED 06/\_\_/2021



410 AIRPORT ROAD  
MANTEO, NC 27954

**DARE COUNTY AIRPORT AUTHORITY  
DARE COUNTY REGIONAL AIRPORT  
FISCAL YEAR 2020-2021 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, 2020, and ending June 30, 2021 in accordance with the Chart of Accounts heretofore established for the Airport:

<b>Operations Fund</b>	<u>\$2,434,292.00</u>
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**SECTION 2.** It is estimated that the following revenues will be available in the Operations Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Auto Rental	\$85,000.00
Hangar Rental	\$265,000.00
Tie Down Fees	\$3,000.00
Landing Fees	\$25,000.00
Land and Building Rentals	\$185,000.00
Vehicle Parking Leases	\$8,000.00
Operation License Agreements	\$9,000.00
Other Charges for Services	\$500.00
Souvenirs	\$3,500.00
After Hours Fuel Service	\$10,000.00
Interest on Investments	\$35,000.00
Miscellaneous	\$3,500.00
Av Gas Sales	\$480,000.00
Jet A Sales	\$510,000.00
Auto Fuel Sales	\$2,300.00
Oil Sales	\$2,600.00
Pilot Supplies	\$500.00
Vending	\$300.00
Transfer from Primary Government	<u>\$806,092.00</u>
<b>Total Estimated Revenues</b>	<u><u>\$2,434,292.00</u></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, 2020, and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established for the Cemetery:

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

**SECTION 4.** It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Interest-Other Agencies	\$2,000
Grave Site – Plot Sales	\$2,000
Mausoleum – Crypt Sales	\$2,000
Mausoleum- Niche Sales	\$2,000
Rental Income - Houses	\$20,400
Recording Fees	<u>\$100</u>
<b>Total Estimated Revenues</b>	<u><b>\$28,500</b></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;

- (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, 2020.

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Charlie Davidson, Chair  
Dare County Airport Authority

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Margaret L. Stauffer,  
Clerk to the Authority Board



**TIE DOWN FEES**

SINGLE OR TWIN ENGINE (OVERNIGHT)	\$10.00
TURBO PROP & JET (OVERNIGHT)	\$15.00
Monthly	\$70.00

**LANDING FEE (PER OCCURANCE)**

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

**SERVICE FEES**

<b>AIRPORT FEE</b>	\$25.00
<b>AIRCRAFT TOW (PER OCCURANCE)</b>	
Category I and II	\$10.00
Category III and up	\$15.00
<b>GROUND POWER UNIT (PER OCCURANCE)</b>	
Start up only	\$25.00
Each 15 minutes- continuous use	\$25.00
<b>CONFERENCE ROOM (CLEANING )</b>	
Per day	\$25.00
<b>VEHICLE PARKING</b>	
Monthly	\$35.00
Yearly	\$300.00
<b>FUEL FOW FEE (PRE-PURCHASED) X GALLON</b>	\$0.30
<b>TERMINAL OFFICE LEASE - YEARLY</b>	\$21/SQ.FT.

**COMMERCIAL FEES**

All fees shall be paid as follows : half within 30 days of approval from Dare County Airport Authority and balance within 60 days. Fees shall run from January 1 to December 31. No discount for part of a year.

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

All commercial operators wanting to operate out of DCRA must make application and be approved by DCAA or its designee prior to operation.

## GENERAL AVIATION & COMMUTER AIRCRAFT LISTING

### **CATEGORY I**

Cessna- 140,150,170,172,175,177,180,182,185,195,205,206,207,210. Tri-pace, Colt, Commache, Cherokee, Pacer, Musketeer, Bonanza, Debonaire, Staggerwing, Mooney, Navion ,Belanca, Luscombe, Aeronca, Citabria, Stinson, Ercoupe, Hili-Courier, Rockwell Commander, Lance, Arrow, Sundowner, Yankee, Traveler, Small experimental

### **CATEGORY II**

Cessna- All 300 and 400's, Aztec, Apachee, Navajo, Twin Comanche, Twin Bonanza, Duke, Travelaire, Baron, Duchess, Seminole, Seneca, Cougar, Aerostar, Geronimo, War Birds (fighters depending on size).

