

TRIANGLE NORTH EXECUTIVE AIRPORT COMMISSION

Tuesday, November 8, 2011

Minutes

The Triangle North Executive Airport Commission was called to order at 5:00 p.m. by Chairman Allers on November 8, 2011 in the conference room of the Triangle North Executive Airport.

In attendance were Commissioners: John Allers, Herman Dickens, Phillip Stover and Taylor Bartholomew. Also, in attendance were Steve Merritt (Airport Manager), Angela Harris (County Manager), Jim Farthing (The LPA Group), Brigid Williams (The LPA Group) and David Guin (Batton & Guin). Absent from the meeting were Commissioners Shane Mitchell, Don Lancaster, and Guy Martin.

The second item on the agenda was deferred until a quorum was present.

The third agenda item was public comments. Chairman Allers called for comments from the public. There were no public comments at this time.

The fourth item on the agenda was an update on airport operations by Steve Merritt. Mr. Merritt said the cameras have been updated with new software and we now have a larger hard drive, which can store about a week's worth of images. All the gates are working properly, and the hangar doors and taxi lanes are clear and secure. The fuel farm containment system is operational and we now park the fuel trucks inside the containment area every night. The runway and taxiway lights are operational, but the rotating beacon is still not working. Barnes and Powell have been able to locate a replacement motor in Mississippi, and it is on the way here. However, in the long-term, we need to think about replacing the existing beacon with a more modern version because the parts for our beacon no longer exist. Commissioner Stover mentioned that he couldn't get the approach lights to come on recently. Mr. Merritt said he would check into this. Mr. Merritt said the GCO (Ground Communications Outlet) is sporadic in operation. We are currently negotiating with the RDU FAA Airways Facilities Division to obtain a RTR (Remote Transmitter/Receiver) that is being disestablished with the closure of the Horace Williams Airport in Chapel Hill. All the corporate hangars are full, and we have three (3) t-hangars available. Mr. Merritt said wholesale fuel prices are trending down, and the next load of fuel we buy will be about 20 cents cheaper to sell. Mr. Merritt said part-time employee, Gary Hayek, has terminated his employment, and this position has been posted.

With the arrival of Commissioner Stover, a quorum was now present. Chairman Allers said the second agenda item is the review and approval of minutes from the September 7th, September 13th, October 5th and October 11th meetings. Commissioner Stover motioned that the minutes be approved as read, with Commissioner Dickens seconding. The motion passed unanimously.

The fifth item on the agenda was the budget update by Steve Merritt. Mr. Merritt said we are at 40% of expenses and 39% of revenues, and we are in good shape. Rampart Aviation held a week long training session at the airport and bought a lot of fuel, and we are developing an agreement

with them to provide contract jet fuel for them. Because Rampart is a military aviation contractor, we would have to have certification from the Department of Defense to supply fuel to them. This would involve certifying our fuel delivery system to ATA 103 standards, and we have begun that certification process. Mr. Merritt said Rampart would park their planes here, as well.

The sixth item on the agenda was application for discretionary grant for land acquisition by Steve Merritt. Mr. Merritt said Ronnie Goswick is negotiating with Anne Gordon on a purchase offer. David Guin said he had a title search ran on the property in question, and found that the name Charles A. Thomas was listed on the property too. Since Mr. Thomas is deceased, Mr. Guin said he will be checking the estate records of Mr. Thomas tomorrow, and hopefully Mr. Thomas left the property to Ms. Gordon in his will. If this is not the case, then Mr. Guin will have to find the heir(s) to discuss. Once he has all the information, we can go ahead and complete the offer to purchase.

The seventh item on the agenda was discussion/approval of hourly contract from The LPA Group by Jim Farthing. Mr. Farthing said in the past, there has been some discussion about having a pre-approved engineering agreement for general aviation services, which aren't assigned to a specific project at the time the services are rendered, but will be in the future. Mr. Farthing presented a two-page contract, with LPA's hourly rates, which is not to exceed a total of \$5,000. Commissioner Stover made the motion that the Commission accepts the contract from The LPA Group, with Commissioner Bartholomew seconding. The motion passed unanimously. David Guin said the contract will have to be pre-audited by the Finance Director and then forwarded to the County Commissioners for their review and approval.

The eighth item on the agenda was discussion of TIP (Transportation Improvement Program). Jim Farthing said that Rick Barks (NCDOT-Division of Aviation) recently said that the TIP information would be sent out soon. Most likely, any TIP requests will be due back to NCDOT by the end of January or February. Mr. Farthing said he would take a look at our current projects on the TIP to see what the timeline is, so when it's time to submit, we will be ready to do so. Chairman Allers said he would like to set up a day and time to meet with Mr. Farthing and Mr. Merritt to discuss.

Steve Merritt said he would like to make the Commission aware of a hangar prospect, Travis Janovich. Mr. Janovich already has three (3) aircraft based at the airport, but he wants to buy a "Grumman Albatross", which will require that a hangar be built for it. This will be the largest hangar we've ever had at the airport. We may have to move the septic lines underneath the proposed site and we would have to relocate the road about 20' to make a parking lot for it and move the gate a little. We would be responsible for the site prep, but Mr. Janovich would pay for the construction of the hangar. Mr. Merritt said he is not sure of the cost for the site prep, but he estimates about \$100,000, which would be reimbursable under Vision 100 funds. Mr. Merritt said he would like permission to continue discussions with Mr. Janovich and give him a draft of the proposed lease agreement for the hangar. Commissioner Dickens made the motion that Mr. Merritt proceed with discussions with Mr. Janovich in reference to the hangar, with Commissioner Stover seconding. The motion was approved unanimously.

The ninth item on the agenda was closed session.

- A. The Commission will consider entering into a closed session pursuant to NCGS 143-318.11 (a)(3) to consult with an attorney employed or retained by the public body in order to

preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

- B. The Commission will consider entering into a closed session pursuant to NCGS 143-318.11 (a)(6) in order for the commission to discuss a personnel matter.

Commissioner Dickens made the motion to enter into closed session, which was seconded by Commissioner Bartholomew. The motion passed unanimously.

Following the closed session, Commissioner Dickens made the motion to enter back into open session, which was seconded by Commissioner Stover. The motion passed unanimously.

Chairman Allers announced that no action was taken during closed session.

Commissioner Stover made the motion that the Commission approves of the Airport Manager's business relationships with vendors at the airport and his use of the airport facility as a flight instructor, pursuant to the requests he submitted to Angela Harris, County Manager. Commissioner Dickens seconded the motion. The motion passed unanimously.

In other business:

- The next meeting will be on December 13, 2011 at 5:00 p.m. in the airport conference room.

With no further business, the meeting was adjourned.