

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
APRIL 9, 1991

A meeting of the Mount Airy/Surry County Airport Authority was held at 4:00 pm on April 9, 1991 at the operations building of the Mount Airy/Surry County Airport. All authority members were present except Newell Baker. Others in attendance were Thurman Watts of the Mount Airy Chamber of Commerce, Carl E. Bell, Attorney, Jim Etchison, FBO, Craig Meadows, Mark Cline, Bob Comer and Dane Riley of the LPA Group.

Minutes of the November 12, 1990 meeting were approved as recorded and distributed.

The first item of business was a vote on the Grant Agreement from the Aviation Division of the North Carolina Department of Transportation. After a thorough explanation of the Grant Agreement was given by Howard Woltz, a motion to accept the grant was made by Tom Webb. The motion was seconded by Don Holder and motion carried.

The following additions will be made to the Airport Expansion Project. Funds for these additions are included in the Grant.

- (1) All trees on Airport property will be cleared.
- (2) A taxi/turn around will be made at the north end of the runway.
- (3) The property on the other side of Holly Springs Church Road will be acquired.

Details on the land acquisition were given by Tom Webb. A motion to approve these additions was made by Dick Wimbish, seconded by Don Holder and motion carried.

Due to the above additions to the Runway Expansion Project there will be a need for additional engineering work. Additional design costs will be \$9,513, additional bid and negotiation work \$409, additional aerial photography and mapping \$4,000, quality assurance testing \$15,000. There will also be a need for a full time resident representative inspector at a cost of approximately \$52,000. John Caudwell from the Aviation Division of the DOT has received a copy of the contract and will inform the Airport Authority if all charges are appropriate for this type project. He will also inform the Airport Authority if the DOT will approve their participation. After some discussion motion to approve was made by Dick Wimbish. The motion was seconded by Don Holder and motion carried subject to approval by the Aviation Division of the DOT.

The next item of business was awarding the contracts. The paving and grading contract went to J. R. Lynch of Pilot Mountain. The lighting

and beacon relocation went to Rockwell Radio and Electric. J. R. Lynch will use Dobson Contractors to satisfy minority contracts. Motion to approve the contracts was made by Tom Webb, seconded by Dick Wimbish, motion carried.

The five year Transportation Improvement Program (TIP) was discussed. A copy of this program will be enclosed with the minutes. The five year plan includes upgrading the NDB, however, this part of the plan may be passed over. The existing NDB is working well since some adjustment have been made to the antennas. Also, there may be a correction to the cost involving the glideslope facility. Motion to approve the 91-92 plan was made by Tom Webb, seconded by Dick Wimbish, motion carried.

The next item of business was the budget to be submitted to the local government. After the budgets for 90-91 and 91-92 were presented by Howard Woltz motions to approve were made by Tom Webb. The motions were seconded by Dick Wimbish and motions carried.

The local government requires all public authorities have two signatures on all checks unless the authority has a resolution authorizing only one signature. After discussion a motion was made by Dick Wimbish to authorize only one signature. Motion was seconded by Don Holder and motion carried.

The next item of business was a report on work done by the DOT to see if the airport could be expanded to 5,000 feet. The work was requested for the Airport Authority by Richard Vaughn. A 5,000 feet runway would go beyond Holly Springs Church Road and would involve more additional costs. Therefore, it was decided to keep the report and defer consideration of relocating Holly Springs Church Road. Motion was made by Dick Wimbish, seconded by Tom Webb and motion carried.

A discussion regarding the fence clearing project was held. Wilson's Lawn Care, the company who did the work, went \$500 over their bid before they finished their work. Knowing this was alot of work, Howard Woltz recommended paying Wilson's the extra \$500. It was decided to hold off on the rest of the fencing until the security fencing is done next year. Motion to approve was made by Don Holder, seconded by Tom Webb and motion carried.

