

Mount Airy/Surry County Airport Authority  
Meeting of January 25, 2018

The Mount Airy/Surry County Airport Authority met on January 25, 2018 for an Airport Authority Meeting. The meeting was held at the Surry County Government Center, Room 335, Dobson, North Carolina.

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

Authority Member Larry Phillips was unable to attend.

Others present for the meeting, at various times, were:

Chris Knopf, County Manager  
Conchita Atkins, Secretary to the Board  
Sandy Snow, Assistant County Manager  
Sarah Bowen, Finance Officer  
Rhonda Nixon, Internal Auditor  
Attorney Jay Williams  
Attorney Dan Barrett  
Dennis Jones, RA-Tech  
John Spane, RA-Tech  
Seth Young, RA-Tech  
Jeff Kirby, Parrish and Partners  
Tim Gruebel, Parrish and Partners  
Martha Brintle, MIS Director

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Airport Authority Chairman Harris called the meeting to order and welcomed everyone.

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Airport Authority Chairman Harris asked for approval of the December 12, 2017 meeting minutes.

Upon motion of Authority Member Kirkman, seconded by Authority Member Dr. Jackson, the Authority voted unanimously to approve the December 12, 2017 minutes.

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Jeff Kirby, Parrish and Partners, discussed the timber removal at Sage Lane. Mr. Kirby stated all timber that was scheduled to be removed has been removed. It was completed in early January. The aerial mappers have flown the area to confirm that the clearing was complete. The FAA is in the

process of writing the approaches for the runway. A flight inspection should be scheduled shortly.

Authority Member Tucker asked about removing the stumps from Sage Lane.

Mr. Kirby suggested the stumping be included in the future lay out plan. It will be some time before they become a problem.

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Jeff Kirby, Parrish and Partners, discussed 182 Warthog Lane which is the one-acre parcel with the non-directional beacon. Parrish and Partners submitted a request to the North Carolina Department of Transportation to release the property for disposal. Mr. Kirby had received responses from the Division of Aviation that stated the request is in process.

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Jeff Kirby, Parrish and Partners, discussed the Airport Layout Plan. Mr. Kirby stated that every airport has an Airport Layout Plan on file with the FAA and State. The plan is a twenty-year plan, and the FAA would like the plan to be updated every 5-10 years. The last one completed was 2005 due to the runway extension project. During a recent meeting with the Division of Aviation, it was suggested that the Airport update the Airport Layout Plan. Mr. Kirby discussed the scope of services for an Airport Layout Plan. Mr. Kirby stated he is unsure if and when the State will fund the project. The grant paid for an aerial survey, and when an Airport Layout Plan is finished, the FAA wants the mapping completed.

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Jeff Kirby, Parrish and Partners, discussed the approach clearance at Sage Lane. The house does not penetrate the required 20:1 approach at that end of the runway.

Mr. Kirby also discussed the approach clearance at The Peoples Church and stated the church steeple does fall under the required 20:1 approach.

Mr. Kirby stated the status of Sage Lane, to be removed or not removed, should not be based on the runway environment due to it not being a problem with the runway approach.

Authority Member Johnson stated a citizen asked if the Sage Lane house is for sale. They would be willing to purchase the house and move it to another location.

Mr. Kirby stated the Division of Aviation recommended not taking any action on any property effected by the grant, but disposing of the Sage Lane house is not an issue. The only criteria relates to revenue that is derived from the sale and must be returned to the Airport Authority.

Authority Member Johnson will get further information from the citizen.

Authority Member Jackson stated he would love to see the house on Sage Lane removed.

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Jeff Kirby, Parrish and Partners, discussed tree removal of the east side of the runway between Leonard's property and the windsock. Mr. Kirby stated the same individual who performed the timbering on Sage Lane would be interested in cutting the timber at this location also. The trees will be addressed in the Airport Layout Plan process.

Authority Member Kirkman stated the Authority is in the position to utilize the current timber contractor. The Authority may not be able to get it completed at no costs in the future.

Upon motion of Authority Member Kirkman, seconded by Authority Member Tucker, the Authority voted unanimously to engage the current timber contractor to cut the trees behind the windsock on the east side of the airport and allow the County Manager to negotiate with the timber contractor.

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Authority Member Johnson stated that a landowner (Ms. Love) has property located near the Airport property and Eagle Carports. She is not interested in selling the property. Ms. Love wants to keep her property.

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Sarah Bowen, Finance Officer, gave the Authority a financial update on airport operations, revenues and capital projects.

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Chris Knopf, County Manager, discussed the Authority approving a non-federal reimbursement agreement and an allocation, not to exceed \$19,000, for a commissioning flight inspection on runways 18 and 36.

Upon motion of Authority Member Kirkman, seconded by Authority Member Dr. Jackson, the Authority voted unanimously to approve a non-federal reimbursement agreement and an allocation, not to exceed \$19,000, for a commissioning flight inspection on runways 18 and 36.

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Rhonda Nixon, Internal Auditor, and Attorney Dan Barrett presented the revised Mount Airy/Surry County Airport Rules and Regulations and the revised Hangar Policy.

Authority member Kirkman asked the Authority to consider making changes or alterations to the following rules:

Section 1: Rule 1.2 Compliance with Laws and Airport Rules and Regulations

Rule 1.5 (B) Special Procedures

Rule 1.7 Through the Fence Operations "any such agreement may not be transferred or assigned."

Rule 1.17 Controlled Substance

Section 2: Rule 2.1 Length of Ground Lease

Rule 2.2 (A) (Lease term)

Rule 2:9 Authority Possessory Right

Rule 2:11 (F)(C) "shall provide for at least ten (10) day written notice to Authority prior to cancellation or modification."

Section 4: Rule 4.2 Licensed Pilots

Rule 4.3 (B) "Aircraft shall not be permitted to remain on the landing or takeoff areas for the purpose of instruction.

Rule 4.6 (B)" Aircraft shall not be parked within fifty (50) of an aircraft fuel pump or fuel service truck parking area except when being refueled.:

Rule 4.6 (D)" At the direction of the Manager, the operator, owner, or pilot of any aircraft on the airport shall move such aircraft from the place where it is parked or stored, to another place on the airport designated by said Manager. If the operator refuses to comply with such directions, the Manager may tow the aircraft to such place at the operator's expense and without liability for damage that may result from such moving.

#### Rule 4.9 Repairs to Aircraft

#### Section 8: Rule 8.3 Penalty for Violation

#### Hangar Policy-Hangar Application

The changes were discussed. Ms. Nixon and Attorney Barrett will meet regarding the changes and bring recommendations to the Authority for review.

Mr. Knopf stated it had been discussed that once the Authority was agreeable to the draft Rules and Regulations, the Rules and Regulations would be posted at the Airport for public inspection for two weeks before the Authority considers adoption.

Mr. Barrett recommended the Authority pass the proposed Rules and Regulations, then receive any public comments and incorporate any valid public comment into a final Rules and Regulations Policy.

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Rhonda Nixon, Internal Auditor, discussed the amount of revenue lost by Ra-Tech during the runway closure exceeded the amount previously approved by the Authority. Ms. Nixon explained the calculated amount of lost revenue during the runway closure.

Upon motion of Authority Member Johnson, seconded by Authority Member Golding, the Authority voted unanimously to approve \$7,345.77 to be paid to Ra-Tech Aviation for revenues lost during the airport runway closing in September and October 2017.

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Rhonda Nixon, Internal Auditor, discussed a motion made at the December 12, 2017 meeting. The motion stated: Upon motion of Authority Member Kirkman, seconded by Authority Member Dr.

Jackson, the Authority voted unanimously for the FBO to do a month to month lease for hangar #7. Ms. Nixon ask the Authority was it the intention of the Authority for Ra-Tech to keep the revenue received from hangar #7.

Authority Member Kirkman stated he was under the impression that the Authority could not rent a vacant hangar until a lease agreement was in place. Ra-Tech has been using one of the Authority's hangars to store new airport equipment and Ra-Tech pulled their airplane outside to allow the Authority to store equipment. Authority Member Kirkman recommended allowing Ra-Tech to collect the rent until a lease agreement is signed with a tenant.

Upon motion of Authority Member Kirkman, seconded by Authority Member Golding, the Authority voted unanimously to approve Ra-Tech to collect revenue on hangar #7 until the Hangar Policy is adopted.