### **CATEGORY III**

King Air, Twin Beech(D-18), Queenaire, Aero/Grand Commander, Cheyenne, Turbo-Commander, Conquest MU-2, Beechcraft 99, Metroliner, Volpar, Merlin, Caravan, Jetstream, Islander, Trislander.

### **CATEGORY IV**

Lear, Citation, Jet-Commander, Saber-Liner, Hansa, Lodestar, DH-125, Westwind, Vickers, Starship, Diamond, Beech Jet, Falcon10, Astra.

### **CATEGORY V**

Falcon 20, 200, 900, G-I, II, III,IV, Jetstar, DC-3, DH-8, Shorts, SAAB, Challenger, Twin Otter.

## **BUDGET MESSAGE AND HIGHLIGHTS**

**BUDGET MESSAGE:**

To the Dare County Airport Authority:

I am pleased to submit the Dare County Regional Airport FY 2021 Annual Budget. The three following principles were used as a guide in developing the budget:

1. Take care of what we have: (Infrastructure, equipment and employees). The Airport mission can't be implemented if these basic tools of service are not in good working order. We will continue to address, repair, and take care of these assets.
2. Meet the current demand of established and /or new Airport Business: Identify specific services/facility improvements that will help the current demand while also planning for the future.
3. Promote safety while giving our customers the best Airport experience possible: The Airport staff is our greatest asset; therefore we will provide the necessary equipment and training for them to do their jobs as safe and efficient as possible.

The Airport fund provides for operations and maintenance of the Dare County Regional Airport. Revenues are derived from lease of land, buildings and structures, fuel sales, landing and tie down fees, parking fees, other Airport fees and County transfer. Major capital improvements required for the airport capacity and safety are funded through FAA grants (90% federal and 10% local). An acceptance of federal grants funds requires that all revenues generated by the use of Airport assets remain in the Airport Fund for operations and development.

I hope the board will find all the information necessary to thoroughly review and analyze the proposed budget. I believe the budget does a good job in holding the line on rate increases and also delivers much in the way of taking care of key infrastructure and equipment needs, as well as new purchases. Participation from the board, employees and public with recommendations will improve this budget. Please do not hesitate to contact me if you need additional information to help in your decision-making process.

Sincerely,

David Daniels  
Airport Director

## **BUDGET PROCESS**

The Airport operates under an annual budget ordinance adopted by the Board in accordance with the provisions of the N.C.G.S.159- Known as the Local Government Budget and Fiscal Control Act. The Airport Director is required to submit a balanced budget and the Airport Board must adopt the budget by July 1. A copy of the proposed budget is filed with the Airport clerk for public inspection and a public hearing is scheduled prior to the formal adoption of the budget. A budget is balanced when the sum of estimated net revenues is equal to appropriations. The fiscal year encompasses the period between July 1 and June 30.

The adopted budget document acts as a “work plan” and provides Dare County Airport Authority and management staff with a mechanism for evaluating budgetary and organizational performance.

## **BUDGET HIGHLIGHTS**

- Desired capital projects include runway approach and RPZ clearing, land acquisition, and apron rehabilitation. The removal of approach and RPZ obstructions provides for safer conditions.
- Marketing the Airport to attract more business both in season and off season as well as to promote public awareness.
- Continued improvements to the Airport terminal, facilities and equipment.
- The Airport is able to function with 8 full time employees, using external contractors in some areas to promote efficiency.

## **AIRPORT TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2014-2020**

The TIP is a 5 year plan; the program goal is to maintain the Airport to FAA and NCDOT/DOA certification, safety and efficiency standards. The Airport top priority on the TIP is to address safety issues in the approach to runway 23 through land acquisition and approach clearing.

