

**DARE COUNTY AIRPORT AUTHORITY
410 AIRPORT ROAD, MANTEO, NC
Wednesday, December 2, 2020
AGENDA**

4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING

ITEM 1 PUBLIC COMMENTS

ITEM 2 POTTER & COMPANY

a. Audit Presentation FY 6/30/2020

ITEM 3 ENGINEER'S REPORT

ITEM 4 ATTORNEY'S REPORT

ITEM 5 CHAIR'S REPORT

ITEM 6 DIRECTOR'S REPORT

ITEM 7 CONSENT AGENDA

a. Approve Minutes– October 28, 2020 DCAA Meeting

ITEM 8 COMMITTEE REPORT

ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 10 ADJOURN

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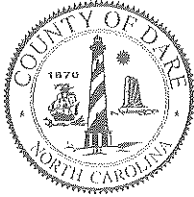
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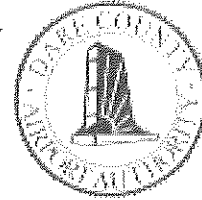
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DARE COUNTY AIRPORT AUTHORITY

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 October 28, 2020 MEETING

- Members Present:** Charlie Davidson, Fred Newberry, Joe Blakaitis, William Pope, Wally Overman, Jack Shea (remote), George Henderson, David Crownover, Pete Burkhimer
- Members Absent:**
- Also Attending:** Robert Hobbs, Hornthal, Riley, Ellis & Maland; John Massey & Steve Bright, Talbert & Bright; David Daniels, Airport Director; Margaret Stauffer, Finance Officer & Clerk to the Board, John Ratzenberger

Chairman Davidson called the October 28, 2020 meeting of the Dare County Airport Authority to order at approximately 4:02 pm.

ITEM 1 - Public Comments:

John Ratzenberger, Airport Museum Curator – Mr. Ratzenberger reminded the members that June 2021 would be the 50th Anniversary of the Airport Authority and Dwight Wheless artifacts. Mr. Ratzenberger will complete setting up the display with all the items in the museum for viewing. Chairman Davidson asked George Henderson if he would be willing to help with the planning committee for the celebration event.

No public was present and no public comments were submitted prior to the board meeting.

ITEM 2 - Engineer's Report:

John Massey updated on the following: (see attached)

- *Apron Pavement Rehabilitation* – Monday October 26th, John Massey and David Daniels had a conference call with Jamie Fuller, the NCDOA Airport Project Manager for northeastern North Carolina. Jamie indicated that award of construction funding for the apron pavement rehabilitation project would be on the agenda for the November 5th NCDOT Board of Transportation meeting. If approved, Talbert & Bright will work with David Daniels to establish dates for bid advertisement, pre-bid meeting and bid opening.
- *Runway 23 Land Acquisition* – the grant for acquisition of four parcels in the approach to Runway 23 has been finalized by NCDOA and a Notice to Proceed has been issued. The acquisition will allow the airport to control the land within the Runway 23 RPZ and allow the airport to remove obstructions from the approach. Fee simple acquisition is proposed for all properties. This grant will cover all preliminary land acquisition tasks including appraisals,

review appraisals, surveys, Phase 1 Environmental Due Diligence Audit, engineering, legal, and administrative work. A follow up grant will be needed for the actual land acquisition.

Talbert & Bright has coordinated General Information Notices and Right of Entry Forms with David Daniels and Robert Hobbs to send to the three property owners. The Signed Right of Entry Forms has been returned by City Beverage and Roughton. Another contact was made by one of the Airport Authority members to Basnight Enterprises LLC to see if they would be willing to sell or possibly consider a land swap. Further discussion with the property owner will occur to understand their willingness to possibly swap their parcel or sell the entire parcel. The Boundary Survey and Phase I Environmental Due Diligence Audit work will commence on the City Beverage and Roughton parcels. Appraisal work will follow completion of the survey and environmental work.

George Henderson stated the he did meet with Mark Basnight this week. Mr. Basnight indicated that he was not interested in selling the smaller parcel track but might be interceded in trading a track of land. Chairman Davidson asked George if he would try to meet with the property owner to see if there was any interested in other surrounding airport property.

ITEM 3 - Attorney's Report:

No Report.