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Chris Knopf, County Manager, stated that the Authority is required to bid out its professional services every five years. The process will need to be completed in late 2018. The current agreement with Parrish and Partners was executed on November 15, 2013. Mr. Knopf presented a schedule to solicit proposals for professional services.

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Chris Knopf, County Manager, stated the Authority approved a request that the North Carolina Department of Transportation move up the FY 2023 Corporate Development Area project to FY 2019. The project includes the construction of hangars along with the development of a new general aviation area; it does not include the actual construction of a new terminal building. Mr. Knopf stated that according to the Division of Aviation, the existing terminal building does not meet North Carolina State System Plan objectives. If a new terminal is constructed, it would be better to secure funding through STI 6.0, otherwise the project would need to be funded 50/50 between the State and the Authority. The terminal in STI 6.0 could be funded 100%. Mr. Knopf stated the project could be presented to the RPO which has points that could go towards the project.

The Authority discussed the costs of a new terminal. The terminal size would need to be a minimum of 4,500 square feet.

Mr. Kirby stated the \$6M project that is funded has flexibility within the context of what has been described. There are no maps that show what will be constructed. It just says it will build an access road, apron area, utilities, and hangars. It does not state where or how many. There is a site that is already prepared for a hangar on the north side.

Upon motion of Authority Member Tucker, seconded by Authority Member Dr. Jackson, the Authority voted unanimously to pursue the terminal project and submit request to the STI at 100% funding.

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Chris Knopf, County Manager, addressed the Authority regarding a Duke Energy Easement for the lighting at the Airport.

Upon motion of Authority Member Kirkman, seconded by Authority Member Johnson, the Authority voted unanimously to approve the Duke Energy easement.

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Chris Knopf, County Manager, updated the Board on the outbuildings located at 219 Airport Road and 647 Holly Springs Road. The buildings are scheduled to be removed the first of March.

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Authority Member Kirkman stated that an electrician needs to look at the electrical vault at the Airport. Mr. Knopf will work with the Facilities Director to arrange someone to review the electrical vault when the engineers are ready for review.

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Chris Knopf, County Manager, presented a 2018 Mount Airy/Surry County Airport Authority meeting schedule. The Authority discussed the schedule. Mr. Knopf stated the Authority can schedule other meetings, if needed.

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Chris Knopf, County Manager, discussed T-posts left at the airport by the contractor following the expansion.

Mr. Kirby stated the contract outlines that the T-posts remain the property of the contractor.

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Chris Knopf, County Manager, addressed the Authority regarding a propane tank at the Airport owned by Amerigas. The FBO purchases gas from Amerigas. The FBO would like to find a different provider that is less expensive. The Authority needs to purchase the tank from Amerigas. The cost of the tank is \$650 plus tax. It is a 500-gallon tank.

Upon motion of Authority Chairman Harris, seconded by Authority Member Golding, the Authority voted unanimously to approve the purchase of the Amerigas tank at a cost of \$650 plus tax.

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

- Fuel sales from Ra-Tech Aviation for December 2017 were as follows: Avgas sales 998.6 gallons, Jet-A sales 2,897.2 gallons. A check for \$389.58 has been deposited to cover flowage fees.
- Replaced monitor in FBO for AWAS.
- Replaced front tires on tractor used to move large planes owned by the Authority.
- Replaced broken door lock on house at 342 Sage Lane.
- Painting has been completed at 282 Holly Avenue.
- New flooring installed at 282 Holly Avenue is complete.
- House on 210 Airport Road has been listed for rent.
- New receptacles, switches and wall plates have been installed at 282 Holly Avenue. The house has been cleaned and ready to rent.
- Purchased an Aviation Handheld Radio and gave to Emergency Services.
- Finalizing Emergency Response Plan for the Airport by working with Emergency Services.

Mr. Jones discussed a courtesy car used by the Airport. Mr. Jones stated the service air bag light is on in the vehicle. It was the consensus to get the vehicles checked.

Mr. Jones stated there is an old courtesy car sitting at the Airport that does not have a title. The car has maintenance issues, but Ra-Tech has someone who is interested in purchasing the vehicle.

Ms. Bowen stated the Finance Office can junk the vehicle and the vehicle can be disposed of by the Purchasing Agent.

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Seth Young, Ra-Tech Aviation, presented a presentation on a Flight School and Liberty Aviation University Partnership. Mr. Young discussed the following requirements with the Aviation School: Liberty University must first be able to have an affiliated school in North Carolina, the flight school must be a non-provisional approved school, flight school must be able to accept VA funding from the Department of Veterans Affairs, the school must conduct a telephone interview with Liberty Aviation officials, Liberty Aviation will review all proposed flight school assets, Liberty University must conduct a review of flight school financials and visits the flight school to inspect all facilities and equipment and conduct reference checks, and the aviation department submits applications and findings to the college for review and approval.

Mr. Young also discussed the following Flight School Certification: the different phases of certification, pre-application, eligibility (pre-application request, equipment, training syllabus and operations manual, training course outline, physical business office, and certified instructors), letter of intent.

Mr. Young discussed the submitting of an application to the FSDO-FAA, document compliance and demonstration and inspection, certification, and estimated cost of aircraft acquisition, and continued maintenance costs.

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Upon motion of Authority Member Golding, seconded by Authority Member Tucker, the Authority voted unanimously to approve and not release the September 26, 2017 closed session minutes.

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Airport Authority Chairman Harris asked for a motion to adjourn.

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

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Eddie Harris  
Airport Authority Chairman

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Conchita Atkins  
Secretary to the Board

**Mount Airy/Surry County Airport Authority  
Meeting of February 15, 2018**

The Mount Airy/Surry County Airport Authority met on February 15, 2018 for an Airport Authority Meeting. The meeting was held at the Surry County Government Center, Room 335, Dobson, North Carolina.

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

Others present for the meeting, at various times, were:  
Chris Knopf, County Manager  
Conchita Atkins, Secretary to the Board  
Sandy Snow, Assistant County Manager  
Sarah Bowen, Finance Officer  
Attorney Dan Barrett  
Dennis Jones, RA-Tech  
John Spane, RA-Tech  
Jeff Kirby, Parrish and Partners  
Tim Gruebel, Parrish and Partners

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Airport Authority Chairman Harris called the meeting to order and welcomed everyone.

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Airport Authority Chairman Harris asked for approval of the January 25, 2018 meeting minutes.

Authority Member Kirkman asked for a change to the January 25, 2018 minutes on page 88, second paragraph. Authority Member Kirkman asked that the sentence read: Ra-Tech has been using one of their rented hangars to store new airport equipment and Ra-Tech pulled their airplane outside to allow the Authority to store equipment.

Upon motion of Authority Member Golding, seconded by Authority Member Kirkman, the Authority voted unanimously to approve the January 25, 2018 minutes with the change noted.

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Jeff Kirby, Parrish and Partners, updated the Authority on the tree removal behind the windsock. Mr. Kirby had coordinated with the individual performing the other clearing and he has

agreed to timber behind the windsock at no cost. Mr. Kirby will also be coordinating with the individual on a price to remove the trees along the edge of the Leonard Aluminum property.

Mr. Kirby updated the Authority on the runway extension project. The lights are now operating. Mr. Kirby is still dealing with two issues with the contractor. One is rerouting the power to the beacon and an issue with two electric regulators.

Mr. Kirby stated the contract with Carl Rose does have a liquidated damages provision. Carl Rose did not complete the job within the timeframe in the contract. Mr. Kirby stated he was not ready to make a recommendation, but he has looked at the liquidated damages clause in the contract. There are different ways you can evaluate liquidated damages; one by the strictest sense in the contract which could be sever damages to the extent of \$500,000 or the Authority can go to the very easiest interpretation of the document and the damages could be between \$120,000-\$130,000. The Authority does not have to do anything. Mr. Kirby stated the contract is not officially complete and Parrish and Partners will continue to monitor the issue.

The Authority discussed various phases of the project and issues with the completed project. Mr. Kirby stated that liquidated damages are a judgement call and Parrish and Partners has discussed the issue with Carl Rose and Sons.

Mr. Kirby stated the project is substantially completed and can be used for its intended purpose.

Mr. Kirby discussed the Airport Layout Plan update. The Division of Aviation has recommended that the Authority move forward with the plan. It could possibly be funded at the 100% level.

