

Duplin County Airport Commission Meeting Minutes-February 28, 2023 @ 7:00PM

Members Present:

Jack Alphin, Larry Debose and Scotty Kennedy

Members Absent:

Joe Bryant, A.J. Connors, Roger Davis, Dexter Edwards, Grey Morgan, Jerry Tysinger

Staff Present:

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

Visitors/Guests Present:

Charles Rollins, County Planner
Tim Gruebel, P.E., Parrish & Partners, PLLC

Agenda – February 28, 2023

1. Call to Order – Invocation - Introductions
2. Approval of January 24, 2023 Meeting Minutes *
3. Presentation by Mr. Charles Rollins, County Planner on proposed Board of Adjustment *
4. Airport O&M Budget Report & Proposed FY 23/24 O&M Budget – Josh *
5. Status Report on Current Airport Improvement Projects – George / Tim
6. AVCON Work Authorization for NCFS Project Improvements – George *
7. AVCON Work Authorization for Drainage Improvements – George *
8. Miscellaneous Items & Announcements – Fuel Sales Report
9. Adjourn *

Business Conducted as Follows:

1. The meeting was called to order at approximately 7:18 pm by Chairman Jack Alphin. Chairman Alphin welcomed everyone and thanked Josh for cooking tonight. Chairman Alphin asked George Futrelle to provide an invocation. Charles Rollins, County Planner, was introduced.
2. Chairman Alphin opened the floor for the approval of the January 24, 2023 meeting minutes. Scotty Kennedy motioned to approve. Larry Debose seconded the motion and the motion carried.
3. Mr. Charles Rollins, County Planner, advised the Board that a proposed public hearing would be held on March 6, 2023 for the purpose of consideration of establishing a Board of Adjustment to adjudicate variance requests relative to any of the county development ordinances, including the airport Land Use and Height Restriction Ordinance and the Airpark Development Ordinance. He explained that in order for the variance process to follow best practices and be fair to those who request, a Board of Adjustment is necessary. He requested the Board go on record supporting the establishment of said Board of Adjustment and that he was going to present the same request to the EDC Board on Friday. After discussion, a motion to support the creation of a Board of Adjustment was made by Scotty Kennedy, seconded by Larry Debose. The motion carried.
4. The Airport O&M Budget and Proposed FY 23/24 O&M Budget was reviewed and discussed. Josh Raynor went through every revenue and expenditure line items and explained how the numbers for each were derived. After discussion, and recommendation to change the capital outlay request to a higher horsepower tractor, a motion to approve the proposed FY 23/24 O&M Budget was made by Larry Debose. The motion was seconded by Scotty Kennedy and the motion carried.
5. Futrelle provided a status report on the current Airport Improvement Projects with a spreadsheet handout showing the funding, expenditures to date, and the amount of funds remaining. Futrelle discussed the proposed project of adding concrete helicopter parking pad at the NCFS apron as well as adding some concrete between the two hangars in the grassy area. Tim Gruebel advised the board that he was in the project formulation stage of developing a work authorization for the design/bid of a new fuel farm.
6. Futrelle presented a proposed contract amendment from AVCON, Inc. to assist with the design/bid and construction administration of the concrete work at the NCFS hangar complex. This will be paid for with 100% state grant funds remaining in the project budget. A motion to approve the contract amendment #3, not to exceed \$12,257.00 was made by Scotty Kennedy and seconded by Larry Debose. The motion passed.

7. Futrelle presented AVCON, Inc. contract amendment #2 for Task Order # 2021-2, in the amount of \$13,868.00 for the purpose of assisting with the design/bid and construction administration of phase two of the airfield drainage repair project. Funds for this project have already been budgeted with a 90/10 NPE Grant. Larry Debose made a motion to approve the contract amendment #2, not to exceed \$13,868.00. Scotty Kennedy seconded the motion and the motion passed.
8. Under miscellaneous, Josh Raynor provided an update on fuel sales to date. Futrelle advised the board that he and Raynor would be attending the NC Airports Association annual conference in Pinehurst on March 19-21. There was a brief discussion about CAA and contract fueling options. Raynor will check into those programs and report back at a later date.
9. There being no further business to conduct, the meeting was adjourned upon a motion by Scotty Kennedy and a second by Larry Debose.