

Duplin County Airport Commission Meeting Minutes-August 22, 2023 @7:00PM

Members Present	Members Absent	Airport Staff	Visitors/Guest Present
Jack Alphin	Dexter Edwards	Josh Raynor, Interim Airport Director	Tim Gruebel, P&P
Larry Debose	Grey Morgan		
Roger Davis			
AJ Connors			
Scotty Kennedy			
Jerry Tysinger			
Joe Bryant			

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:11 pm by Chairman Jack Alphin. Chairman Alphin welcomed everyone and our guest, Tim Gruebel. Jack asked for everyone to remember Grey being his mother-in-law passed. He then asked A.J. Connors to give an invocation.
2. Chairman Alphin opened the floor for the approval of the July 25th, 2020 meeting minutes. Scotty Kennedy made a motion to approve with a second from Aj Connors, motion passed.
3. Josh presented Airport CIP spreadsheet to board to show funding amounts in each project.
 - a. Tim explained the TWY A3 connector was at 90% plans with quality control checks under way, cost estimate being prepared, and sent to Division of Aviation and Airport very soon. Discuss about runway closure during the project. Mainly due to paving and heavy equipment next to runway. NCFs implications of closed runway, will coordinate with Robert Delleo and make him aware of closure. Time of construction will depend on when funding comes through.
 - b. Tim went on to update the board about the fuel farm design. Tim discovered that we can in fact have a 20,000-gallon Jet-A tank, Josh requested Tim pursue that instead of two 12,000-gallon Jet-A tanks. Should be an approximate savings of \$200,000 for the project.
 - c. Parrish and Partners is still working on the SWPPP-SPCC (stormwater and spill prevention) documents.
4. Josh informed board that the concrete work at the NCFs has been completed and finally pavement will made soon and close out procedure will begin soon. Last AvCon project will be the drainage project.
5. Customs and Border Protection update was given. Last conversation with Barry Chastin, Barry indicated that building plans were the most important aspect of getting approval from C&BP. Getting Matt Herman and the architect together to come up with the design to customize the building. (Note: the following day, Tommy Mann respond to question on whether or not we could use NPE funds for design, response was no.) Relatively tight timeline, hopefully by October we will have something approved.
6. Josh gave update on Airport Operating Budget. So far everything is looking good. Roger asked about the extra ~\$38,000 in general fund balance appropriation, Josh informed the board that was the purchasing of the new Kubota tractor.
7. Cost associated with updating the airport logo was discussed and agreed to. Liz from 57 Marketing will have some new and updated logos for us to look at by next scheduled meeting.
8. The board was informed of Payne Bryan leaving the airport effective 8/17/23. Payne gave us a six-day notice. Aj is working 40 hours a week, while technically a substitute and normally scheduled for 29 hours a week. We are trying to keep things on schedule, worse case we might have to open at 8am in an emergency. Very little interest in the substitute position. Have the full-time position advertised until filled.

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Miscellaneous

- a. Fuel Report presented to board, at time of meeting 10,479 of Jet-A and 792 of AvGas
 - b. Beacon replaced by state's SPAM program at a cost of ~\$19,000 and no cost to the airport.
 - c. Presented board with possibility of adding GPU outlet to patio, currently aircraft have to use the communal hangar for power supply. One quote for ~\$3,000 presented so far. Board directed to get additional quotes.
 - d. Discussion on painting the interior of the terminal building. Building is ten years old and trim is showing some moderate signs of wear. Board requested getting quotes for repainting trim and repainting entire building.
 - e. Duplin County High School teachers to come August 23 to learn about the airport and potential jobs related to aviation. Two groups scheduled to come.
 - f. Airforce performed another temporary landing zone August 22-23, everything was safe and they met their objectives.
 - g. Airpark project may need some dirt and discussion on using the dirt by House of Raeford. The contractor has estimated approximately 2000 cubic yards which would get the area by House of Raeford on grade with the ramp and taxiway. Instructed to get the dirt moved with as minimal damage as possible.
9. Jack suggested the board begin to come up with some ideas to honor George Futrelle sometime this fall.
 10. Adjourning motion was made during executive session. TBD (Most likely Joe)
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Previous Agenda – August 22nd, 2023

1. Call to Order – Invocation – Introductions
2. Approval of July 25th, 2023 Special Called Meeting Minutes*
3. Current design project updates (*Airport Capital Improvement Projects Worksheet*)
 - a. Twy A3 Connector
 - b. Fuel Farm
 - c. SWPPP-SPCC update
4. AvCon Projects update
5. C&BP update
6. Airport O&M Budget Report* (*Airport Operations Budget Spreadsheet*)
7. DPL Logo update
8. Staffing Issues/Hours of Operations
9. Director's Notes
 - a. Fuel Report
 - b. Beacon Replaced (SPAM \$19,000)
 - c. GPU plug
 - d. Painting FBO (10 years old)
 - e. Teacher Tour Aug 23
 - f. LZSO Aug22-23
 - g. Dirt beside House of Raeford
10. Adjourn *