Mr. Kirby also discussed the STI Corporate Area Redevelopment project. The request to advance construction funds has been submitted and the Division of Aviation recommends the Authority move forward with the design work. The Division of Aviation can accelerate the construction and the design funds. The project would then be ready to go to construction.

Mr. Kirby stated the Division of Aviation is looking at projects that are shovel ready and could be under construction soon. The Division of Aviation wants to know if the Mount

Airy/Surry County Airport has any shovel ready projects. Mr. Kirby presented three projects.

1. Taxiway rehab.
2. Reimburse the Authority for the land that has been purchased over recent years.
3. Environmental mediation.

Mr. Kirby stated the Division of Aviation wants projects that can begin by July 1, 2018. The projects would be 100% funded.

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Sarah Bowen, Finance Officer, presented the Authority a financial update on airport operations, revenues and capital projects.

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Sarah Bowen, Finance Officer, addressed the Authority regarding the 2001 Chevrolet courtesy car at the airport. The car was not drivable and has been scrapped to Big Dog Salvage in Mount Airy for \$150.00.

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Attorney Dan Barrett presented the Rules and Regulations with changes discussed at the January 25, 2018 meeting. Mr. Barrett and the Authority discussed minor changes to the Rules and Regulations. Attorney Barrett will make changes to the document and recommended adoption subject to posting the Rules and Regulations at the Mount Airy/Surry County Airport for 30-days for public comment. The Rules and Regulations will come before the Authority for final approval at the March 22, 2018 meeting.

Upon motion of Authority Member Tucker, seconded by Authority Member Johnson, the Authority voted unanimously to adopt the Mount Airy/Surry County Airport Rules and Regulations with changes noted by Attorney Barrett with the Rules and Regulations being posted at the Airport for thirty days for public comment, and subject to final approval on March 22, 2018.

Attorney Barrett stated he did not know of any additional hangar policy changes.

The Authority discussed removing certain hangers from the hangar policy.

Mr. Barrett recommended bringing the Hanger Policy to the next meeting.

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Chris Knopf, County Manager, addressed the Authority regarding maintenance on the electrical vault. One of the County's electricians will, in the near future, go to the Airport and learn the vault setup for any future maintenance.

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Chris Knopf, County Manager, discussed a request from Authority Member Kirkman regarding the creation of a committee to assist with making airport decisions between meetings.

Authority Member Kirkman stated there have been several occasions where there needed to be some decisions made promptly at the Airport. Mr. Kirkman stated in the absence of an Authority meeting we need someone to handle day-to-day operations. The FBO has had several situations where an answer was needed immediately. Authority Member Kirkman stated the Airport By-Laws allow the Authority to form subcommittees. Mr. Kirkman feels it would be wise to have a committee to deal with small issues on a day-to-day basis.

Mr. Knopf stated that if you delegate any power to a committee it becomes a public body; it must have a meeting schedule, advertise the meetings, keep minutes, and the public has to be invited. Mr. Knopf stated if you fact find, then it is different. Mr. Knopf stated the issues should come to the Airport Manager. Mr. Knopf stated that the County's goal is to have a point of contact to deal with Airport issues on a day-to-day basis in the future.

Authority Member Kirkman stated the FBO just needs someone to contact when an issue arises.

Mr. Knopf explained the process of how management was dealing with each issue as they arise. Mr. Knopf stated the County will be building a budget for the Airport next year and one item in the budget will be including recommendations of the facilities study at the Airport.

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Chris Knopf, County Manager, presented information on the AWOS critical area. Mr. Knopf stated one of the options recently discussed was amending the airport overlay zoning around the airport itself to create a subzone to protect the

area from development. Mr. Knopf stated the only concern would be if this requirement would be paramount to a taking of reasonable use of the property. Mr. Knopf will reach out to the attorney regarding the taking issue.

It was the consensus of the Authority for the County Manager to move forward.

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Chris Knopf, County Manager, discussed Mike Shields, who occupies hangar number 2. Mr. Knopf stated that Mr. Shields does military and governmental contracting. Mr. Shields had hangar doors, sometime last year, that could not be opened and he missed meetings. Mr. Knopf stated the doors have been repaired several times. The doors must open to get his aircraft out of the hangar. There were two months he could not get his aircraft out of the hangar and Mr. Shields missed meetings and lost possible contracts. Mr. Shields has not paid rent for those months because he could not get his plane out of the hangar. Mr. Knopf stated the doors are currently working. Mr. Knopf stated he has not paid rent in three months.

Mr. Knopf asked the Authority if they want to consider the doors in the FY 18-19 budget cycle. The Authority discussed the next step if the doors malfunction again. The doors will need to be propped open until a repair can be made.

Upon motion of Authority Member Kirkman, seconded by Authority Member Dr. Jackson, the Authority voted unanimously to relieve Mr. Shield of three months' rent.

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

- Flowage fees from Ra-Tech Aviation for January 2018 were as follows: Avgas sales 1,064 gallons, Jet-A sales 2,037.1 gallons. A check for \$310.11 has been paid to cover these fees.
- Replaced airplane tie-down straps with new straps.
- Rented house at 219 Airport Road.
- Took a hangar deposit and application from Robert and Daniella Wall to be placed on the waiting list.
- The following Ra-Tech Aviation employees have completed and updated their on-line General Aviation Security course as required by the TSA for security awareness

training for 2018: Bradford Byrd, Tyler Wimbish, John Spane, and Dennis Jones.

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Authority Member Tucker stated he had a call and email regarding an individual who proposes to construct a 100x100x20 hangar at the Airport for two airplanes. The individual requested to come to the next Airport Authority meeting and present a plan. The individual proposes to pay for the hangar and after twenty-years it will revert to the Authority.

Mr. Knopf stated the individual can send him a request and he will be placed on the next agenda.

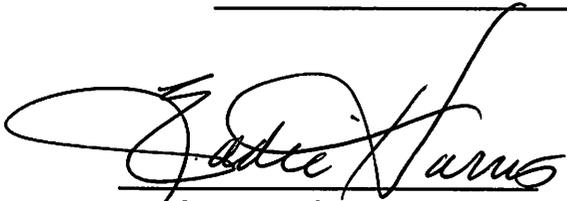
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Airport Authority Chairman Harris asked for a motion to adjourn.

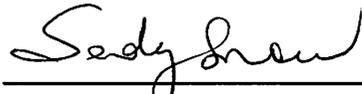
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Upon motion of Authority Member Kirkman, seconded by Authority Member Golding, the Authority voted unanimously to adjourn. The meeting ended at 7:30 p.m.

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Eddie Harris  
Airport Authority Chairman



Sandy Snow  
Secretary to the Board  
(Successor to Conchita Atkins)



**MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY**  
**Meeting of March 22, 2018**

The Mount Airy/Surry County Airport Authority met on March 22, 2018 for an Airport Authority Meeting. The meeting was held at the Mount Airy/Surry County Airport, 146 Howard Woltz Jr. Way, Mount Airy, North Carolina.

Authority members present for the meeting were Authority Chairman Eddie Harris, Vice-Chairman Van Tucker, Authority member Larry Phillips, Authority member Larry Johnson, Authority member Nolan Kirkman, and Authority member Dr. Thomas Jackson.

Others present for the meeting, at various times included:

- Chris Knopf, County Manager
- Sandy Snow, Assistant County Manager
- Rhonda Nixon, Internal Auditor
- Sarah Bowen, Finance Officer
- Attorney Dan Barrett
- Dennis Jones, Ra-Tech
- John Spane, Ra-Tech
- Jeff Kirby, Parrish and Partners
- Tim Grubel, Parrish and Partners
- Airport staff

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Airport Authority Chairman Harris called the meeting to order and welcomed everyone attending.

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Authority Chairman Harris asked for approval of the February 15, 2018 meeting minutes.

Upon motion of Authority Member Kirkman, seconded by Authority Member Jackson, the Authority voted unanimously to approve the minutes.

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The Authority discussed the appointment of a new secretary.

Upon motion of Commissioner Johnson, seconded by Commissioner Tucker, the Authority voted unanimously to appoint Sandy Snow as secretary to the Airport Authority.

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Sarah Bowen, Finance Officer, presented the Authority a financial update on airport operations, revenues, and capital projects.

