

**Mount Airy/Surry County Airport Authority
Meeting of May 17, 2017**

The Mount Airy/Surry County Airport Authority met on May 17, 2017 for a Special Meeting. The meeting was held in Room 335, Surry County Government Center, Dobson, North Carolina.

Authority members present for the meeting were Authority Chairman Eddie Harris, Vice-Chairman Van Tucker, R.F. "Buck" Golding, Larry Johnson, Larry Phillips, Greg Perkins, and Dr. Thomas Jackson.

Others present for the meeting, at various times, were:
Chris Knopf, County Manager
Conchita Atkins, Clerk to the Board
Sandy Snow, Assistant County Manager for Human Resources and Operations
Sarah Bowen, Finance Officer
Rhonda Nixon, Internal Auditor
Mayor David Rowe
Dennis Jones, RA-Tech
John Spane, RA-Tech
Attorney Jay Williams
Jeff Kirby, Parrish and Partners
News Media

Surry County Board of Commissioner Chairman Harris called the meeting to order.

Chairman Harris stated the Authority needs to consider electing officers for the remainder of the fiscal year ending June 30, 2017 and elect officers for fiscal year ending June 30, 2018.

Airport Authority Member Perkins made a motion to elect a Chairman and Vice-Chairman to serve from the current date until June 30, 2018. Airport Authority Member Dr. Jackson seconded the motion. The vote was unanimous.

Airport Authority Member Golding nominated Airport Authority Member Harris to serve as Chairman of the Mount Airy/Surry County Airport Authority with a term ending June 30, 2018. Airport Authority Member Tucker seconded the motion.

Airport Authority Member Johnson discussed making the terms concurrent with the Board of County Commissioners chairmanship terms.

Airport Authority Member Dr. Jackson expressed concerns regarding the Chairman being a qualified business man, having aviation experience and qualified to understated FAA guidelines.

Airport Authority Member Johnson stated the Authority will do what is necessary to make the airport operate efficiently.

A vote was taken on the motion. The vote was unanimous.

Airport Authority Member Johnson nominated Airport Authority Member Tucker to serve as Vice-Chairman of the Mount Airy/Surry County Airport Authority with a term ending June 30, 2018. Airport Authority Member Golding seconded the motion. The vote was unanimous.

Airport Authority Member Phillips made a motion to approve the April 10, 2017 minutes. Airport Authority Member Perkins seconded the motion.

Jeff Kirby stated there needed to be an amendment to the minutes on page 2, item 5 (e). to state: "The project request was submitted for reimbursement for the purchase of 282 Holly Avenue, the portion from Holly Springs Baptist Church and the portion from Mrs. Love." The grant has not been issued.

Airport Authority Member Perkins seconded the motion. The vote was unanimous.

Upon motion of Airport Authority Member Johnson, seconded by Airport Authority Member Perkins, the Authority voted unanimously to appoint Surry County Finance Officer Sarah Bowen as the Finance Officer for the Mount Airy/Surry County Airport Authority.

Upon motion of Airport Authority Member Golding, seconded by Airport Authority Member Tucker, the Authority voted unanimously to appoint Conchita Atkins as Clerk for the Mount Airy/Surry County Airport Authority.

Airport Authority Chairman Harris stated the Authority needs to consider the contract for General Management and Financial Services with Surry County.

There was discussion of the airport being operated as a blended component unit with a separate operating fund. Approximately \$1 M will be placed in the Airport Authority's budget to pay outside bills. The County will take all aspects of funding to remain in compliance.

Airport Authority Member Phillips asked RA-Tech to compile incident reports to insure the operations at the airport are safe and addressed, if necessary.

Upon motion of Airport Authority Member Johnson, seconded by Airport Authority Member Perkins, the Authority voted unanimously to approve the Contract for General Management and Financial Services with Surry County as presented.

There was discussion of misrepresentations regarding the direction that the County plans to take at the airport. Airport Authority Member Tucker stated the County plans to run the airport and complete the runway project. Chris Knopf stated the County will need to keep the airport open for twenty-years after all of the grants are completed.

The Authority discussed a proposed set of bylaws. Airport Authority Member Perkins expressed concerns with the language in Section 7.0 "Airport Manager" of the bylaws. Mr. Perkins would like it to include the Fixed Base Operator. Chris Knopf stated the bylaws must be reviewed for seven days and will be presented at the next Airport Authority meeting.

Jeff Kirby, Parrish and Partners, addressed the Authority regarding a bid for paving of the airport runway. Mr. Kirby stated bids were taken and only one bid was received, from Carl Rose & Sons, Incorporated. The bid was not opened due to only receiving one bid. Bids were advertised a second time and Carl Rose & Sons, Incorporated submitted a base bid option 1 \$4,573,428.90 and base bid option 2 \$5,008,108.45. The bids left a shortfall of funds needed from the State/FAA in the amount of \$877,500. Mr. Kirby stated there could be a conversation with the Division of Aviation to seek additional

funds for the paving project. Mr. Kirby discussed three options: Approaching the Department of Aviation for additional funds, reject the Carl Rose, Incorporated bid, or change the scope of the project and go back to the drawing board. Mr. Kirby stated the bid on the project was good for 120-days. The bid was received May 9, 2017.

