

Duplin County Airport Commission Meeting Minutes – February 27, 2024 @7:00 PM

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

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:15 p.m. by Vice Chairman Larry Debose. A.J. Connors to give an invocation.
2. Vice Chairman Dubose opened the floor for the approval of the January 23, 2024 meeting minutes. Dexter Edwards made a motion to approve with a second from AJ Connors, motion passed. Josh introduced Jennifer Martin with P&P and Chris Birkmeyer from WK Dickson
3. Airport CIP spreadsheet presented to the board to show funding amounts in each project.
 - a. NCFS Hangar project is completed and closeout underway
 - b. Drainage repair Phase II is completed and close underway
 - c. Design of Taxiway A3 update by Jennifer, waiting for permission to bid.
 - d. Fuel Farm design update by Jennifer. Waiting for permission to bid. May have to wait until the end June 2024.
4. Budget for 2024/2025 Review, Josh shared the major changes in the budget with the board. Possible fiber. Increase fuels with new aircraft.
 - a. Cargo Operations/forklift fee discussion followed to set possible fee
 - b. Rates and charges to be approved at later meeting
5. Josh proposed a form for tenants to sign saying they agree to be a part of increasing security. Form will also address parking. Fence situation was discussed. Need to complete fencing is necessary.
6. MFV improvement, no photos not much change from last month. Office addition has been framed up.
7. Annual planning with DOA discussed and agreed to go to Raleigh for meeting with NCDOA.
8. Project priorities list was discussed. Rehab of legacy t-hgrs and communal are at the top of the list and possible construction of 100'x100' corporate hangar or box hangars.
9. RFQ selection committee was assembled, Scotty, Jack, and the board suggested Carrie Shields to be on the committee.
10. Director's Notes
 - a. Airport Operations budget presented for the minutes
 - b. Fuel Report was included, Av Gas 1,672 gallons, Jet-A 11,290 gallons, Total of 12,962 gallons as of meeting date.
 - c. Shared 1200 Aero Operations report to show operations numbers (510 operations)
 - d. Civil Air Patrol asked to purchase an ad, board wishes to use the money for different avenues for advertising, several suggestions were made to pursue.
11. An adjourning motion was made by Jerry Tysinger and seconded by Scotty Kennedy.



Previous Agenda – January 23, 2024

1. Call Meeting to Order
2. Approval of the Meeting Minutes of November 28th, 2023. *
3. Updates on the Airport Capital Improvement Projects Worksheet, including:
 - a. NCFS-Hangar – submitted final invoice
 - b. Drainage Repair – submitted final invoice
 - c. Design of Taxiway A3
 - d. Fuel Farm Design
4. MFP Air Hangar lease ends April 2025 discussion
5. Project Priorities
 - a. T-hgr rehab quote
6. MFV Improvements Update, photos
7. George Dedication update, resolution input
8. Director's Notes, including:
 - a. Airport Operations Budget
 - b. Fuel Report
 - c. Operations Report
 - d. Empty hangar
 - e. Bury powerline (photo)
9. 50th Anniversary Logos

End the meeting with Adjournment. *