

## **Duplin County Airport Commission Meeting Minutes-November 2, 2021 @ 7:00PM**

### **Members Present:**

Jack Alphin, A.J. Connors, Roger Davis, Larry Debose, Dexter Edwards and Jerry Tysinger

### **Members Absent:**

Joe Bryant, Ricky Kennedy, Bob Quinn

### **Staff Present:**

George Futrelle, Assistant County Manager / Airport Director  
Josh Raynor, Airport Operations Manager

### **Visitors/Guests Present:**

Jennifer Martin, P.E., Parrish & Partners  
Marty Wynn, AVCON, Inc.

#### **Agenda-November 2, 2021**

1. Call to Order – Invocation - Introductions
2. Approval of September 28, 2021 Minutes
3. Financial Report
4. Master Plan Update
5. NCFS Project Update
6. NCFS Lease Agreement
7. AWOS Issue
8. Miscellaneous
9. Adjourn

### **Business Conducted as Follows:**

1. The meeting was called to order by Acting Chairman Jack Alphin. at 7:22 pm. An invocation was given by George Futrelle.
2. The minutes of the September 28, 2021 meeting were approved upon a motion made by A.J. Connors and seconded by Larry Debose.
3. Futrelle briefly reviewed the Airport Operations & Maintenance Budget financial report. Jack Alphin asked about our airport insurance, whether or not we've noticed an increase. A motion to record the financial report as part of the minutes as presented was made by Dexter Edwards and seconded by Roger Davis. The motion carried.
4. Jennifer Martin reported on the status of the Master Plan Project, stating that Parrish & Partners plans to get the draft to NC Division of Aviation by December. She will be sending the final chapters to Futrelle to review and it is hoped that the entire project can be wrapped up sometime in February, along with the EDC AirPark plan as well. Futrelle reported that the project had been billed to 83% complete.
5. Marty Wynn gave an update on the NC Forest Service Project, noting that the first lift of asphalt paving for the access road and parking lot was completed today (11.2.2021) and that the flooring was being installed in the offices. The big fans are to be delivered and installed next week. It was noted that the project was due to be completed in 5 weeks, or on December 8, 2021. Futrelle advised that Robert Delleo, Chief Pilot, really wanted to be moving into the offices sometime in December and start paying rent by January 1<sup>st</sup>. Jack Alphin asked if Change Order #4 needed to be officially approved since it was approved by acclamation via email. Marty reminded the board that CO #4 added 50 contract days to the project, required 12" undercut, fabric, CABC stone, geo-grid and more stone. A motion to approve CO#4 was made by Jerry Tysinger and seconded by A.J. Connors. The motion carried.
6. Futrelle noted that the NCFS has agreed to a month to month lease in the amount of the ground lease (approximately \$3,800 per month) until the permanent lease has been executed. Futrelle further advised that NC Division of Aviation had agreed to 30-year term and that the premise of a 20-year lease with NC Department of Agriculture at .20 cents per square foot per year was to be presented to the North Carolina Council of State at their next meeting on November 3<sup>rd</sup> 2021. It was noted that a 5-year escalation of 5% would be in the lease, or 1% per year, and that every 5 years the facility will be inspected to make sure it was being kept up in accordance with the terms of the lease. County Attorney, Tim Wilson, will be drawing up a month to month lease for the board's review and approval. Jack Alphin asked who was going to do the maintenance on the facility to which Futrelle responded that the NCFS has agreed to do all maintenance and repair and DPL staff will cut the grass. Jack asked if lease will be paid monthly or annually. Futrelle was not sure but supposes it will be annually.
7. Futrelle advised the board of the issue with the AWOS wind speed and direction sensor being cut off by FAA until adequate clearing can be accomplished. Futrelle advised the board that he had met with adjacent land owner, Stan Draughon and that Stan was willing to sell but his asking price of \$12,812.50 was likely above what the property would be appraised at and that NC Division of Aviation would not participate in cost above appraised value. An aviation easement was discussed, as well as a lease to own option with Stan cutting the trees so that we wouldn't have to permit his land. It was the general consensus of the board to use 2021 NPE funds to engage Parrish and Partners to do the initia

project preliminary engineering and environmental work and then hand it off to AVCON for construction. Dexter agreed to assist with negotiations with Mr. Draughon on the 1.21 acres needed within the 500' radius. One unknown at this point is whether or not the FAA would be satisfied with DPL clearing only 500' radius or if we would be required to clear the entire 1,000' foot radius as mentioned by the inspector, Don Frady. More to come on this issue.

8. Under Miscellaneous information, Futrelle advised that he forgot to include an update on the Drainage Assessment Project on the agenda and that the preliminary investigation and UAS aerial survey had been accomplished. The Task Order with AVCON has already been approved by the Airport Board and we're just waiting on the NCDOA to issue the grant. Josh Raynor reported on October fuel sales. Futrelle asked that the Board save the date of January 13<sup>th</sup> for the ribbon cutting of the NCFS Complex. He also advised that our new employee, Payne Bryan, began work on November 1<sup>st</sup>. Futrelle also advised that the Board would need to meet again on November 23<sup>rd</sup> since we usually don't meet in December, however, with all the work going on a December meeting may be necessary.
9. There being no further business to discuss, the meeting was adjourned after a motion by Dexter Edwards and a second by A.J. Connors, Jerry Tysinger and Larry Debose. The motion carried and the meeting was adjourned.