ITEM 4 - Chair Report:

ITEM 5 - Director's Report

Airport Direct Daniels: (see attachments)

- a.) NCAA Annual Conference – The conference will be held on March 9-1, 2020 in Pinehurst, NC. Hotel rooms have been reserved and registration forms passed out to the members. Members were asked to advise Marge if they plan to attend.
- b.) NCAA 2021 Aviation Art Contest – The North Carolina Airports Association has announce that they will be offering scholarships for deserving students who either are or plan to enter an aviation field of study. The purpose of the Educational Foundation is to provide scholarships to deserving students attending schools throughout North Carolina with aviation programs. Scholarships will be awarded to students who had demonstrated interest and/or experience in transportation engineering, airport planning and design. This scholarships to students attending two-year and four-year colleges and universities in North Carolina with Aviation programs.

Many of the members were in favor of making a donation.

MOTION: Joe Blakaitis motioned to donate \$250 to the NCAA 2021 Aviation Art Contest Scholarship.
SECOND: Wally Overman
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

- *Aircraft Movement update:*
October total movements recorded by airport staff are 1,649 with turbo-Prop 162 and Jet 55
- *Fuel Sales:*
 - Jet fuel sales for September are down 2,282 gallons from last year.
October jet fuels sales have pasted 2019 numbers by 1,767 gallons.
 - AV fuel sales for September are down 841 gallons from last year.
October AV fuels sales have pasted 2019 numbers by 2,282 gallons.

ITEM 6 – Consent Agenda

Review/Approve DCAA September 8, 2020 and September 30, 2020 minutes as presented.

MOTION: Pete Burkheimer motioned to approve the Consent Agenda minutes from the September 8, 2020 and September 30, 2020 as presented.
SECOND: Joe Blakaitis
DISCUSSION: None
OPPOSED: None
OUTCOME: Carried

ITEM 7 - Committee Reports:

Facilities/Safety Committee: Update by Joe Blakaitis

- Emergency Power: Looking at the current emergency power at the airport and for future needs.
- Sign Ordinance: Attorney recommends to put the temporary policy in place and any changes needed throughout the year.

ITEM 8 - Comments from the Authority Members:

Jack Shea – Inquired about the airport's insurance and getting new quotes. If there were any Rules and Regulations needed to be revised.

Director Daniels advised that the airport insurance policy renews July 1st of each year.

ITEM 9 - Adjourn

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

The meeting was adjourned at 5:16 PM

Margaret Stauffer, Clerk to the Board
Dare County Airport Authority

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- a. NCAA Annual Conference March 9-11, 2021
Pinehurst, NC

ITEM 6 CONSENT AGENDA-

- a. Approve Minutes– September 8, 2020 DCAA Special Meeting
- b. Approve Minutes– September 30, 2020 DCAA Meeting

ITEM 7 COMMITTEE REPORT

ITEM 8 COMMENTS FROM THE AUTHORITY MEMBERS

ITEM 9 ADJOURN

Talbert & Bright Engineers Update

October 28, 2020

Runway 23 Land Acquisition

The grant for acquisition of four parcels in the approach to Runway 23 has been finalized by NCDOA and a Notice to Proceed has been issued. The acquisition will allow the airport to control the land within the Runway 23 RPZ and allow the airport to remove obstructions from the approach. Fee simple acquisition is proposed for all properties. This grant will cover all preliminary land acquisition tasks including appraisals, review appraisals, surveys, Phase 1 Environmental Due Diligence Audit, engineering, legal, and administrative work. A follow up grant will be needed for the actual land acquisition.

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Apron Pavement Rehabilitation

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NORTH CAROLINA AIRPORTS ASSOCIATION



May 12, 2020

Greetings:

The NCAA Conference Committee and the NCAA Board of Directors, appreciates everyone's patience and flexibility during these uncertain times. Our Association Business Manager has been fielding numerous inquiries from members, sponsors, and exhibitors, as we move forward to plan for our next NCAA Conference in 2021. Instead of starting from scratch, we are going to build upon the great work that was done and add sessions that will provide insight into our ever changing industry, which was severely impacted by COVID-19.

The 41st NCAA Conference will be held on March 9.-11, 2021 in beautiful Pinehurst, North Carolina. The Conference's theme will be "The Business of Aviation" and will focus on building strong financial and operational foundations to thrive in an uncertain future. We have a great slate of speakers that will guide participants through building great customer and employee experiences, more successful FBOs, enhancing revenues, ensuring compliance and much more.