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Sarah Bowen, Finance Officer, updated the Authority on the audit for Fiscal Year 2018. Ms. Bowen stated the Authority had voted on February 23, 2018 to begin using the Gould Killian CPA Group for the County's audits for Fiscal Year 2018. The price for the audit for the Airport Authority will be \$12,500, a reduction from \$28,000 last year.

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Jeff Kirby, Parrish and Partners, discussed a draft Supplemental Agreement # 5 with Carl Rose and Sons for additional work performed. The proposed Supplemental Agreement covers three potential work items that are outside the scope of the original contract. 1) Mill and replace asphalt pavement in parking lot; 2) Drainage improvements between the runway and parallel taxiway at Taxiway A4 to eliminate existing rip rap on slopes; and, 3) Installation of a stone emergency staging area. Once the Authority has approved, Mr. Kirby will work with NCDOT to use existing grant funds to complete the work. The Supplemental Agreement has not been presented to the Division of Aviation yet. The stone, in the amount of \$67,875, would be used at a future time.

Authority Member Kirkman felt the Authority should consult with Rachel Binghamman.

The Authority discussed the possibility of the staging area being moved to a different location. The staging area currently chosen provides a clear view of all premises and prevents fire departments from being on the runway.

Jeff Kirby will consult with Rachel Binghamman and report back to the Authority at the next meeting.

Upon motion of Authority Member Tucker, seconded by Authority Member Kirkman, the Authority voted unanimously to approve item #81 and #83 on the change order. The approvals were drainage and grading on the taxiway at a cost of \$7,000 and mill and resurface FBO parking lot at a cost of \$40,000.

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Jeff Kirby updated the Authority on the tree removal project. Leonard Aluminum is in the process of removing trees.

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Jeff Kirby, Parrish and Partners, informed the Authority there has been no scheduled date for flight checks with the FAA.

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Chris Knopf, County Manager, updated the Authority on hangar maintenance issues. Mr. Knopf stated Hangar #20 has roof leaks around skylights as well as other areas. The cost of repair is approximately \$14,000. Hangar #19 has a roof leak with a repair estimate of \$1,500.

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Chris Knopf, County Manager, stated Don Mitchell, Facilities Director, is reviewing options for installing LED lighting which would enhance lighting quality and improve safety issues in the areas between the hangars.

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Chris Knopf, County Manager, updated the Authority on a quote from Carolina Environmental Specialists to tear down the old barns and pack houses at 219 Airport Road and 647 Holly Springs Road. The quote is in the amount of \$10,075. The Authority will discuss at a later meeting.

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The Authority resumed discussion regarding the hangar maintenance issues Mr. Knopf had presented.

Upon motion of Authority Member Johnson, seconded by Authority Member Tucker, the Authority voted to approve \$15,500 to repair the Spencer and Insteel Hangars. The vote was as follows: Ayes: Authority Member Harris, Authority Member Tucker, Authority Member Johnson, Authority Member Phillips, Authority Member Jackson. Abstaining: Authority Member Kirkman

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John Spane and Dennis Jones, Ra-Tech Aviation, presented the Airport Manager's report.

- Flowage fees from Ra-Tech Aviation for February 2018 were as follows: Avgas sales 863.6 gallons, Jet-A-Sales 2092.2 gallons. A check for \$295.58 has been paid to cover these fees.
- The Sage Lane tenant informed Ra-Tech he will not be paying February's rent and would be vacating the property by mid-March, due to trees being cut and the pool being

filled in. However, the tenant has since paid the rent but will be moving.

- The plumber made repairs to the Insteel Hangar faucet.
  - The 282 Holly Avenue house was rented on March 9.
  - Requested maintenance was done at the Shelton Hangar.
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The Authority discussed tearing down the Sage Lane house and the potential for hazards if the house remains. Jeff Kirby was asked to discuss with Rachel Bingham the possibilities of tearing down the house or relocating it. Once the house becomes vacant, it will not be rented. The Board will discuss at a later meeting.

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Riding of four wheelers was discussed. The Sheriff's Office will be contacted if the problem continues.

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The Authority discussed storing foam for emergency situations. It was the consensus of the Authority for the fire department to store foam at the Airport for emergency purposes and to send a notification letter to the fire department.

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Dennis Jones, Ra-Tech, discussed a problem with trash accumulating along the fence. Chairman Harris will check on assistance to clean up the trash.

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Rhonda Nixon, Internal Auditor, discussed the lease of rental property at 282 Holly Avenue.

Upon motion of Authority Member Kirkman, seconded by Authority Member Jackson, the Authority voted unanimously to approve for Ra-Tech to collect two month's rent for a security deposit for the 282 Holly Avenue house.

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Rhonda Nixon, Internal Auditor, presented the Hangar Policy which had been previously discussed with the Authority.

Upon motion of Authority Member Tucker, seconded by Authority Member Johnson, the Authority voted unanimously to approve the Hangar Policy as presented.

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Rhonda Nixon, Internal Auditor, and Dan Barrett, Attorney, discussed the Airport Rules and Regulations which are in the process of being revised. They stated comments had been received from John Springthorpe, during the open comment period.

Mr. Barrett stated a question must be resolved also on "additional insured".

Authority Member Kirkman discussed a question regarding ultralights and medical licensure.

Attorney Barrett stated most of the rules are in FAA regulations or were in the prior regulations of the Airport Authority.

It was the consensus of the Authority for Dan Barrett and Rhonda Nixon to complete the review of the Rules and Regulations and bring back to the next meeting. They will discuss with John Springthorpe any comments he may have. Jerry Gordon, tenant of Hangar #3, will e-mail his suggestions.

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The newly developed Mount Airy/Surry County Emergency Response Plan was discussed. There has been no opposition to the plan from involved parties except for finalizing a staging area. The best location for the media area was also discussed.

Upon motion of Authority Member Johnson, seconded by Authority Member Jackson, the Authority voted unanimously to approve the Emergency Response plan as presented.

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Mike Shields had previous problems with his hangar door limiting his ability to move his plane. He was very appreciative of the three months relief in his rent payment which was previously approved by the Authority.

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Upon motion of Authority Member Kirkman, seconded by Authority Member Jackson, the Authority voted unanimously to go into closed session.

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The Airport Authority came out of closed session and resumed regular business.

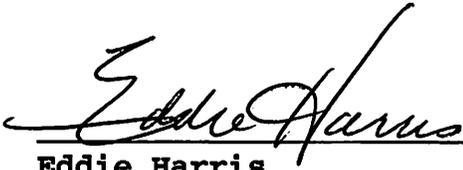
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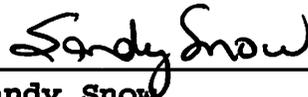
Upon motion of Authority Member Tucker, seconded by Authority Member Johnson, the Authority voted unanimously to appoint Ed Woltz, Surry County Attorney, to serve as the Airport Authority Attorney, replacing Jay Williams.

The Board of County Commissioners will take final action on approval of the appointment.

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Upon motion of Authority Member Tucker, seconded by Authority Member Kirkman, the Airport Authority voted unanimously to adjourn. The meeting ended at 8:00 p.m.

  
\_\_\_\_\_  
Eddie Harris  
Airport Authority Chairman

  
\_\_\_\_\_  
Sandy Snow  
Authority Secretary

MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY  
Meeting of May 24, 2018

The Mount Airy/Surry County Airport Authority met on May 24, 2018 for an Airport Authority Meeting. The meeting was held at the Surry County Government Center, 118 Hamby Road, Dobson, North Carolina.

Authority members present for the meeting were Authority Chairman Eddie Harris, Vice-Chairman Van Tucker, Authority member Larry Phillips, Authority member Larry Johnson, Authority member Nolan Kirkman, and Authority member Dr. Thomas Jackson.

Others present for the meeting, at various times, included:  
Chris Knopf, County Manager  
Sandy Snow, Assistant County Manager  
Sarah Bowen, Finance Officer  
Attorney Ed Woltz  
Attorney Dan Barrett  
Kim Bates, Planning Director  
John Spane, Ra-Tech  
Dennis Jones, Ra-Tech  
Jeff Kirby, Parrish and Partners

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Authority Chairman Harris called the meeting to order and welcomed everyone attending.

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Authority Chairman Harris asked for approval of the March 22, 2018 meeting minutes.

Authority member Kirkman brought an address correction to the Authority's attention.

