

Duplin County Airport Commission Meeting Minutes-August 23, 2022 @ 7:00PM

Members Present:

Jack Alphin, Joe Bryant, A.J. Connors, Roger Davis, Larry Debose, Dexter Edwards, Scotty Kennedy & Jerry Tysinger

Members Absent:

None

Staff Present:

George Futrelle, Assistant County Manager / Airport Director

Visitors/Guests Present:

None

Agenda – August 23, 2022

1. Call to Order – Invocation
2. Approval of July 26, 2022 Meeting Minutes *
3. Airport O&M Budget Report
4. Active Project Updates
 - a. Master Plan
 - b. AWOS Critical Area Clearing
 - c. NCFS Hangar Complex
 - d. Drainage Assessment
5. New Board Member Appointment
6. Miscellaneous – Fuel Sales
7. Adjourn

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:04 pm by Chairman Jack Alphin. Chairman Alphin welcomed everyone and thanked Joe Bryant for the good meal. He then asked A.J. Connors to please give an invocation.
2. Chairman Alphin opened the floor for the approval of the minutes of the July 26, 2022 minutes. Dexter Edwards made a motion to approve the minutes as recorded. A.J. Connors seconded the motion and the motion carried unanimously.
3. The Airport Operations & Maintenance (O&M) Budget was reviewed and discussed and entered into the minutes as information.
4. An update was given on the status of the current grant projects.
 - Futrelle reported that the FAA had given conditional approval of the Master Plan and it has been sent back to NCDOA awaiting their response, approval and ultimate distribution.
 - The AWOS critical area tree clearing was discussed. Futrelle advised the board that all the work has been completed. The FAA turned the wind speed and direction sensor back on, although it still carries a NOTAM (notice to airmen) that the winds are unreliable. Futrelle reported that our based pilots are not concerned about the NOTAM and everyone is just happy to have the winds back on. Futrelle also reported that so far, we have \$7,200 invested in getting the AWOS issue resolved to this point. The question now posed to NCDOA staff is whether we can add the 50' foot tower to keep from having to buy, mitigate wetlands, and clear and grub the 1,000' foot radius or whether we should keep moving toward that end which is estimated to be over \$800,000. More to come on this after we get further direction from the State and/or FAA. Chairman Alphin asked how we intended to maintain the recently logged cutover? Jerry Tysinger mentioned spraying herbicide with a helicopter along with some of our other wet areas that can't be mowed. Futrelle will obtain pricing on spraying and find out the most opportune time to do so.
 - The NCFS Project update was given. Futrelle reported that the NCDOA is now asking one of their on-call engineering firms to look further into the issue prior to agreeing to fund the fix of the problem with the water infiltration and failing asphalt. Discussion followed. It was the consensus of the board that since NCDOA funded the project 100% and the fact that they are the ones who have to approve any repairs to the problem, we could do nothing more than wait until the review and see what they recommend.

- Futrelle reported that the 100% submittal of the drainage assessment had been received and submitted to NCDOA for their review. Tommy Mann, NCDOA Airport Project Manager has tentatively approved moving ahead with obtaining quotes and tackling the “worst first” drainage failures with the remaining \$57,000 in the grant.
5. Futrelle reported that several possible candidates for the At-Large Airport Board member position were discussed and contacted. Grey Morgan is the recommended new member and Mr. Morgan has agreed to serve if appointed. Dexter Edwards made a motion to recommend Gray Morgan to the BOCC for approval. Jerry Tysinger seconded the motion and the motion carried unanimously.
 6. Under Miscellaneous; Futrelle reported that August fuel sales to date were good at over 18,000 gallons of Jet-A and 995 gallons of Av-gas, stating that August would likely be another 20,000 gallon plus month. Futrelle also reported that the resolution for Bob Quinn, former long-serving member and Chairman, would be presented at the September 19, 2022 BOCC meeting. Futrelle will send out a reminder with hopes that all can attend. Bob will also attend the September 27th Airport Board meeting to be honored by the Airport Board with a meal of ribs and/or brisket that Bob has agreed to cook himself.
 7. There being no further business to conduct, the meeting was adjourned at 8:00 pm upon a motion by Joe Bryant and a second by Dexter Edwards.

P-Card Rebate	4530	32575	\$	-	\$	-	\$	-	\$	-	0.00
SALES: AIRPORT VENDING	4530	34532	\$	(250.00)	\$	-	\$	-	\$	(250.00)	0.00
CALL OUT FEES	4530	34533	\$	(1,700.00)	\$	(746.62)	\$	-	\$	(953.38)	43.90
RAMP FEES	4530	34534	\$	(500.00)	\$	-	\$	-	\$	(500.00)	0.00
TIE DOWN FEES	4530	34535	\$	(240.00)	\$	-	\$	-	\$	(240.00)	0.00
GROUND LEASE	4530	34536	\$	(48,363.00)	\$	(3,811.50)	\$	-	\$	(44,551.50)	7.90
HANGAR RENT	4530	34547	\$	(173,331.00)	\$	(17,840.76)	\$	-	\$	(155,490.24)	10.30
SALES: FUEL & OIL	4530	34548	\$	(553,511.00)	\$	(186,451.87)	\$	-	\$	(367,059.13)	33.70
FARM LAND LEASE	4530	34959	\$	-	\$	-	\$	-	\$	-	0.00
LOAN PROCEEDS-REDLEG LOAN	4530	35210	\$	-	\$	-	\$	-	\$	-	0.00
INTEREST EARNED	4530	38310	\$	(1,000.00)	\$	(518.76)	\$	-	\$	(481.24)	51.90
SALE OF ASSETS	4530	38358	\$	-	\$	-	\$	-	\$	-	0.00
MISCELLANEOUS	4530	38390	\$	(1,300.00)	\$	(126.99)	\$	-	\$	(1,173.01)	9.80
RETURN CHECK FEE	4530	38401	\$	-	\$	-	\$	-	\$	-	0.00
CARES Act	4530	38403	\$	-	\$	-	\$	-	\$	-	0.00
TRANSFER FROM GENERAL FUND	4530	39811	\$	(148,887.00)	\$	-	\$	-	\$	(148,887.00)	0.00
FUND BALANCE APPROPRIATED	4530	39969	\$	(43,138.00)	\$	-	\$	-	\$	(43,138.00)	0.00