We'll start off with a great session from John Formica (The "Ex-Disney Guy") who operated their top resorts and cultivated the "Disney" philosophy. This exciting session will kick off the conference and lead us into other specially planned presentations and panels that focus on strengthening the foundations airports are built on. From finance and contingency planning to customer retention, there's something for everyone.

Plan to bring your spouses and join us for a great evening at the banquet dinner. Our guest entertainment will be announced soon.

We highly encourage Exhibitor and Sponsor Participation in the conference as the State of North Carolina has evolved into a role model for others as a leader in supporting its Airports and recognizing the Economic Impact of airports to the global economy. Exhibitor and Sponsor opportunities can be found on the website at www.ncairports.org / click on convention – exhibitor – sponsor – register. Airports look to our conference to gather new information on what is available to them for services, technology, paving, construction, marketing, operational needs, and more.

We look forward to seeing you in Pinehurst, NC in March of 2021. If you have any questions, please do not hesitate to contact our Association Business Manager, Lisa Edwards listed below.

Regards,

Mark R. Davidson, A.A.E.
NCAA Vice-President
Conference Committee Chairman

Association Business Manager Mailing Address: NCAA,
c/o Lisa Edwards, 66 Castellan Dr., Greer, SC 29650,
☎Phone: 828-808-5502
✉Email: ledwards@ncairports.org
Association Registered in Fayetteville, North Carolina



Conference Registration

Register & Pay online at www.ncairports.org or complete form and submit following instructions below. Information provided will be printed in the conference attendee roster.

Name: _____
 Airport/Co. Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Email Address: _____

Spouse/Guest Name: _____

Check applicable Fee (s)

(registration fee to 31 days prior to conference date)

NCAA Member \$275.00 _____
 Member Spouse / Guest* \$175.00 _____
 Non-NCAA member \$400.00 _____
 Non-NCAA member Spouse / Guest* \$250.00 _____

(registration fee within 30 days of conference date)

NCAA Member \$300.00 _____
 Member Spouse / Guest* \$200.00 _____
 Non-NCAA member \$425.00 _____
 Non-NCAA member Spouse / Guest* \$275.00 _____

Total Due: \$ _____

*Each guest registrant must be the Guest of a Full conference registrant. Guests cannot register on their own. A guest is a spouse/significant other, friend, or adult child who is not in an industry-related occupation. A co-worker or an associate within the industry may not use the Guest registration category.

Spouse/guest registration enables the spouse/guest to attend any part of the conference which includes the golf tournament, breakfast events, coffee breaks, lunches, receptions, banquet dinner and entertainment.

All attendees MUST have a BADGE to enter any Conference Function/Event!

Golf Tournament

Date and Details are posted on the NCAA website at www.ncairports.org. Click on Annual Convention.

Register Myself: Yes / No Handicap _____
 Register Spouse/Guest: Yes / No Handicap _____
 Team Requests: _____

Golf is limited to first 100 players on a first come first serve basis. Golf is complimentary therefore participant must be registered for conference to play in golf tournament.

Payment by Credit Card: Visa / MC / Discover

Name on Credit Card _____
 Card # _____
 Card Expiration Date _____ Sec code _____
 Address for Card _____

City _____ State _____ Zip _____

Email for receipt _____
 Signature _____

(By signing above, I authorize NCAA to charge my credit card for the amount indicated in the Total Due). Registrations paid by credit card may be emailed to: ledwards@ncairports.org

Enclose your check made payable to: NCAA Annual Conference. Registrations paid by check please mail this form with your check to: NCAA Annual Conference, Attn: Lisa Edwards, Association Business Manager, 66 Castellan Drive, Greer, SC 29650

Questions Call: 828-808-5502

Cancellations made within 30 days of conference are subject to a 50% cancellation fee. No refunds for cancellation within 14 days of the conference date. All cancellations must be received in writing.

NORTH CAROLINA AIRPORTS ASSOCIATION



October 16, 2020

Dear NCAA Members:

On behalf of the Board of Directors for North Carolina Airports Association, I am inviting you to financially support the 2021 Aviation Art Contest that is put on each January by the North Carolina Division of Aviation. The contest offers children ages 6-17 who live or attend school in North Carolina the chance to explore different aspects of aviation.

