

**DARE COUNTY AIRPORT AUTHORITY  
410 AIRPORT ROAD, MANTEO, NC  
Wednesday, January 27, 2021  
AGENDA**

**4:00 PM CONVENE AUTHORITY FOR MONTHLY MEETING**

**ITEM 1 PUBLIC COMMENTS**

**ITEM 2 AIRBOSS, INC.  
- Control Tower Contract for 2021**

**ITEM 3 BUDGET AMENDMENT #2021-01  
- Merit, COLA, COVID Bonus**

**ITEM 4 ENGINEER'S REPORT**

**ITEM 5 ATTORNEY'S REPORT**

**ITEM 6 CHAIR'S REPORT**

**ITEM 7 DIRECTOR'S REPORT**

**ITEM 8 COMMITTEE REPORT**

**ITEM 9 COMMENTS FROM THE AUTHORITY MEMBERS**

**ITEM 10 ADJOURN**



## **CONTRACT**

This agreement is made this between AirBoss Inc., and **Manteo Airport Authority** hereafter referred to as the Event sponsor. Dates of ATC tower are: **May 24<sup>th</sup> - September 10<sup>th</sup>, 2021**

### **1. Services Provided:**

- a. Provide VHF radios/antennas along with discrete frequencies issued by the FAA/FCC if needed
- b. Two (2) certified professional Air Traffic Controllers for the duration of the event
  - i. Two (2) Controllers will be on duty during each day working a split shift, during the scheduled dates and Times
- c. Coordination with FAA facilities to ensure the smoothest flow of traffic into and out of the airport
- d. Proposed hours of operation
  - i. 8:30am – 6:30pm each day, Monday - Sunday

**2. Pricing and Payment Terms:** The cost of the above, provided at the event site, is **\$163,500.00** Payable by a 25% deposit at the time this agreement is signed, with the remaining balance divided equally over the months June/July/August 2021. The installments are due the first of each month. **Daily Rate is \$1500.00 per day for any extensions requested**

**3. Billeting:** The sponsor will ensure that the following accommodations are available:

- a. Three (3) Bedroom-Housing for the duration of the event provided and paid for by the Manteo Airport Authority
  - i. Accommodations must be pet friendly

**4. Acceptability of Billeting:** We reserve the right to inspect and approve the accommodations, and require relocation if the accommodations, in our sole option, are judged unsatisfactory.

### **5. Sponsor Responsibilities:**

- a. One (1) computer line/WIFI available with passcode
- b. One (1) outside phone line for communication
- c. Remote AWOS display located in the tower cab
- d. Airport access for all AirBossInc personnel during the operation of the ATCT
- e. **Use of Bathroom located on floor beneath the Tower cab when only (1) controller on duty**
- f. Access to the ATC facility located on top of the FBO and the usage of the Radios/Antennas contained within that facility.
- g. Airport shall provide cleaning for the Tower as needed each week.

**6. License Taxes and Fees:** The prices quoted do not include any applicable national, state or local taxes and/or fees. The sponsor agrees to provide any and all necessary local, state, and/or federal licenses and fees for the conduct of this event to include all necessary copyright

fees and charges.

7. **Insurance:** The sponsor hereby certifies that appropriate insurance coverage will be in effect during the event. The sponsor agrees to provide proof of this insurance if so requested. AirBossInc carries liability insurance in the amount of one million dollars per occurrence.
8. **Site Security:** The sponsor agrees to provide security personnel for the protection for our equipment located at the show site for the duration of the equipment's presents at the site.
9. **Confidentiality:** This Agreement, its terms and conditions, specifications and prices, shall be deemed confidential.
10. **Limits of Responsibility:** AirBossInc's responsibility is limited to providing the ATC services for the event. The responsibility for the direction, coordination, and safety of all events and activities rest with the sponsor and individual flying entities. Our personnel will assist and advise the sponsor relative to safety, but, in all cases, the final decisions for all event activities will rest solely with the sponsor and/or the sponsor's representative, event participants and individual parties.
11. **Hold Harmless:** The sponsor hereby releases, indemnifies, and shall hold harmless AirBossInc, and any directors, officers, employees and agents from any and all liability, obligations, losses, penalties, claims, demands, actions, causes of action, suits, cost and expenses (including attorney's fees) for loss or damages of whatever kind or nature for personal injury or property damage in case of accident or injury before, during and after the above event and agree to save said persons harmless from any claim against them, arising directly or indirectly through spectators, performers or other event participants in conjunction with the events of the above event.
12. **Conflict of Interest:** AirBossInc warrants that it has not given any commissions, payments, gifts, kickbacks, lavish or extensive entertainment or things of value to any employee or agent of the Sponsor in connection with this Agreement.

This agreement signed on: 1/18/2021

By; **George E. Cline**  
George E. Cline, President AirBossInc

And on \_\_\_\_\_.

By; \_\_\_\_\_  
For the Sponsor.

IRS 1099 Information:

**AirBossInc**  
**220 Seven Oaks Landing**  
**Belmont NC 28012...Cell – 336-337-8183...Fed Tax Id # 20-1776507**

# Dare County Airport Authority

## BUDGET AMENDMENT #2021-01

F/Y 2020-2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

Revenues:

TRANSFER FROM PRIMARY GOV'T ALLOTMENT	943785	491003		18,301	
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Expenditures:

SALARIES	944785	500200			15,566
FICA	944785	500300			1,190
RETIREMENT	944785	500400			1,545

Explanation:

BOARD OF COMMISSIONERS APPROVED THE BELOW:  
MERIT, COLA, COVID BONUS

			18,301	18,301
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**Approved by:**

Board: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

Dare County Airport Authority  
 FY2021 Allotment

Description	Line Item	FY21 Request	Notes:	Merrit 1.2%	COLA 2%	COVID 1%	Total
Salaries		366,252	per salary spreadsheet	4,578.00	7,325.00	3,663.00	15,566.00
Salaries-Board Members		4,000	per salary spreadsheet				-
Salaries-On Call		12,046	per salary spreadsheet				-
FICA		29,246	per salary spreadsheet	350.00	560.00	280.00	1,190.00
Retirement		38,660	per salary spreadsheet	468.00	749.00	328.00	1,545.00
Health Ins		130,939	per salary spreadsheet				-
Retiree Health Ins		642	per salary spreadsheet				-
Pre-65 Health Ins		33,163	per pre-65 retirees health insurance spreadsheet				-
Longevity		7,828	per longevity calculation report				-
<b>Allotment</b>	<b>104785-559004</b>	<b>622,776</b>		<b>5,396.00</b>	<b>8,634.00</b>	<b>4,271.00</b>	<b>18,301.00</b>

Org	Object	Project	T	Description	2021 Manager's
Totals					806,092.00
104785	501000		E	Salary Adjustment-COLA	0.00
104785	501050		E	Salary Adjustment-Merit	0.00
104785	516100		E	Shop Overhead	7,756.00
104785	525400		E	Insurance & Bonds	59,340.00
104785	525710		E	Indirect Costs per CAP	116,220.00
104785	559004		E	Allotment-DC Airport Authority	622,776.00

	7,756.00	
	59,340.00	
	116,220.00	
	<u>183,316.00</u>	
	806,092.00	
		18,301.00
		<b>824,393.00</b>