

TRIANGLE NORTH EXECUTIVE AIRPORT COMMISSION

Tuesday, March 8, 2011

Minutes

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

In attendance were Commissioners: John Allers, Phillip Stover, Don Lancaster, Steve Trubilla and Herman Dickens. Also, in attendance were Steve Merritt (Airport Manager), Bruce Allen (Airport Operations Specialist), David Guin (Batton & Guin) and Terry Bumpus (The LPA Group). Absent from the meeting were Commissioners Shane Mitchell and Guy Martin.

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

The third item on the agenda 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 Bruce Allen. Mr. Allen said that he has included more information this month to try and give everyone a better picture of fuel sales. Mr. Allen said fuel sales have remained pretty flat, but the price hasn't. The last time we bought 100LL, which was on 2/15, it was \$3.65/gallon. If we bought it today, it would be \$4.10/gallon. Our current price is \$4.69/gallon, which was updated yesterday. As of 2/28, we had inventory of approximately 7,958 gallons of 100LL. The last purchase of Jet A was on 1/19, at a cost of \$3.08/gallon. If we bought it today, it would be \$3.59/gallon. Our current price is \$4.29/gallon, which was updated yesterday. We will probably have to buy a load of 100LL next month, but we probably won't have to buy any Jet A. Mr. Allen said on the last day of the month, all the t-hangars were rented, except for two (2). However, since that time, we have now rented one (1) of the two (2). All the corporate hangars are rented, but we do have a current tenant in the hangar where the jet was. That tenant is on a month-to-month basis, with the understanding that if we get another jet, he'll leave that hangar. In the county hangar, we have two slots rented – one (1) at \$310/month and the other at \$290/month. The top floor is

rented, but the bottom floor is still available. Mr. Allen said the airfield is operational, except for the GCO (Ground Communications Outlet). We did have to call Barnes & Powell to come out and work on the taxiway lights because there were some bad transformers, and some of the connections on the lights themselves were bad. We are hoping that as we get more training, we will be able to do this work ourselves and only have to buy the parts. Mr. Allen said he and Dean Clark are planning on attending a maintenance seminar at RDU again this year, to further such training. Mr. Merritt said we are working with ILS Technical Services on the GCO and hope to replace it with a RTR (Remote Transmitter/Receiver), but we are waiting on a price first. Mr. Allen said it's almost time to begin cutting the grass again, and we have already made sure the mowers have been serviced by changing the oil, sharpening the blades, etc.

The fifth item on the agenda was the budget update by Steve Merritt. Mr. Merritt said we are at the low point of the year for receipts, but we did have \$6,000 more in sales this February than we had last year. As discussed at the last meeting, we are over in part-time salaries, but he has spoken with Chuck Murray about this and Mr. Murray says he'll make the adjustment to that line item. We are over in contract services, but that was due to repairs to the AWOS, and we hadn't budgeted for a breakdown of the AWOS. We should break even at the end of March, and April through October are our big months for gas sales, so we should see an increase in revenue, also.

Chairman Allers took a moment to thank Steve, Bruce, Dean and Gary for the outstanding job they've done at the airport and to keep up the good work.

The sixth item on the agenda was discussion of "FAA Wings Day" and "You Can Fly, Too" by Steve Merritt. Mr. Merritt said on March 19th from 8:00 a.m. to 5:00 p.m. we are having "FAA Wings Day". It is the first time we have had it here, and we are looking forward to highlighting our flight school and facility, as well providing traffic for the airport. The other program we are having that day is "You Can Fly, Too". We are trying to attract more women to aviation and make the airport a little more "woman friendly". All of the presenters are women CFIs (Certified Flying Instructor). We have 25 people signed up for the Wings program so far and the email was sent out only 24 hours ago.

The seventh item on the agenda was request for qualifications for consultants by Steve Merritt. Mr. Merritt said every five (5) years, the NCDOT-Division of Aviation requires that we advertise for requests for proposals for airport consulting/engineering services, which we did by placing an ad in the Franklin Times. We received one response, which was from our current consultant, The LPA Group. Commissioner Lancaster made the motion that the request for qualifications from

The LPA Group be accepted, with Commissioner Dickens seconding. The motion passed unanimously.

Steve Merritt said he would like to discuss an item, which was not placed on the agenda because it has just happened. Mr. Merritt said he received word from Richard Walls (NCDOT-Division of Aviation) that they might have some money at the end of September in the discretionary funds, which has not been spent. Mr. Walls asked that we do what we can to get a grant request together for the acquisition of the land, and Mr. Merritt would like approval to have an appraisal done on the property. Commissioner Stover made the motion that Mr. Merritt move forward with having an appraisal done, with Commissioner Trubilla seconding. The motion passed unanimously.

The eighth 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, seconded by Commissioner Trubilla. The motion passed unanimously.

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

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

In other business:

- There will not be a meeting held in April. The next airport meeting will be held on May 10, 2011 at 5:00 p.m. in the airport's conference room.

With no further business, the meeting was adjourned.