## **FUND 94- OPERATIONS**

## DARE COUNTY AIRPORT AUTHORITY

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
<b>REVENUES</b>						
943785	422270 10761 State Aid to Airport	0	0	0	0	0
	<b>Total State Aid to Airport</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
943785	441070 10703 Auto rentals	74,229	74,108	80,000	85,000	85,000
943785	441071 Hangar Rentals	250,749	249,990	260,000	265,000	265,000
943785	441072 Tie Down Fees	1,660	1,345	3,000	3,000	3,000
943785	441073 Landing Fees	17,195	17,050	35,000	25,000	25,000
943785	441074 Land & Building Rentals	180,192	182,575	190,000	185,000	185,000
943785	441075 Vehicle Parking Fees	6,030	6,060	9,000	8,000	8,000
943785	441076 Operations Licenses	9,800	9,100	9,800	9,000	9,000
	<b>Total Rents, fees, Licenses</b>	<b>539,855</b>	<b>540,227</b>	<b>586,800</b>	<b>580,000</b>	<b>580,000</b>
943785	441085 Other Charges for Services	0	0	500	500	500
943785	441086 10703 Souvenirs	3,128	2,255	3,500	3,500	3,500
943785	441087 After Hours Fuel Service	10,750	6,900	12,000	10,000	10,000
943785	450100 Interest Income	43,327	106,054	40,000	35,000	35,000
943785	460100 Miscellaneous Revenues	2,442	1,266	3,500	3,500	3,500
	<b>Total other Fees</b>	<b>59,647</b>	<b>116,475</b>	<b>59,500</b>	<b>52,500</b>	<b>52,500</b>
943785	466001 10703 Av Gas Sales	550,102	596,732	610,000	480,000	590,000
943785	466002 10703 Jet A Sales	548,750	616,856	580,000	510,000	620,000
943785	466003 10703 Auto Fuel Sales	1,438	1,233	2,300	2,300	2,300
943785	466004 Oil Sales	1,944	2,142	2,600	2,600	2,600
	<b>Total Fuel &amp; Oil Sales</b>	<b>1,102,234</b>	<b>1,216,963</b>	<b>1,194,900</b>	<b>994,900</b>	<b>1,214,900</b>
943785	466005 Pilot Supplies	263	273	500	500	500
943785	466006 10703 Vending Sales	150	150	300	300	300
	<b>Total other Sales</b>	<b>413</b>	<b>423</b>	<b>800</b>	<b>800</b>	<b>800</b>
973785	499900 Appropriated Fund Bal.	0	0	19,125	0	0
943785	491003 Transfer - Primary Government Allotment *\$593,585 **\$621,405 ***\$622,776	763,061	813,859	864,377	806,092	805,691
			*	**	***	
		<b>763,061</b>	<b>813,859</b>	<b>883,502</b>	<b>806,092</b>	<b>805,691</b>
	<b>TOTAL REVENUES</b>	<b>2,465,210</b>	<b>2,687,947</b>	<b>2,725,502</b>	<b>2,434,292</b>	<b>2,653,891</b>

## DARE COUNTY AIRPORT AUTHORITY

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection	
<b>EXPENDITURES</b>							
<u>Number of employees 8</u>							
944785	500200	Salaries	385,362	407,798	380,000	366,252	380,000
944785	500202	Salaries- Board members	1,825	4,700	4,000	4,000	4,000
944785	500208	Salaries - On call	11,376	11,916	12,000	12,046	12,000
944785	500300	FICA	29,315	31,010	31,510	29,246	32,467
944785	500400	Retirement	30,177	33,132	36,791	38,660	32,875
944785	500500	Health Insurance	148,977	155,276	155,305	130,939	138,853
944785	500700	Retiree Health Insurance	700	0	692	642	714
944785	500705	Pre-65 Health Insurance	6,853	7,333	23,694	33,163	24,333
944785	500900	Longevity	9,504	12,038	9,410	7,828	9,500
944785	501050	Salary Adjustment Merit	0	0	5,773	0	4,745
<b>Total Personnel Services</b>			<b>624,088</b>	<b>663,203</b>	<b>659,175</b>	<b>622,776</b>	<b>639,487</b>
944785	510700	Contracted Services	46,545	126,825	224,125	240,000	240,000
944785	510900	Professional Service	13,660	11,180	30,000	26,704	26,704
944785	511100	Telephone & Postage	4,128	4,221	5,200	5,200	5,200
944785	511300	Utilities	27,134	29,391	30,000	30,000	30,000
944785	511500	Maintenance & Repairs Rentals	54,876	47,588	50,000	60,000	60,000
944785	511501	Maintenance & Repairs Equipment	18,555	24,918	25,000	25,000	25,000
944785	511502	Maintenance & Repairs Buildings	73,697	39,643	30,000	60,000	60,000
944785	511503	Maintenance & Repairs Vehicle	5,554	5,295	6,500	6,500	6,500
944785	511901	Credit Card Processing	32,938	32,383	40,000	40,000	40,000
944785	512102	Leases Copiers	993	961	2,500	2,500	2,500
944785	512103	Leases PC's	0	0	1,000	2,000	2,000
944785	513100	Fuel	7,001	4,491	6,000	6,500	6,500
944785	513300	Supplies	6,417	5,389	8,216	6,500	6,500
944785	513400	Museum Operation	0	21	500	500	500
944785	513500	Computer Software	828	0	1,000	15,000	15,000
944785	513600	Uniforms	1,455	0	2,500	2,500	2,500
<b>Total other Expenditures</b>			<b>293,780</b>	<b>332,306</b>	<b>462,541</b>	<b>528,904</b>	<b>528,904</b>
944785	513701	10703 AV Gas	444,822	469,302	510,000	370,000	500,000
944785	513702	10703 Jet A	349,945	439,005	410,000	330,000	440,000
944785	513703	10703 Auto Fuel	739	3,036	3,000	3,000	3,000
944785	513704	10703 Oil	2,455	1,588	2,000	2,000	2,000
<b>Total Fuel and Oil Disbursement</b>			<b>797,960</b>	<b>912,931</b>	<b>925,000</b>	<b>705,000</b>	<b>945,000</b>