Upon motion of Authority member Kirkman, seconded by Authority member Jackson, the Authority approved unanimously to approve the minutes with the address correction.

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Sarah Bowen, Finance Officer, presented the Authority a financial update on airport operations, runway expansion, and runway and taxiway extensions.

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Sarah Bowen, Finance Officer, presented budget amendments #4, #5, #6, and #7.

Budget Amendment #4 as follows:

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	<u>PREVIOUS AMOUNT</u>	<u>CHANGE</u>	<u>REVISED AMOUNT</u>
<u>AIRPORT CAPITAL PROJECT FUND</u>				
<u>EXPENDITURES</u>				
<u>RW &amp; TW EXTENSION</u>				
99754988 51640	Project Construction Increase departmental total.	4,491,135	150,000	4,641,135
		4,904,995	150,000	5,054,995
<u>REVENUES</u>				
99744988 43388	NC DOT Grant	4,414,496	135,000	4,549,496
99744988 49900	Unencumbered Balance Increase fund totals	490,499	15,000	505,499
		4,904,995	150,000	5,054,995

Budget Amendment #5 as follows:

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	<u>PREVIOUS AMOUNT</u>	<u>CHANGE</u>	<u>REVISED AMOUNT</u>
<u>AIRPORT FUND</u>				
<u>EXPENDITURES</u>				
<u>AIRPORT</u>				
8154985 51500	Professional Services	21,000	5,000	26,000
8154985 51720	Contracted Services Buildings & Grounds	136,800	20,000	156,800
8154985 53010	Maint. Increase departmental totals.	15,695	5,000	20,695
		237,671	30,000	267,671
<u>REVENUES</u>				
8144985 49950	Retained Earnings Increase departmental total.	237,671	30,000	267,671
		237,671	30,000	267,671

Budget Amendment #6 as follows:

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	<u>PREVIOUS AMOUNT</u>	<u>CHANGE</u>	<u>REVISED AMOUNT</u>
<u>AIRPORT FUND</u>				
<u>EXPENDITURES</u>				
<u>AIRPORT</u>				
8154985 51500	Professional Services	26,000	10,000	36,000

Increase departmental totals.	267,671	10,000	277,671
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REVENUES

8144985 49950 Retained Earnings	267,671	10,000	277,671
Increase Fund Totals	267,671	10,000	277,671

Budget Amendment #7 as follows:

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	<u>PREVIOUS AMOUNT</u>	<u>CHANGE</u>	<u>REVISED AMOUNT</u>
<u>AIRPORT OPERATING EXPENDITURES</u>				
<u>AIRPORT</u>				
8154985 51500	Professional Services Buildings & Grounds	36,000	85,000	121,000
8154985 53010	Maint.	20,695	15,000	35,695
	Increase departmental total	277,671	100,000	377,671

REVENUES

	Trans. From General Fund	79,735	100,000	179,735
8144985 49800				
	Increase fund totals	277,671	100,000	377,671

AIRPORT CAPITAL PROJECT FUNDEXPENDITURESRUNWAYEXPANSION

99754987 51640	Project Construction	175,561	202,323	377,884
	Increase departmental total.	316,541	202,323	518,864

REVENUES

	Trans. From General Fund	0	202,323	202,323
99744987 49800				
	Increase fund totals	4,396,517	202,323	4,598,840

Upon motion of Authority member Johnson, seconded by Authority member Jackson, the Authority voted unanimously to approve budget amendments #4, #5, #6, and #7 as presented.

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Jeff Kirby, Parrish and Partners, presented Work Authorization #11 for General Aviation Apron and Aircraft Storage Hangars, referencing Project Grant # TBD, which consisted of the following: the project summary, consultant's scope of work overview, and design criteria and requirements. The total estimated project budget is approximately 6 million dollars and was previously a 90-10 split but will now be funded at 100%. The proposed project design estimated schedule is 254 days. The total amount of work authorization #11 is \$421,640.

Upon motion of Authority member Kirkman, seconded by Authority member Jackson, the Authority voted unanimously to approve work Authorization #11.

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Jeff Kirby, Parrish and Partners, discussed the current airport layout plan.

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Chris Knopf, County Manager, addressed a possible marketing plan for the Airport. The possibility of working with the Tourism Partnership in the development of a brochure for both airports within Surry County was discussed.

Authority member Kirkman discussed a promotional video that was prepared for Statesville. Jeff Kirby will send the executive summary to the County Manager that he prepared for Statesville.

It was the consensus of the Authority to move forward with a promotion plan.

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Jeff Kirby, Parrish and Partners, updated the authority on the Airport expansion project including lighting problems. Issues include problems with runway lights, beacon, and PAPIS including condensation and damage from a possible lightning strike. Mr. Kirby will address lighting problems and report back to the Authority at the next meeting.

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Jeff Kirby, Parrish and Partners, updated the Authority on the tree removal projects behind the wind sock. The project has been completed.

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The Authority members discussed the Sage Lane house. Jeff Kirby will explore the possibility of the Authority selling the

house for relocation. Authority Chairman Harris will follow-up with Dale Rose, prior to any action being taken.

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The Authority discussed repaving of the parking area at the Airport.

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Ed Woltz, Authority Attorney, discussed the Warthog Lane property. The property adjoining Warthog Lane is being sold and the buyer is interested in the Warthog Lane property also. Ed Woltz wants approval from the Authority to proceed with a viable sale.

Jeff Kirby stated the sale would need to be appraised value in order for the sale to proceed. If multiple buyers are interested, a public auction would occur, and the sale could be under appraised value.

Upon motion of Authority member Tucker, seconded by Authority member Johnson, the Authority voted unanimously to approve up to \$5,000 for an appraisal on the Warthog Lane property and instruct the County Attorney to pursue a possible sale.

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Jeff Kirby, Parrish and Partners, and Ed Woltz, County Attorney, discussed working with Mr. Bill Brown' attorney, David Hiatt, regarding a permanent easement. Ed Woltz will investigate options and report back to the Board. David Hiatt will designate where the easement is being requested, using a GIS map.

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The possible move of the Sage Lane house was further discussed.

Upon motion of Authority member Larry Johnson, seconded by Authority member Larry Phillips, the Authority voted unanimously to ask Chairman Harris and the County Manager to discuss with Carl Rose and Sons the possible demolition of the Sage Lane house, at a cost not to exceed \$45,000.

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The County Manager discussed the Airport Authority's 2018-2019 requested budget and presented the Capital Project Ordinances for the Runway Extension Project and the RW and TW Extension.

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Kim Bates, Planning Director, discussed Zoning Text Amendments 154.148 Mount Airy/ Surry County Airport Overlay District (AO-2) and 154.385 Site Standards for Solar Farms proposed near airports.

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Kim Bates, Planning Director, discussed the possibility of a new hangar for Pike Electric being built or the existing hangar being expanded. Mr. Bates has met with Ken Shelton and will continue to assist Pike as options are being evaluated. He will inform the Authority of developments.

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The hangar currently rented by Mike Shields (hangar #2) has a door needing replacement or repair. John Spane, Ra Tech, discussed options to repair the door. He discussed the possibility of lowering the monthly rental cost from \$250 to \$175, in lieu of repairing the door.

Upon motion of Authority member Dr. Jackson, seconded by Authority member Nolan Kirkman, the Authority voted unanimously to lower the monthly rent for hangar #2 to \$175 and to do an addendum to the current lease.

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John Spane and Dennis Jones, Ra-Tech Aviation, presented the Airport Manager's report:

- Flowage fees from Ra-Tech Aviation for March, 2018 were as follows: Avgas sales 1,396.2 gallons and Jet-A sales 4,050.3 gallons. A check for \$544.65 has been paid to cover these fees.
- Flowage fees from Ra-Tech Aviation for April, 2018 were as follows: Avgas sales 1,759.5 and Jet-A sales 2,645.0 gallons. A check for \$440.45 has been paid to cover these fees.
- The tenant at Sage Lane asked to stay in the house through April and has made April's rent payment of \$1,200.
- Discussed budget for 2018 mowing, due to expansion.

Ra-Tech discussed the following maintenance items:

- NC Department of Agriculture has completed their annual tank meter test.
- Painted staging line for EMS services.