There was discussion regarding the shortfall, additional funds needed and pursuing additional funds from the Division of Aviation. Mr. Kirby will work with the Division of Aviation on securing additional funds for the project.

Chris Knopf asked the Airport Authority to consider the following resolution.

Upon motion of Airport Authority Member Tucker, seconded by Airport Authority Member Golding, the Authority voted unanimously to approve the following resolution:

**RESOLUTION
CLOSING THE SURREY BANK
MOUNT AIRY-SURRY COUNTY AIRPORT
AUTHORITY BANK ACCOUNT**

WHEREAS, the Mount Airy/Surry County Airport Authority approved a contract with the County of Surry for General Management and Financial Services on May 17, 2017; and

WHEREAS, the Mount Airy/Surry County Airport Authority wishes to operate as a blended component unit of the County of Surry.

NOW, THEREFORE, BE IT RESOLVED that the Mount Airy/Surry County Airport Authority gives permission to the Mount Airy/Surry County Airport Authority Finance Officer to close any accounts with Surrey Bank in order to move funds into the fiscal control of the County of Surry.

There was discussion of the grading invoice from the Bannertown Volunteer Fire Department. The Authority also discussed deeding the land where the fire department is located.

Upon motion of Airport Authority Member Phillips, seconded by Airport Authority Member Tucker, the Authority voted

unanimously to pay the grading invoice to Bannertown Volunteer Fire Department for work completed by Sowers Construction.

Jeff Kirby discussed the Mount Airy/Surry County Airport 2017 CIP Planning Table. Mr. Kirby stated the table is a wish list for the airport. The list does not commit the Authority to funds. It is a list of long-range projects that would be approved by the Authority Board. The Division of Aviation would fund the projects at 90% with a local match of 10%. The Division of Aviation's goal is to compile a completed and updated list of projects recommended for funding by July 28, 2017.

It was the consensus of the Board to review at the next Airport Authority Meeting.

Dennis Jones and John Spane, RA-Tech Aviation, updated the Authority on the following:

Operations:

Flowage fees from Ra-Tech Aviation for April, 2017 were as follows: Avgas sales 1,780.6 gallons, Jet-A sales 3,145.2 gallons. A check for \$492.58 has been deposited to cover these fees.

- New tenants have moved into the house on 282 Holly Avenue.
- Tenants at 310 Holly Avenue have not paid March or April rent, and the tenants have moved out.
- House at 310 Holly Avenue has been cleaned and relisted for rent.

Maintenance Items:

- Repairs were made to the crew car. Authority approved up to \$1,500 for repairs. The repairs cost \$492.95.
- Key Pad and post have been ordered to secure the upper gate.
- New water heater was installed at rental house on Sage Lane; Authority approved up to \$1,200 for repairs. The water heater costs \$577.99.
- Mowing has been completed in April per contract.
- Repairs to the Insteel hangar door have been completed.
- Door locks have been replaced at 310 Holly Avenue, carpet steam cleaned, walls washed, kitchen sink faucet replaced and side door repaired.

- New appliances were installed at 282 Holly Avenue, Authority approved up to \$1,500 for the purchases, the cost was \$1,096.28.

Safety Operations:

- SWPPP has been completed for the first quarter with no issues found.

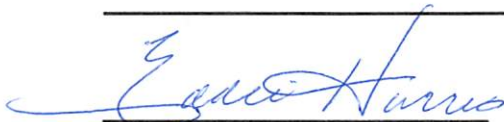
Monthly Sales:

- Invoiced \$7,928 for hangar rent, \$390.04 in house rental, collected \$2,000 in security deposits, \$492.58 in flowage fees from RA-Tech Aviation. Invoiced amount for April 2017 was \$13,810.62 minus \$75 utility credit leaving a net balance of \$13,735.62.


Mr. Jones stated the airport is manned every day from 8:00 a.m. until sunset.

There was discussion regarding RA-Tech providing Authority members with safety reports and safety issues. There was also discussion regarding a Bannertown Volunteer Fire Department need for a gate code in case of a fire at the airport. Mr. Spane stated he had worked with the Surry County Emergency Services Director on this matter.

Upon motion of Airport Authority Member Tucker, seconded by Airport Authority Member Golding, the Authority voted unanimously to adjourn. The meeting ended at 8:45 p.m.



Eddie Harris
Airport Authority Chairman



Conchita Atkins
Secretary to the Board

