

Duplin County Airport Commission Meeting Minutes – November 28th, 2023 @7:00 PM

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

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:02 p.m. by Chairman Jack Alphin. Chairman Alphin welcomed everyone and our guests, Tim Gruebel and Dion Viventi. He then asked A.J. Connors to give an invocation. Dion made a few comments
2. Chairman Alphin opened the floor for the approval of the October 24th, 2023 meeting minutes. Grey Morgan made a motion to approve with a second from Larry Debose, motion passed.
3. Chairman Alphin asked for an update on the terminal dedication process thus far. The board was informed of the plaque designs, location, and cost of \$3600/plaque. One for both sides of the terminal building. The timeline for the plaques is about three months. It was agreed to continue with the process. Motion made by Joe Bryant to move forward with plans to dedicate the terminal building and to make a recommendation to the County Commissioner, second by Scotty Kennedy. Resolutions to follow. Will continue working with Carrie to make a resolution to the County Commissioner and then the County Commissioners will make the resolution to dedicate the terminal building.
4. Airport CIP spreadsheet presented to the board to show funding amounts in each project.
 - a. NCFS Hangar project is completed and will start to closeout underway
 - b. Drainage repair Phase II is completed and closeout underway
 - c. Design of Taxiway A3 has been submitted to DOA for review, no paving before spring, so hopefully next year.
 - d. Fuel Farm design comments back from DOA, waiting for permission from FAA to bid on project.
5. Maintenance building location was shared and discussed. Until more guidance is given on how to proceed with General Assembly funds, more discussion to come later.
6. Hold Harmless clause added to the hangar lease agreement was discussed. Motion followed to add into lease agreement made by Grey Morgan and seconded by Jerry Tysinger. The initial wording was edited to remove the word "stow".
7. MFV Improvements update, progress is underway, shared a few photos of painting and floor grinding so far.
8. Director's Notes
 - a. Airport Operations budget presented for the minutes
 - i. Chairman Alphin asked to compare ramp fee from other airports
 - b. Fuel Report was included, Av Gas 1,542 gallons, Jet-A 15,649 gallons, Total of 23,499 gallons as of meeting date.
 - c. Shared 1200 Aero Operations report to show operations numbers.
9. Board voted on the remaining two logos and a unanimous decision was made. Motion to approve new logo was made by Larry Debose and seconded by Jerry Tysinger. New logo on the following page.

10. Executive Session. Tim and Dion departed and discussion followed about pursuing a second engineering firm. Board agreed, motion was made by Scotty Kennedy to proceed with RFQ for second on-call engineering services, second from Joe Bryant.
 11. An adjourning motion was made by Joe Bryant and seconded by Larry Debose.
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Previous Agenda – November 28th, 2023

1. Call Meeting to Order
 2. Approval of the Meeting Minutes of October 24th, 2023. *
 3. George Dedication update
 4. Updates on the Airport Capital Improvement Projects Worksheet, including:
 - a. NCFs-Hangar - closeout
 - b. Drainage Repair - closeout
 - c. Design of Taxiway A3
 - d. Fuel Farm Design
 5. Maintenance building
 6. Airport lease updated to include Hold Harmless*
 7. MFV Improvements Update, underway
 8. Director's Notes, including:
 - a. Airport Operations Budget
 - b. Fuel Report
 - c. Aircraft Operations Report
 9. DPL Logo Vote*
 10. Executive Discussion
- End the meeting with Adjournment. *