

# TRIANGLE NORTH EXECUTIVE AIRPORT COMMISSION

Tuesday, August 13, 2013

## Minutes

The Triangle North Executive Airport Commission was called to order at 5:30 p.m. by Vice Chairman Phillip Stover on August 13, 2013 in the conference room of the Triangle North Executive Airport.

In attendance were Commissioners: Phillip Stover, Guy Martin, Don Lancaster, Taylor Bartholomew, David Bunn and Herman Dickens. Also, in attendance were Steve Merritt (Airport Manager), Pete Tomlinson (Attorney-Davis, Sturges & Tomlinson), Jason Elliott (Project Engineer-Michael Baker Engineering) and Carey Johnson (Franklin Times). Absent from the meeting was Commissioner John Allers.

The second agenda item was review and approval of minutes from the June 11, 2013 meeting. The minutes were approved as read.

The third item on the agenda was public comments. Vice Chairman Stover called for comments from the public. Steve Merritt introduced Jason Elliott, who is with Michael Baker Engineering.

The fourth item on the agenda was airport operations update by Steve Merritt. Mr. Merritt said the ramp is full, the hangars are full and there are no tie downs left. Fuel prices are all over the place. Avgas went down 46 cents last week from \$4.86 to \$4.40 in just one week. Jet fuel price is a lot more stable.

Mr. Merritt said we are working on the AWOS upgrade. The temperature sensor was erratic and we replaced that. We would like to relocate the wind sensor and believe we have come up with a solution. There is a 500' radius and we can't build anything around it, so the solution is a remote wind sensor. The cost is approximately \$10,000 and we are eligible for 90% of the funds, but we don't have a grant on this. Mr. Merritt said he needed approval from the Commission, so that he could go before the County Commissioners with this request. Commissioner Lancaster made the motion to approve that Mr. Merritt place this item on the County Commissioner's agenda for their review and approval, with Commissioner Dickens seconding. The motion passed unanimously.

Mr. Merritt said he received approval from the NCDOT-Division of Aviation for the gate repairs (\$71,000). He said he needed approval from the Commission to go before the County Commissioners to apply for the grant to pay this. Commissioner Dickens made the motion to approve that Mr. Merritt place this item on the County Commissioner's agenda for their review and approval, with Commissioner Dickens seconding. The motion passed unanimously.

Mr. Merritt said additional tie downs are needed at the airport. The least expensive option is to add two tie downs where the two big hangars are, which would be about \$3,000. The more expensive option is to go down to the south ramp and put in another row of them, which would

cost about \$300,000 and take 360 months to pay back. Vice Chairman Stover asked if there was a possibility of putting in dirt or grass tie downs. Mr. Merritt said yes, there is and with Harnett and Sanford airports closing down for repairs, we may do that.

Mr. Merritt said we've discussed a parking lot for Triangle Skydiving, as well as putting a fence around the former Anne Gordon property. We'd like to bundle both of these into one project. Jason Elliott passed out a scope of work and preliminary engineer's estimate, which is approximately \$525,000. Mr. Merritt said this could be paid for with a discretionary grant and the county would have to match 10%.

The fifth agenda item was budget update by Steve Merritt. Mr. Merritt said the year-end budget, which ended 6/30/13, has been cleaned up, but we are still showing negative \$3,000. This was because we are overcharged on our insurance. Mr. Merritt asked Finance to remove this, but it wasn't done. Mr. Merritt said the gross profit level was at 27%. Our goal is to be self-sustaining and we've done that. Mr. Merritt said our current budget is slightly less than last year. Our prorated share of bonds and insurance actually went down from last budget from \$46,000 to \$40,000.

The sixth item on the agenda was update on hangar development projects by Steve Merritt. Mr. Merritt said construction on the Fayard's hangar is progressing well and the lease is almost finished. Mr. Fayard already has a couple of tenants ready to move in and others have expressed interest, as well.

Mr. Merritt said he is talking with another private individual about a lease on a new box hangar.

Mr. Merritt said in reference to the site prep for the former Anne Gordon property, he is talking with two individuals who have said they would pay for the site prep and build their hangar if we can come up with a lease that meets their requirements. Mr. Merritt said the discussion is in the early stages right now.

In other business:

- Commissioner Lancaster said he asked Chuck Murray to send him the accounts receivable summary for the airport, and there seems to be quite a few accounts that are over 90 days due. Mr. Merritt said we have previously discussed Brett James' account. Mr. James paid \$2,000 last week and we are clarifying what is remaining. Mr. Merritt said there are some overdue accounts that we can't collect due to the owner having gone bankrupt or we can't locate them. Mr. Merritt said he is open to any suggestions that the Commission may have and he has discussed this with Angela Harris and Chuck Murray three years ago, but they didn't have a method of writing them off. Commissioner Lancaster said we need to do something about these overdue accounts, whether it be to padlock the hangar or turn them over to collections. Mr. Merritt will look into what options are available to take care of this matter.
- The next meeting is scheduled for September 10<sup>th</sup> at 5:30 pm.

With no further business, the meeting was adjourned at 6:15 pm.