- Replaced valve in bathroom at FBO
  - Purchased lock for staging area north gate.
  - Completed April mowing per contract.
  - Met with roofing contractor and Don Mitchell about roof repairs.
  - Sanders Electric replaced outside lights on hangars.
  - Replaced faucet at the Insteel hangar.
  - Stormwater Pollution Prevention Plan was completed for the 1<sup>st</sup> qtr, 2018.
- 

Dennis Jones, Ra-Tech, discussed the Sage Lane tenant moving out within the next few days. The tenant did pay a security deposit.

Dennis Jones, Ra-Tech, discussed the additional amount of mowing from that of previous years. He stated there is approximately twice as much to mow with additional area being opened. The County Manager will report back to the Authority at the next meeting regarding a plan to mow or bush hog.

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Hangar #3 has become vacant due to the move of Steve Cook. The Authority discussed the lease of hangar #3.

Upon motion of Authority member Kirkman, seconded by Authority member Dr. Jackson, the Authority voted unanimously to instruct Ra-Tech to manage and lease hangar #3, at their discretion, to the next interested person on the hangar waiting list.

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John Spane and Dennis Jones discussed the car belonging to the Airport being in very poor condition. The Authority will evaluate, at the next meeting, the possibility of another car for the Airport.

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Upon motion of Authority Chairman Harris, seconded by Authority member Kirkman, the Authority voted unanimously to go into closed session pursuant to GS 143-318.11 (a)(3).

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The Authority came out of closed session and resumed regular business.

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Upon motion of Authority member Phillips, seconded by Authority Chairman Harris, the Board voted unanimously to approve the closed session minutes of March 22, 2018.

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Upon motion of Authority member Johnson, seconded by Authority member Kirkman, the Board voted unanimously to adjourn. The meeting ended at 8:45 pm.

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Eddie Harris  
Airport Authority Chairman

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Sandy Snow  
Authority Secretary

MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY  
Special Called Meeting of July 16, 2018

The Mount Airy/Surry County Airport Authority met on July 16, 2018 for a special-called Airport Authority Meeting. The meeting was held in Room 335, Surry County Government Center, 118 Hamby Road, Dobson, North Carolina.

Authority members present for the meeting were Authority Chairman Eddie Harris, Vice-Chairman Van Tucker, Authority member Larry Johnson, Authority member Gary Tilley, and Authority member Dr. Thomas Jackson.

Others present for the meeting, at various times, included:  
Chris Knopf, County Manager  
Sandy Snow, Assistant County Manager  
Ben Pratt, Assistant Finance Officer  
Attorney Ed Woltz  
Dennis Jones, Ra-Tech  
John Spane, Ra-Tech  
Jeff Kirby, Parrish and Partners  
Ken Shelton, Pike Electric  
Sandy King, Pike Electric

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Airport Authority Chairman Harris called the meeting to order and welcomed everyone attending.

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Chris Knopf, County Manager, advised that this was a special called meeting, and the only item advertised for discussion was regarding new hangar construction. During the May 24, 2018 meeting, the Authority Board requested County staff to contact Pike Electric regarding their efforts to expand, construct, or locate a hangar that will accommodate a new aircraft that Pike will take possession of later this year.

Mr. Ken Shelton, Pike Electric, discussed the critical elements they require to accommodate their new aircraft. Their preference is to base the new aircraft in Mount Airy, but are considering all options and need to select one soon. If Pike were to occupy a new hangar on the Airport property, they would be willing to purchase their fuel from the Fixed Base Operator (FBO), but only if it is available on a 24/7 basis. Mr. Shelton advised they want the option in their lease to install an independent fuel

farm at a new hangar if any significant issues arise with fuel quality and availability from the FBO.

Authority Member Tucker asked if Pike would eliminate the "through the fence access" they currently use with their existing hangar located on Pike's adjacent property. Mr. Shelton advised that they plan to keep their current aircraft in the existing hangar regardless of where the new aircraft is based. Mr. Shelton commented that Pike would want to continue the "through the fence access" until the current agreement has expired. Authority Member Tucker asked Mr. Shelton to inquire with Pike Electric under what circumstances would Pike consider eliminating the "through the fence access" as a part of this entire negotiation.

Mr. Knopf reviewed eight-year estimates on future tax revenue, lease payments, and fuel flowage fees if Pike were to base the new aircraft at the airport.

Mr. Jeff Kirby, Parrish and Partners, reviewed cost estimates for the construction of a new 100'x 100' hangar to accommodate a new Pike aircraft. The project would include grading, water and sewer service, parking lot, access road, etc. Mr. Kirby advised that funds from the FY19 Corporate Area Development project can be used to construct this hangar.

Authority Member Johnson asked Mr. Kirby if enough grant funds would remain to construct additional hangars if they initially use a portion of these funds for a new Pike hangar. Mr. Kirby stated it is difficult to answer that question at this, but the State advised him that additional funds could be available since the overall project cost estimate was developed a number of years ago and construction costs are currently higher.

Dennis Jones, Ra-Tech Aviation, reviewed their options to lease a fuel truck that would provide 24/7 access to jet fuel in hopes that Pike Electric would forgo an independent fuel farm in favor of purchasing their fuel from Ra-Tech. The cost to Ra-Tech to lease a fuel truck would be approximately \$1,500/month. Mr. Jones discussed possible fuel prices for Pike Electric's aircraft. Ra-Tech will inquire about the willingness of Renfro and Insteel to consider purchasing their fuel from the FBO versus utilizing their independent fuel farms. This would make Ra-Tech's investment more manageable and would increase airport revenues as well.

The Authority discussed all the information presented. Upon motion of Authority Member Jackson, seconded by Authority Member Tucker, the Airport Authority voted unanimously to work with Pike

Electric to develop a proposed plan for a new hangar and bring to the next Authority meeting for discussion.

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Upon motion of Authority Member Tucker, seconded by Authority Member Johnson, the Airport Authority voted unanimously to adjourn.

The meeting ended at 5:00 p.m.

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Eddie Harris  
Airport Authority Chairman

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Sandy Snow  
Authority Secretary

**MOUNT AIRY/ SURRY COUNTY AIRPORT AUTHORITY**  
**Meeting of July 26, 2018**

The Mount Airy/Surry County Airport Authority met on July 26, 2018 for an Airport Authority meeting. The meeting was held at the Mount Airy/Surry County Airport, 146 Howard Woltz Jr. Way, Mount Airy, North Carolina.

Authority members present for the meeting were Authority Chairman Eddie Harris, Authority Vice-Chairman Van Tucker, Authority member Larry Phillips, Authority member Dr. Gary Carson Tilley, and Authority member Nolan Kirkman. Authority member Larry Johnson and Authority member Dr. Thomas Jackson were unable to attend.

Others present for the meeting, at various times, included:

Chris Knopf, County Manager  
Sandy Snow, Assistant County Manager  
Rhonda Nixon, Internal Auditor  
Ben Pratt, Assistant Finance Officer  
Attorney Ed Woltz  
Attorney Dan Barrett  
John Spane, Ra-Tech  
Dennis Jones, Ra-Tech  
Jeff Kirby, Parrish and Partners

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Authority Vice-Chairman Van Tucker called the meeting to order and welcomed everyone attending.

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Authority Vice-Chairman Tucker requested the Authority review and approve the minutes of the May 24, 2018 meeting. Upon motion of Authority member Kirkman, seconded by Authority Vice-Chairman Tucker, the Authority noted unanimously to approve the May 24, 2018 meeting minutes.

Authority Vice-Chairman Tucker asked the Authority to consider the July 16, 2018 special meeting minutes. No action was taken.

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Rhonda Nixon, Internal Auditor, presented a financial update on Airport operations through June, 2018.