This all too important program has been widely supported by the Division of Aviation and the NCAA Board of Directors; however, due to limited state funding, the art contest is in jeopardy of not taking place in 2021.

Several North Carolina airports have already offered their financial support and we are asking you to consider supporting this important youth program as well. Our fundraising goal to support the program is \$12,000.00. Just last week, Mr. Howie Franklin from the Cape Fear Regional Jetport committed \$1,000 from his local airport commission. This along with your donation will ensure that the art contest can take place in 2021!

As we strive to cultivate the next generation of aviators, please consider supporting the 2021 North Carolina Aviation Art Contest. Please contact Lisa Edwards ledwards@ncairports.org with your financial commitment no later than November 20, 2020.

Thank you,

Eddie Madden, Treasurer
North Carolina Airports Association

Association Business Manager Mailing Address:
NCAA, c/o Lisa Edwards, 66 Castellan Dr., Greer, SC 29650,
→ Phone: 828-808-5502
→ Email: ledwards@ncairports.org
Association Registered in Fayetteville, North Carolina

2020 Video Showcase at NC Museum of Art - [digital exhibition](#)

[Aviation Art Program Flier](#)

FUEL HISTORY

| AV FUEL SALES | | | | | | | | | | |
|---------------|----------------|----------------------|---------------|--|--|--|-------|---------------|----------------------|---------------|
| 2019 | | | | | | | 2020 | | | |
| | GAL | AMOUNT | | | | | GAL | AMOUNT | | |
| JAN | 3,002 | \$ 13,448.04 | | | | | JAN | 4,727 | \$ 21,953.02 | |
| FEB | 3,067 | \$ 13,538.55 | | | | | FEB | 2,983 | \$ 13,783.03 | |
| MARCH | 4,849 | \$ 21,084.35 | | | | | MARCH | 2,388 | \$ 10,863.52 | |
| APRIL | 9,998 | \$ 44,083.50 | | | | | APRIL | 730 | \$ 3,265.67 | |
| MAY | 13,580 | \$ 63,002.00 | 52,963 | | | | MAY | 6,661 | \$ 27,590.81 | 31,586 |
| JUNE | 18,466 | \$ 86,499.83 | \$ 241,656.27 | | | | JUNE | 14,097 | \$ 51,701.93 | \$ 129,157.98 |
| JULY | 21,572 | \$ 100,740.59 | | | | | JULY | 18,976 | \$ 74,362.89 | |
| AUG | 16,752 | \$ 78,046.44 | | | | | AUG | 16,558 | \$ 65,211.42 | |
| SEPT | 10,880 | \$ 50,069.22 | | | | | SEPT | 11,721 | \$ 47,301.10 | |
| OCT | 6,844 | \$ 31,089.76 | | | | | OCT | 10,405 | \$ 42,435.86 | |
| NOV | 4,584 | \$ 21,092.44 | 66,364 | | | | NOV | | | 57,659 |
| DEC | 5,732 | \$ 23,641.69 | \$ 304,680.14 | | | | DEC | | | \$ 229,311.27 |
| | 119,327 | \$ 546,336.41 | | | | | | 89,245 | \$ 358,469.25 | |

| JET FUEL SALES | | | | | | | | | | |
|----------------|----------------|----------------------|---------------|--|--|--|-------|----------------|----------------------|---------------|
| 2019 | | | | | | | 2020 | | | |
| | GAL | AMOUNT | | | | | GAL | AMOUNT | | |
| JAN | 4,591 | \$ 20,085.24 | | | | | JAN | 5,508 | \$ 22,041.98 | |
| FEB | 6,666 | \$ 26,227.12 | | | | | FEB | 6,505 | \$ 23,593.13 | |
| MARCH | 9,500 | \$ 34,056.86 | | | | | MARCH | 7,840 | \$ 27,678.44 | |
| APRIL | 9,607 | \$ 37,022.20 | | | | | APRIL | 4,565 | \$ 15,002.93 | |
| MAY | 21,165 | \$ 81,040.62 | 76,777 | | | | MAY | 6,320 | \$ 18,707.91 | 57,934 |
| JUNE | 25,248 | \$ 99,319.84 | \$ 297,751.88 | | | | JUNE | 27,196 | \$ 81,003.04 | \$ 188,027.43 |
| JULY | 28,359 | \$ 111,482.98 | | | | | JULY | 20,726 | \$ 60,198.46 | |
| AUG | 17,123 | \$ 67,259.59 | | | | | AUG | 21,403 | \$ 69,099.50 | |
| SEPT | 17,834 | \$ 66,106.78 | | | | | SEPT | 15,552 | \$ 50,551.60 | |
| OCT | 17,381 | \$ 66,119.33 | | | | | OCT | 19,148 | \$ 61,346.67 | |
| NOV | 10,399 | \$ 38,946.04 | 101,394 | | | | NOV | | | 76,829 |
| DEC | 10,298 | \$ 37,434.53 | \$ 387,349.25 | | | | DEC | | | \$ 241,196.23 |
| | 178,171 | \$ 685,101.13 | | | | | | 134,763 | \$ 429,223.66 | |

