

TRIANGLE NORTH EXECUTIVE AIRPORT COMMISSION

Tuesday, December 13, 2011

Minutes

The Triangle North Executive Airport Commission was called to order at 5:00 p.m. by Vice Chairman Stover on December 13, 2011 in the conference room of the Triangle North Executive Airport.

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

The second item on the agenda was review and approval of the minutes from the November 8, 2011 meeting. Commissioner Lancaster motioned that the minutes be approved as read, with Commissioner Mitchell seconding. The motion passed unanimously.

The third agenda item was public comments. Vice Chairman Stover 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 operations are running smoothly at the airport. The rotating beacon is working, but the GCO (Ground Communications Outlet) is still not working. We're working closely with a contractor and the FAA to get this upgraded to a RTR (Remote Transmitter/Receiver), but we've hit a brick wall with the FAA in Atlanta and there are so many forms to fill out. Mr. Merritt said fuel prices are down a little. We were at \$5.89/gallon for 100LL, and we are now at \$5.29. We're using the percentage markup on gas instead of gallon markup since we don't have many customers this time of the year. The markup for 100LL is about 33% and for Jet A it's about 44%, which is where we should be. Mr. Merritt said the fuel farm and containment system are up-to-date, and we've added an electrical outlet at the fuel farm because the fuel truck has a big block diesel engine and can be hard to start sometimes. We have three (3) t-hangars available for rent, but we do have someone who is interested in renting hangar B. The prospective tenant does maintenance on Malibus and Meridians only. Commissioner Lancaster asked if there were any accounts, which were 30 days overdue. Mr. Merritt said he would check into this, and let Commissioner Lancaster know.

The fifth item on the agenda was the budget update by Steve Merritt. Mr. Merritt said we are a little over in vehicle supplies, and he'll check to see exactly why that is. Gary Hayek, who was our part-time employee, resigned and Mr. Merritt said he has applications to review for his replacement. Mr. Merritt said they considered using prisoners like Sanford does, but there aren't enough armed guards at the Bunn prison facility to guard the prisoners when they would be working at the airport. Commissioner Mitchell questioned differences on the report the County Commissioners receive from Chuck Murray versus the report Mr. Merritt had presented to the

Airport Commission. Mr. Merritt said this has to do with outstanding purchase orders and he will discuss with Mr. Murray and report back to the Commission.

The sixth item on the agenda was application for discretionary grant for land acquisition by Steve Merritt. Mr. Merritt said he received the letter of award from the NCDOT-Division of Aviation two (2) days ago for the \$400,000, so we now have a commitment from the NCDOT for the money. David Guin said the purchase for the property goes before the County Commissioners on January 3rd. Mr. Guin said he thinks the question is going to be, so we have a commitment for \$400,000, but what about a letter of commitment for the rest of the funds. Mr. Guin said we need something in writing concerning this, and he sent an email to Ronnie Goswick today asking him about this. Also, we are waiting on some information from the NC State Historic Preservation Office about the 150' buffer at Cascine. Although the state said they would consider releasing the buffer, Mr. Guin said he would like a firm commitment from them that they will definitely do this.

The seventh item on the agenda was discussion of TIP (Transportation Improvement Program) by Jim Farthing. Mr. Farthing said he, Steve Merritt and John Allers met about two (2) weeks ago and reviewed last year's submittal and the draft plan for 2013-2017+ project listing is not drastically different from last year's. Mr. Farthing said the NCDOT-Division of Aviation has not sent out the official letters requesting the TIP information yet, but he expects they will probably be sent out sometime in January, and will be due back sometime in February or March. We've rearranged a few items based on discussion with Mr. Merritt and Chairman Allers, such as moving the site preparation for the big corporate hangar to the top of the list, and we've updated the cost increase, also. Mr. Farthing said you're not committing to any funding and this is just what the Division of Aviation wants to see for future reference for the airport. Commissioner Lancaster motioned that the draft plan be approved and once the official request and forms are received from the NCDOT-DOA, Mr. Farthing will transfer this information to those forms and then the plan will go before the County Commissioners for their subsequent review and approval. Commissioner Mitchell seconded the motion. The motion was approved unanimously.

The eighth item on the agenda was upcoming events by Steve Merritt. Mr. Merritt said there are three (3) events planned for the airport. The first event is a poker run, which is scheduled on February 11th. This event is sponsored by Total Flight Solutions, with all the proceeds being donated to the Jimmy V Foundation. All participants will meet at Triangle North Executive Airport at the end of the week on Saturday for lunch and prizes. Prizes include one tandem skydiving jump with Triangle Skydiving Center, a one hour helicopter lesson and more. The second event is scheduled for March 12th and it is the second time we've hosted this women's event, "You Can Fly, Too". The third event is scheduled for the end of March. We have some interest in having a helicopter WINGS day, which will be a safety day for helicopters. Mr. Merritt said we have many things going on during the next 90 days to make the airport an interesting place to come to during the off season.

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 Mitchell. The motion passed unanimously.

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

Vice Chairman Stover announced that no action was taken during closed session.

With no further business, the meeting was adjourned.