

Duplin County Airport Commission Meeting Minutes – July 23rd, 2024 @7:00 PM

Members Present	Members Absent	Airport Staff	Visitors/Guest Present
Jack Alphin		Josh Raynor, Airport Director	Jeff Kirby, P&P
Grey Morgan			Jennifer Martin, P&P
Dexter Edwards			Jared Penny, MBI
Roger Davis			Dion Vienti, P&P
Larry Debose			
Jerry Tysinger			
Scotty Kennedy			
AJ Connors			
Joe Bryant			

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:14 p.m. by Chairman Jack Alphin, AJ Connors gave invocation, and Josh made introductions of all the guest.
2. Chairman Alphin opened the floor for the approval of the June 25th, 2024 meeting minutes. Motion was made by Grey Morgan, seconded by Roger Davis. Motion passed.
3. Airport CIP spreadsheet presented to the board to show funding amounts in each project.
 - a. Josh introduced Jeff Kirby to give an update on Parrish and Partners (P&P) projects, as well as their staffing changes. Tim Gruebel is no longer with P&P.
 - b. Connector Taxiway A3 design portion completed and bidding/advertising is underway. The plans have to be looked at again and resealed with new engineer seal in the absence of Tim Gruebel, the airports previous engineer. Timeline was discussed in regards to weather considerations.
 - c. Fuel Farm design update by Jeff, no change, still waiting for bidding.
 - d. Josh reported interest earned on TDR Funds
4. Hangar Rehab and Construction Discussion (TDR Funds)
 - a. Scotty Kennedy shared the scope of work that the sub-committee put forth.
 - b. Discussion followed on which project to do first: Rehab hangar project or hangar construction. Motion was made by Scotty Kennedy, seconded by Dexter Edwards to accept the scope of work on hangar rehab and to proceed with having Michael Baker start RFQ for design-build on hangar construction. Motion passed.
5. Airport Maintenance Facility update
 - a. Shared quotes for clearing the area and preparing the site.
 - i. Motion made by Dexter Edwards seconded by Jerry Tysinger, to allow the director to proceed with clearing and cleaning up site and negotiate price and take the best offer. Motion passed.

Board went into Closed/Executive Session to discuss personnel

6. MFV Improvement update
 - a. Motion was made by Roger Davis, seconded by Larry Debose for Dexter Edwards to convey boards wishes that the MFV hangar tug access be left in current operational state. Motion passed.
7. Director's Notes
 - a. Airport Operations budget presented for the minutes
 - b. Fuel Report was included, Av Gas 1,133 gallons, Jet-A 15,272 gallons, Total of 16,405 gallons as of meeting date.
 - c. Shared FY 23-24 total sales, \$1,024,237.56 and 233,179.86 gallons
 - d. Shared 1200 Aero Operations report to show operations numbers (563 operations)

- e. Informed board of new hire, Tyler Henley, starting August 5th
 - f. Informed board that the county is assisting us by placing the County Manager's Executive Assistant at the airport to help ensure the highest level of customer service here at the airport.
8. An adjourning motion was made by Larry Debose, seconded by Jerry Tysinger.
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Previous Agenda – June 25th, 2024

- 1. Call Meeting to Order
- 2. Approval of the Meeting Minutes of May 28th, 2024. *
- 3. Updates on the Airport Capital Improvement Projects, including:
 - a. Connector Taxiway A3-update, closeout design portion
 - b. Fuel Farm Design update
 - c. Taxiway A3 Construction-NOA,
 - i. Motion to request advertisement and accept bids for Twy A3 construction*
- 4. Hangar Rehab and Construction Discussion
 - a. Motion to proceed with hangar rehab and *
- 5. Airport Maintenance Facility update

Excuse Consultants

- 6. Efid Commercial Real Estate marketing opportunity
- 7. Runway/Taxiway Repainting (pictures)
- 8. Insurance Quote, Motion to accept *
- 9. Approved FY 24/25 Budget
- 10. Director's Notes, including:
 - a. Airport Operations Budget
 - b. Fuel Report
 - c. Operations Report