UPDATED 10/28/2020

Aircraft Movements 2020

| | Turbo-Prop | Jet |
|-------|------------|-----|
| Jan. | 126 | 13 |
| Feb. | 142 | 7 |
| Mar. | 101 | 8 |
| Apr. | 94 | 2 |
| May | 145 | 27 |
| June | 218 | 80 |
| July | 223 | 60 |
| Aug. | 188 | 56 |
| Sept. | 208 | 41 |
| Oct. | 162 | 55 |

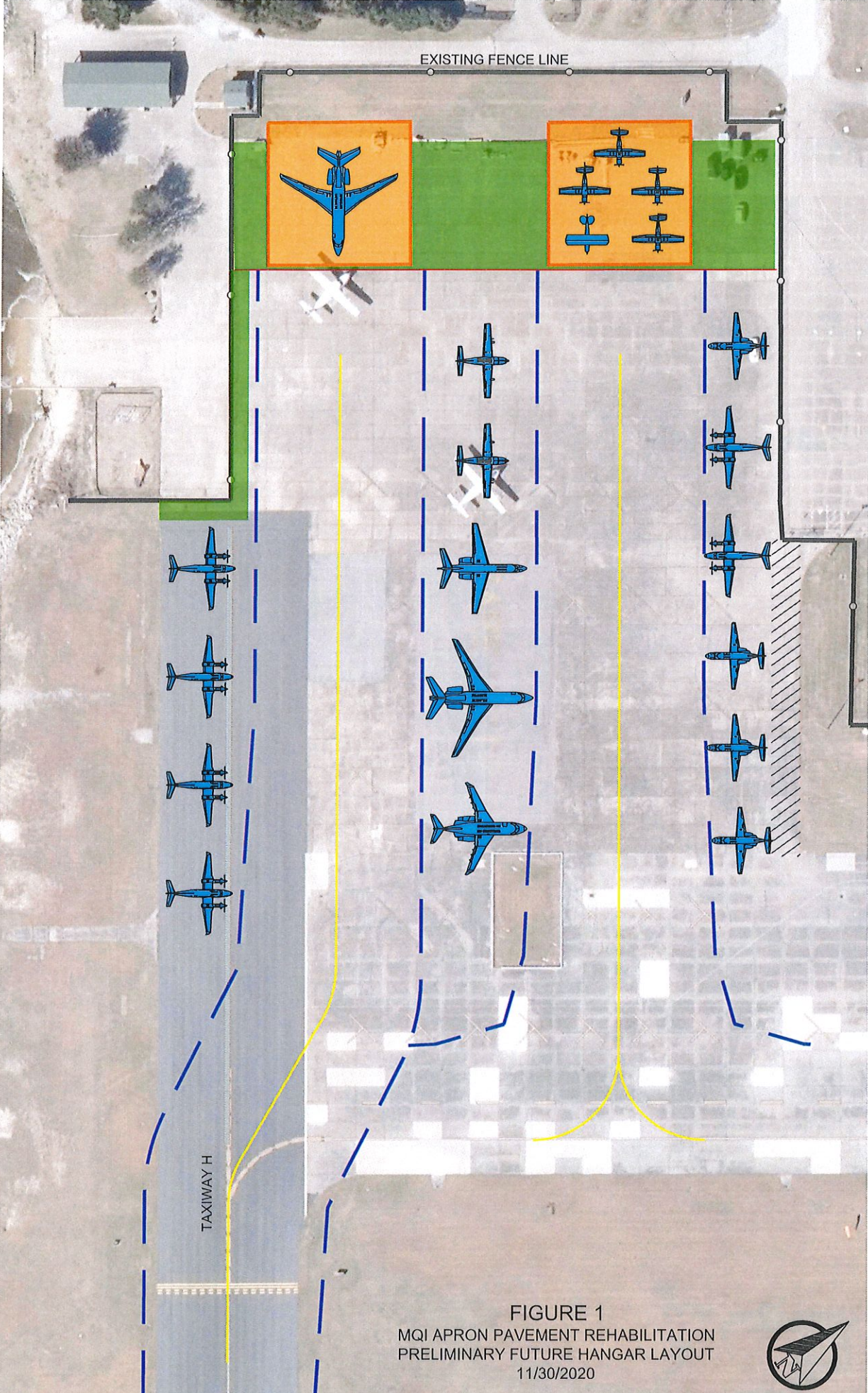