SALARIES	4530	40121	\$	211,233.00	\$	25,289.22	\$	-	\$	185,943.78	12.00
VACATION EXPENSE	4530	40128	\$	-	\$	-	\$	-	\$	-	0.00
SOCIAL SECURITY	4530	40181	\$	16,160.00	\$	1,894.09	\$	-	\$	14,265.91	11.70
RETIREMENT	4530	40182	\$	23,312.00	\$	2,722.87	\$	-	\$	20,589.13	11.70
HOSPITAL INSURANCE	4530	40183	\$	29,265.00	\$	2,622.03	\$	-	\$	26,642.97	9.00
Life Insurance	4530	40184	\$	82.00	\$	6.72	\$	-	\$	75.28	8.20
BOARD EXPENSE	4530	41700	\$	900.00	\$	103.68	\$	-	\$	796.32	11.50
WORKERS COMPENSATION	4530	41860	\$	3,545.00	\$	-	\$	-	\$	3,545.00	0.00
PROFESSIONAL SERVICES	4530	41990	\$	3,510.00	\$	947.99	\$	-	\$	2,562.01	27.00
AUCTION FEES	4530	42010	\$	-	\$	-	\$	-	\$	-	0.00
HOUSEKEEPING	4530	42100	\$	800.00	\$	55.64	\$	-	\$	744.36	7.00
UNIFORMS	4530	42120	\$	600.00	\$	185.50	\$	-	\$	414.50	30.90
VEHICLE SUPPLIES	4530	42490	\$	25.00	\$	-	\$	-	\$	25.00	0.00
VEHICLE GASOLINE	4530	42500	\$	4,000.00	\$	1,322.27	\$	1,890.70	\$	787.03	80.30
OFFICE SUPPLIES	4530	42600	\$	1,750.00	\$	179.89	\$	-	\$	1,570.11	10.30
CONCESSION EXPENSE	4530	42700	\$	300.00	\$	-	\$	-	\$	300.00	0.00
PURCHASES FUEL & OIL	4530	42723	\$	438,459.00	\$	115,482.57	\$	321,776.43	\$	1,200.00	99.70
CREDIT CARD CHARGES	4530	42724	\$	5,000.00	\$	627.43	\$	-	\$	4,372.57	12.50
SALES TAX	4530	42730	\$	38,745.00	\$	5,883.85	\$	-	\$	32,861.15	15.20
PROGRAM SUPPLIES	4530	42980	\$	3,500.00	\$	237.02	\$	-	\$	3,262.98	6.80
TRAVEL	4530	43110	\$	2,700.00	\$	-	\$	-	\$	2,700.00	0.00
TELEPHONE	4530	43210	\$	3,700.00	\$	356.05	\$	-	\$	3,343.95	9.60
POSTAGE	4530	43250	\$	300.00	\$	122.09	\$	-	\$	177.91	40.70
UTILITIES	4530	43300	\$	16,000.00	\$	-	\$	-	\$	16,000.00	0.00
REPAIRS BUILDING AND GROUNDS	4530	43510	\$	6,000.00	\$	923.75	\$	325.00	\$	4,751.25	20.80
REPAIRS & MAINTENANCE EQUIPME	4530	43520	\$	21,000.00	\$	2,359.65	\$	8,311.53	\$	10,328.82	50.80
REPAIRS VEHICLES	4530	43530	\$	750.00	\$	-	\$	-	\$	750.00	0.00
SOFTWARE MAINTENANCE	4530	43540	\$	700.00	\$	64.24	\$	-	\$	635.76	9.20
ADVERTISING	4530	43911	\$	500.00	\$	110.40	\$	-	\$	389.60	22.10
GROUNDS MAINTENANCE	4530	43982	\$	1,500.00	\$	-	\$	-	\$	1,500.00	0.00
RENT	4530	44300	\$	70.00	\$	-	\$	-	\$	70.00	0.00
INSURANCE AND BONDS	4530	44500	\$	16,350.00	\$	6,708.00	\$	-	\$	9,642.00	41.00
DUES AND SUBSCRIPTIONS	4530	44910	\$	2,500.00	\$	1,365.99	\$	-	\$	1,134.01	54.60
CAPITAL OUTLAY	4530	45100	\$	-	\$	-	\$	-	\$	-	0.00
REIMB TO COUNTY FOR CORP HANGA	4530	46351	\$	2,284.00	\$	-	\$	-	\$	2,284.00	0.00
DEBT PRINCIPAL	4530	47104	\$	50,013.00	\$	50,012.04	\$	-	\$	0.96	100.00
PROJECT MATCH FOR GRANTS	4530	49807	\$	66,667.00	\$	-	\$	-	\$	66,667.00	0.00
TRANSFER TO CAPITAL PROJECTS	4530	49940	\$	-	\$	-	\$	-	\$	-	0.00