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**Jeff Kirby, Parrish and Partners, presented a status update on the Airport Layout Plan, Work Authorization # 12. The total amount of the work authorization is \$174,650.00.**

**Upon motion of Authority member Kirkman, seconded by Authority member Phillips, the Authority voted unanimously to approve Work Authorization # 12.**

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**Jeff Kirby, Parrish and Partners, presented a proposed agreement for Land Acquisition Assistance Services - State Grant 36244-49.7.1. Under the agreement, the Mount Airy/Surry County Airport Authority would compensate Parrish and Partners \$9,300.00 for services provided in assisting with acquiring property, grant application forms, reimbursement requests, and other grant management efforts.**

**Upon motion of Authority member Kirkman, seconded by Authority member Tilley, the Authority voted unanimously to approve payment of \$9,300.00 to Parrish and Partners for land acquisition assistance services – State Grant 36244.49.7.1.**

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**Authority Chairman Harris entered the meeting at 6:18 pm.**

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**Jeff Kirby, Parrish and Partners, discussed Environmental Mitigation – Project Management and Coordination – State Grant TBD. Services provided by Parrish and Partners would include assisting the Airport Authority in coordinating with permitting agencies, preparation of plans and profiles as required by the permitting agencies, preparation of grant application forms, requests for reimbursements, and other grant management efforts. Compensation to Parrish and Partners is requested in the amount of \$16,729.00.**

**Upon motion of Authority Vice-Chairman Tucker, seconded by Authority member Kirkman, the Authority voted unanimously to approve the Environmental Mitigation agreement with Parrish and Partners.**

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**Authority Chairman Harris asked the Authority to revisit consideration of the July 16, 2018 meeting minutes. Upon motion of Authority Vice-Chairman Tucker, seconded by Authority member Tilley, the Authority voted unanimously to approve the July 16, 2018 meeting minutes.**

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**Authority Chairman Harris stated he had talked to Dale Rose on the demolition of the rental house at Sage Lane. Proposals should be available by the next meeting.**

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Rhonda Nixon, Internal Auditor, and Dan Barrett, Attorney, discussed the proposed Airport rules. Mr. Barrett commended Ms. Nixon on her work on the rules.

Authority Chairman Harris asked for discussion regarding the rules and any amendments that needed to be considered. Much discussion followed. Attorney Barrett recommended passing the rules as they are and amending, if necessary, at a later time.

Authority member Phillips made a motion to approve the rules, seconded by Authority member Tilley. Discussion followed on rule 1.16, 4.2, and 4.10. No action was taken on the motion at that time.

Upon motion of Authority member Phillips, seconded by Authority member Tilley, the Authority voted unanimously to approve the three amendments as discussed.

The prior motion to approve the rules was brought forward for a vote. The motion carried with the following vote:

**Ayes:** Authority Chairman Harris  
 Authority Vice-Chairman Tucker  
 Authority member Phillips  
 Authority member Tilley

**Nays:** Authority member Kirkman

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Sandy Snow, Assistant County Manager, addressed the creation of an Airport Manager position and explained the recruitment process.

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Sandy Snow discussed, for the Authority's information, the renewal of the bond for Authority Finance Officer Sarah Bowen.

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Chris Knopf, County Manager, discussed a mowing map and the Ra-Tech contract. Additional areas are being mowed with much of it being steep terrain. It was the consensus of the Authority for Ra-Tech and County staff to discuss changes in the payment amount for the new mowing requirements and to discuss at the next Authority meeting. Authority member Kirkman suggested Ra-Tech mow at their discretion, if needed, with safety being the primary concern. The County Manager recommended paying Ra-Tech by the hour for the additional mowing with more discussion at the next Authority meeting in September.

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Airport areas needing further grading were discussed. Jeff Kirby will explore areas that need to be graded and will report back at a later date.

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The County Manager discussed bidding of professional services which is to be addressed every five years. RFQ's are in process and will be presented at the next Authority meeting.

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Attorney Ed Woltz discussed a possible lease agreement with Pike Electric. The agreement is being reviewed by Pike representatives.

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John Spane and Dennis Jones, Ra-Tech Aviation, presented the Airport Manager's report:

**Operations:**

- Flowage fees from Ra-Tech Aviation for May, 2018 were as follows: Avgas sales 1,092 gallons, Jet-A sales 2,540.2 gallons. A check for \$363.22 has been paid to cover these fees.
- Flowage fees from Ra-Tech Aviation for June, 2018 were as follows: Avgas sales 2,128 gallons, Jet-A sales 7,050.3 gallons. A check for \$917.83 has been paid to cover these fees.
- Tenant at Sage Lane has moved out of the house.
- Dave Hoskins wants to renew his lease on Airport Road.

**Maintenance:**

- Replaced faucet in the Insteel Hangar.
  - Completed mowing for May, 2018.
  - Completed mowing for June, 2018.
  - Replaced a new toilet in the Renfro Hangar.
  - Replaced the American Flag at the FBO.
  - Parts of the driveway at the FBO have been repaved.
  - Sump pump and fuel pumps are in need of maintenance.
- 

John Spane and Dennis Jones, Ra-Tech, discussed renewing the Dave Hoskins lease on Airport Road.

Upon motion of Authority member Kirkman, seconded by Authority Vice-Chairman Tucker, the Authority voted unanimously to approve renewing the Hoskins lease for an additional six months.

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Upon motion of Authority Vice-Chairman Tucker, seconded by Authority member Kirkman, the Authority voted unanimously to go into closed session pursuant to GS 143-318.11(a)(3).

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The Authority came out of closed session and resumed regular business.

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Upon motion of Authority member Kirkman, seconded by Authority Vice-Chairman Tucker, the Authority voted unanimously to adjourn. The meeting ended at 8:05 pm.

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Eddie Harris  
Airport Authority Chairman

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Sandy Snow  
Airport Authority Secretary

**MOUNT AIRY/ SURRY COUNTY AIRPORT AUTHORITY**  
**Meeting of September 27, 2018**

The Mount Airy/Surry County Airport Authority met on September 27, 2018 for an Airport Authority meeting. The meeting was held at the Surry County Government Center, 118 Hamby Road, Dobson, N. C.

Authority members present for the meeting were Authority Chairman Eddie Harris, Authority Vice-Chairman Van Tucker, Authority member Larry Johnson, Authority member Dr. Thomas Jackson, and Authority member Dr. Gary Carson Tilley. Authority member Nolan Kirkman joined the meeting by phone. Authority member Larry Phillips was unable to attend.

Others present for the meeting, at various times, included:

Chris Knopf, County Manager

Sandy Snow, Assistant County Manager

John Spane, Ra-Tech

Dennis Jones, Ra-Tech

Jeff Kirby, Parrish and Partners

---

Authority Chairman Eddie Harris called the meeting to order and welcomed everyone attending.

---

Authority Chairman Harris requested the Authority review and approve the minutes of the July 26, 2018 meeting. Upon motion of Authority member Tucker, seconded by Authority member Jackson, the Authority noted unanimously to approve the July 26, 2018 meeting minutes.

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Chris Knopf, County Manager, presented a financial update on Airport operations and capital project funds through August, 2018.

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Chris Knopf, County Manager, presented a memo from Rhonda Nixon, Budget and Performance Director, regarding approval for an Environmental Mitigation project that had been discussed by Jeff Kirby at the July, 2018 meeting. The Authority's share of the grant is \$74,769. Invoices were received from NCDEQ for \$713,906 and were due and paid in August, 2018, per individual approval of the Authority members, to avoid paying higher fees. The Capital Project amendment and budget change were approved by the Board of Commissioners on September 17, 2018.

Upon motion of Authority member Tucker, seconded by Authority member Jackson, the Authority voted unanimously to ratify the Authority poll to pay the invoices for the NCDEQ mitigation services in the amount of \$713,906 and to approve the Capital Project Ordinance and Budget Amendment # 1.

---

County Manager Chris Knopf presented a memo from Rhonda Nixon, Budget and Performance Director, regarding the signing of new lease agreements for hangar tenants. The new lease agreement will be completed by all hangar tenants with the exception of corporate leases that contain specific conditions.

Upon motion of Authority member Johnson, seconded by Authority member Tilley, the Authority voted unanimously to approve the hangar lease, as presented.

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Jeff Kirby, Parrish and Partners, presented a status update on runway and taxiway edge lights, contractor final clean-up, and tree removal along the Leonard's property. Carl Rose has been contacted and should have a work crew on site with a week to correct all remaining clean-up items. Wiring/electrical problems and grading issues were discussed.

Authority member Kirkman discussed the automatic timing schedule for the Papis. Pilots can turn them on after the scheduled time, if needed.

Upon motion of Authority member Johnson, seconded by Authority member Jackson, the Authority voted unanimously to hire a third party to complete the clean-up items should Carl Rose and Sons not meet the deadline of October 6, 2018 for completion of all work. Penalties would be adjusted accordingly.