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
944785	513705 10703 Pilot Supplies	278	295	500	500	500
944785	513708 10703 Auto Rentals	46,326	40,022	55,000	50,000	50,000
944785	513709 10703 Souvenirs	1,583	2,010	2,500	2,500	2,500
944785	516100 Shop Overhead	8,371	10,128	11,286	7,756	11,500
944785	525000 Training	92	331	6,000	4,000	4,000
944785	525100 Travel	9,128	10,025	10,000	10,000	10,000
944785	525200 Dues & Subscriptions	1,717	2,000	2,000	2,000	2,000
944785	525400 Insurance & Bonds	50,410	51,174	59,910	59,340	60,000
944785	525401 Insurance Airport	26,557	26,888	55,000	55,000	55,000
944785	525600 Advertising & Promotions	848	379	4,000	4,000	4,000
944785	525604 Marketing & Public Relations	1,957	21,573	9,000	20,000	20,000
944785	525620 Youth Aviation Day	809	1,662	6,000	4,000	4,000
944785	525710 Indirect Costs per CAP	100,044	108,984	112,590	116,220	112,000
944785	525730 Bad Debts	0	0	0	0	0
944785	537400 Capital Outlay	0	19,582	345,000	150,000	130,000
944785	539500 Depreciation	563,402	528,359	0	0	0
944785	548190 DS- Principal Property	130,000	0	0		0
944785	549190 DS-Interest Property	2,152	0	0	0	0
944785	550000 Contingency	0	0	0	92,296	75,000
944785	599500 10768 Capital Project Fund	0	0	0	0	0
	<b>Total Other Expenditures</b>	<b>943,674</b>	<b>823,412</b>	<b>678,786</b>	<b>577,612</b>	<b>540,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,659,502</b>	<b>2,731,851</b>	<b>2,725,502</b>	<b>2,434,292</b>	<b>2,653,891</b>

**FUND 96- CEMETERY**

**DARE COUNTY AIRPORT AUTHORITY**

Account No.	Account Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 21 Recommended	FY 22 Projection
<b>REVENUES</b>						
963785	450101 Interest- Other Agencies	3,473	8,441	2,000	2,000	2,000
963785	464501 Grave Sites- Plot	2,252	6,330	2,000	2,000	2,000
963785	464502 Mausoleum- Crypt	0	0	2,000	2,000	2,000
963785	464503 Mausoleum- Niche	0	526	2,000	2,000	2,000
963785	464510 Rental Income Houses	18,700	21,766	20,400	20,400	20,400
963785	464515 Recording Fees	0	26	100	100	100
<b>TOTAL REVENUES</b>		<b>24,425</b>	<b>37,089</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
<b>EXPENDITURES</b>						
964785	511300 Utilities	354	265	1,000	1,000	1,000
964785	511502 Maintenance & Repairs Buildings	0	5,651	12,000	12,000	12,000
964785	511508 Maintenance & Repairs Yard	9	5,855	6,000	6,000	6,000
964785	511903 Recording Fees	52	192	100	100	100
964785	537400 Capital Outlay	0	0	9,400	9,400	9,400
<b>TOTAL EXPENDITURES</b>		<b>415</b>	<b>11,963</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>