FIGURE 1
MQI APRON PAVEMENT REHABILITATION
PRELIMINARY FUTURE HANGAR LAYOUT
11/30/2020

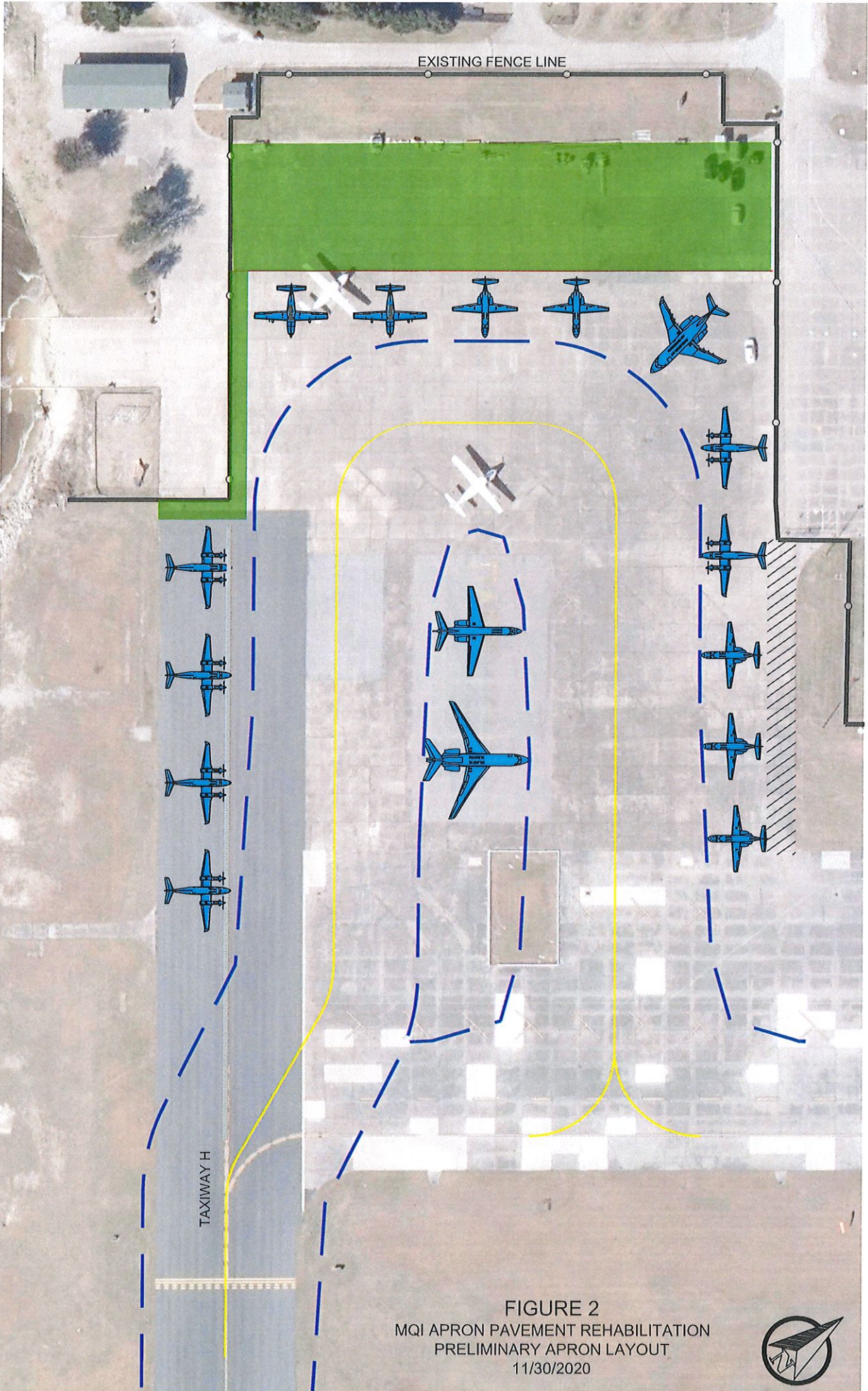
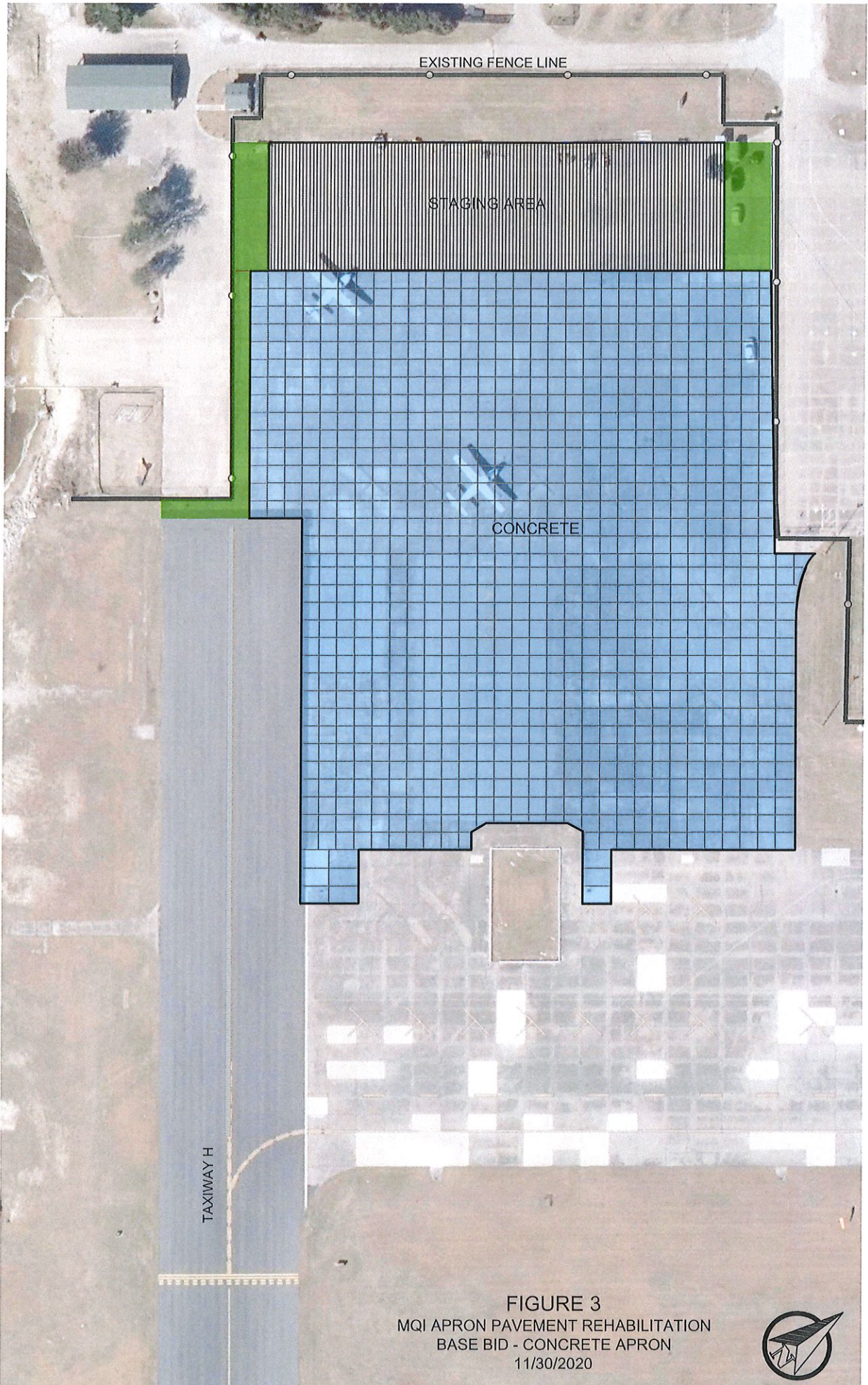