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Jeff Kirby, Parrish and Partners, presented the 2017 Planning Table for projects 1-6. All projects have been full or partially approved for funding in the DOT system. The Taxiway Rehabilitation project was discussed. Funding was approved in July, 2018 with a 10% match. State funding would be in the amount of \$1,344,600 and local match would be \$149,400.

Upon motion of Authority member Kirkman, seconded by Authority member Jackson, the Authority voted unanimously to approve acceptance of the Taxiway Rehabilitation grant award and fund the 10% local match, contingent upon funding availability in the capital project fund.

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Demolition of the Sage Lane property was discussed. Authority member Nolan Kirkman and Scotty Chilton, Chief of Bannertown Fire Department, discussed with the Authority conducting a scheduled burn of the house as a practice event. A local grader could

bury the leftover debris in two to three days and fill in the pool. Bannertown and other fire departments would use the exercise as a training event through Surry Community College. Ra-Tech would remove items from the house that might be usable in other Authority rental properties.

Upon motion of Authority member Kirkman, seconded by Authority member Jackson, the Authority voted unanimously to allow Bannertown Volunteer Fire Department to burn the Sage Lane house, to be completed by June 30, 2019, and instruct RaTech to remove items, within 30 days, that could be potentially used in other Authority rental property.

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Chris Knopf, County Manager, presented, for the Authority's information, a Department of Transportation award letter for \$150,000 in Non-Primary Entitlement federal funds. The grant award must be fully expended before May 30, 2022 or unspent funds will be relinquished. The local match is \$16,667.

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The County Manager presented a revised map and mowing schedule for RaTech. Dennis Jones, RaTech, discussed the areas of approximately 30 to 40 acres that have been added to the mowing area and the frequency of the mowing.

Upon motion of Authority member Jackson, seconded by Authority member Tucker, the Authority voted unanimously to approve the revised mowing schedule as presented.

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Chris Knopf, County Manager, presented a meeting schedule for the Mount Airy/Surry County Airport Authority for calendar year 2019.

Upon motion of Authority member Tucker, seconded by Authority member Jackson, the Authority voted unanimously to approve the 2019 meeting schedule as presented.

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The County Manager discussed the possible construction of a hangar for Pike Electric. The proposal has been reviewed by the Pike legal team and is currently being reviewed by management. The Authority will address once all reviews are completed.

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Authority member Kirkman presented a proposal from Richard Lowe, Lowe's Mowing Service, to complete long arm bush hogging at the Airport. Areas would include the south end of the runway and additional areas as needed. Mr. Lowe is proposing a rate of \$85 per hour, at a cost not to exceed \$1,800.

Upon motion of Authority member Johnson, seconded by Authority member Jackson, the Authority voted unanimously to approve the bush hogging proposal for Lowe's Mowing Services, as presented.

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The County Manager presented a letter from Ed Woltz, Airport Authority Attorney, regarding a proposed deed to the Warthog Lane property that Chilton Ventures, LLC has made an offer on. Mr. Woltz is awaiting one final approval from the FAA. He believes we will have a final favorable response by mid-October.

Upon motion by Authority member Chairman Harris, seconded by Authority member Jackson, the Authority voted unanimously to approve the deed, authorize the Authority Chairman to sign, and direct Mr. Woltz to hold in trust until the final FAA approval is received.

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The County Manager and Ra-Tech discussed the faulty door on the hangar leased by Mike Shields. The rent was lowered previously to accommodate for the faulty door. The County Manager and Ra-Tech can work with a structural engineer to evaluate fixing the door or demolition of the hangar. The possibility of doing an open hangar with tie downs was discussed. The consensus of the Authority was to ask the County Manager to report back at the next Authority meeting and present a cost/benefit analysis for consideration.

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John Spane and Dennis Jones, Ra-Tech Aviation, presented the Airport Manager's report:

**Operations:**

Flowage fees from Ra-Tech Aviation for July, 2018 were as follows:

- Avgas sales 1,490.9 gallons, Jet-A sales 3,260.5 gallons. A check for \$475.14 has been paid to cover these fees.
- Flowage fees from Ra-Tech Aviation for August, 2018 were as follows: Avgas sales 2,033.9 gallons, Jet-A sales 2,866.8 gallons. A check for \$490.07 has been paid to cover these fees.

**Maintenance:**

- Replaced lights in the Insteel Hangar.
  - Completed mowing for July, 2018.
  - Completed mowing for August, 2018.
  - Sump pump and fuel pumps repairs have been completed.
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The County Manager presented information for the Authority's review from the bid process for engineering professional services which is to be addressed every five years. The Authority will review and discuss at the November, 2018 meeting.

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The County Manager reminded the Authority that the next meeting will be November 15, 2018 at 6 pm at the Mount Airy/Surry County Airport.

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Authority member Tucker discussed water sources used at the Airport including the use of private wells and the availability of City water. The STI project was discussed which will add new public water and sewer lines and serve all hangars. Construction on the STI project is scheduled to begin in the spring of 2019 and should eliminate existing water problems.

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Jeff Kirby, Parrish and Partners, discussed Partial Parallel Taxiway (Runway 36). The project could be submitted to the FAA to determine if 100% funding could be available.

Upon motion of Authority member Kirkman, seconded by Authority member Tucker, the Authority voted unanimously to apply for FAA funding for the Partial Parallel Taxiway project.

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Upon motion of Authority Chairman Harris, seconded by Authority member Tucker, the Authority voted unanimously to adjourn. The meeting ended at 7:35 pm.

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Eddie Harris  
Airport Authority Chairman

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Sandy Snow  
Airport Authority Secretary

**MOUNT AIRY/ SURRY COUNTY AIRPORT AUTHORITY  
Meeting of October 16, 2018**

The Mount Airy/Surry County Airport Authority met on October 16, 2018 for a special session Airport Authority meeting. The meeting was held at the Surry County Government Center, 118 Hamby Road, Dobson, N. C.

Authority members present for the meeting were Authority Vice-Chairman Van Tucker, Authority member Larry Johnson, Authority member Dr. Thomas Jackson, Authority member Larry Phillips, and Authority member Dr. Gary Carson Tilley. Authority member Nolan Kirkman joined the meeting by phone. Authority Chairman Eddie Harris was unable to attend.

Others present for the meeting, at various times, included:

Chris Knopf, County Manager

Sandy Snow, Assistant County Manager

Rhonda Nixon, Budget and Performance Director

Ed Woltz, County Attorney

Howard Jones, Attorney

John Spane, Ra-Tech

Dennis Jones, Ra-Tech

Jeff Kirby, Parrish and Partners

Ken Shelton, Pike Electric

Sandy King, Pike Electric

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Authority Vice-Chairman Van Tucker called the meeting to order and welcomed everyone attending. Mr. Tucker stated the purpose of the meeting was to discuss possible hangar construction and closed session for legal purposes.

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Airport Authority Attorney Woltz entered the meeting at 6:15 pm.

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Attorney Woltz discussed possible hangar construction and a related lease agreement. The use of a portable fuel truck versus a fuel farm was discussed. Pike Electric has determined the use of a fuel truck would not be feasible for meeting their needs.

A list of the requirements needed for the interior of the hangar has been provided to the County Manager. Ken Shelton, Pike Electric, indicated Pike's support for the Airport and for the FBO.

He indicated he could not give an amount on anticipated fuel purchases but would want to work with the FBO. Mr. Shelton stated Pike will need to have a fuel farm in order to meet their needs and to accommodate the requirements of the plane being purchased. The original lease allowed for a fuel farm supplemented by a truck.

The Authority discussed other tenants who would utilize the services of a fuel truck.

Jeff Kirby, Parrish and Partners, discussed the importance of uniform treatment in the construction of fuel farms. The extensive cost, however, would make it unlikely for many tenants to construct fuel farms.

Upon motion of Authority member Jackson, seconded by Authority member Phillips, the Authority voted unanimously to approve the lease agreement and hangar construction for Pike Electric subject to final review by the County Manager.

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Upon motion of Authority member Johnson, seconded by Authority member Tilley, the Board voted unanimously to go into closed session.

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The Authority came out of closed session and resumed regular business.

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Upon motion of Authority member Tilley, seconded by Authority member Phillips, the Authority voted unanimously to adjourn.

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The meeting ended at 8:40 am.

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Eddie Harris  
Airport Authority Chairman

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Sandy Snow  
Airport Authority Secretary