FIGURE 2
 MQI APRON PAVEMENT REHABILITATION
 PRELIMINARY APRON LAYOUT
 11/30/2020



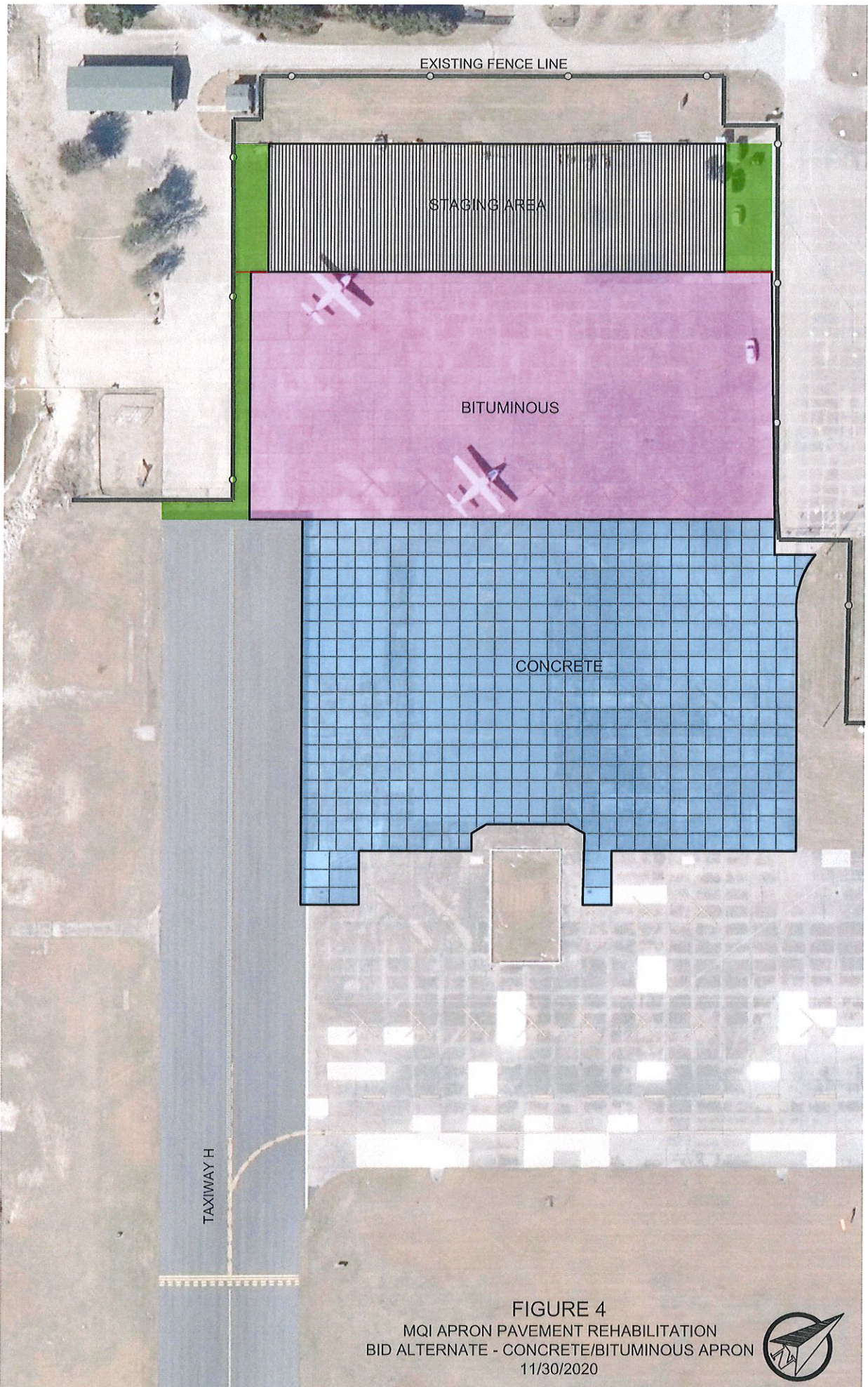


FIGURE 4
MQI APRON PAVEMENT REHABILITATION
BID ALTERNATE - CONCRETE/BITUMINOUS APRON
11/30/2020