Mr. Woltz informed the Airport Authority of the results from the audit done before the airport was approved for the grant. The Mt. Airy/Surry County Airport received generally high marks. One part of the audit that we overlooked was the commercial aeronautical activities. Mr. Woltz asked Mr. Etchison to draft proposed amendments regarding commercial aeronautical activities as stated in the lease. The tight wire the airport is caught on with the FAA is non-exclusive use of the airport on one hand and having some protection for the FBO on the other hand because the FBO has capital investments. Mr. Etchison has made a proposal regarding the commercial aeronautical activities using the FAA's circular #150/5190-1A. A copy of this proposal has been placed in the minute book. Carl Bell was asked

to review the proposal with Mr. Etchison to establish proper wording which should be used in the proposal. Mr. Etchison would like to have a policy that prevents aircraft owners from using a mechanic of their choice to work on their aircraft at the Mount Airy/Surry County Airport.

Mark Cline addressed the authority voicing his opinion on being able to use a mechanic of his choice to work on his aircraft at the Mount Airy/Surry County Airport. He stated that he has more confidence in a mechanic he hires than he would have in someone whose abilities he does not know. He would like to see a policy allowing him to use a mechanic of his choice. If there were such a policy he would continue to support the Mount Airy/Surry County Airport. Mr. Cline said loss of revenues to the FBO is not an issue because he will take his aircraft elsewhere. In addition he stated he will send a letter to the EPA to see if they have some background regarding this matter.

The unanswered question is the rights of an aircraft owner who leases space, whether from the Airport Authority or the FBO. Is the owner entitled to hire an individual to work at his leased space whether the hired person is qualified or not? Carl Bell was asked to prepare an amendment to the lease and the rules and regulations that would address the commercial aeronautical activities.

The next item of business was a discussion with Bob Comber regarding the budget. Mr. Comber needed to know if Mr. Woltz had discussed presentation of the budget with Dennis Thompson, county manager. Mr. Woltz decided to mail the budget and offer to discuss the budget in person if necessary.

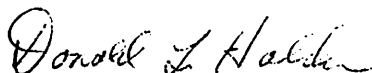
A brief discussion with Mr. Comber regarding the height zoning around the airport was held.

The next item of business was a report from Mr. Etchison regarding fuel tank testing. He informed the authority we are now in compliance with the EPA.

The last item of business was a suggestion by Don Holder for the airport authority to build a small covered patio near the operations building. This patio would give pilots and visitors somewhere to congregate other than inside the operations building which sometimes becomes crowded and filled with smoke. Don Holder was asked to prepare a sketch and to obtain an estimated cost.

There being no further business, the meeting was adjourned.

Respectfully submitted,


Donald L. Holder
Secretary

04/08/91

MT. AIRY-SURRY COUNTY AIRPORT
TRANSFORMATION IMPROVEMENT PROGRAM (TIP)

PROJECT DESCRIPTION	YEAR	TOTAL COST	FPA SHARE	STATE SHARE	LOCAL SHARE
SECURITY FENCING	92	\$ 80,000	\$ 64,000	\$ 8,000	\$ 9,000
APRON EXPANSION (12 AIRCRAFT)	92	\$ 100,000	\$ 0	\$ 50,000	\$ 50,000
STRENGTHEN EXISTING APRON	92	\$ 50,000	\$ 0	\$ 25,000	\$ 25,000
UPGRADE RDB	92	\$ 30,000	\$ 0	\$ 15,000	\$ 15,000
STRENGTHEN RUNWAY	93	\$ 400,000	\$350,000	\$ 40,000	\$ 40,000
LOCALIZER FACILITY	93	\$ 250,000	\$ 0	\$125,000	\$125,000
TAXIWAY SURFBOARD	93	\$ 60,000	\$ 48,000	\$ 6,000	\$ 6,000
PARALLEL TAXIWAY	94	\$ 400,000	\$320,000	\$ 40,000	\$ 40,000
PARALLEL TAXIWAY	95	\$ 300,000	\$240,000	\$ 30,000	\$ 30,000
GLIDESLOPE FACILITY	96	\$ 400,000	\$ 0	\$ 25,000	\$ 25,000
OUTER MARKER	96	\$ 50,000	\$ 0	\$ 25,000	\$ 25,000
TOTAL		\$2,120,000	\$992,000	\$564,000	\$564,000

FUNDING SUMMARY

FY	TOTAL	FPA	STATE	LOCAL
92	\$ 260,000	\$ 64,000	\$ 98,000	\$ 98,000
93	\$ 710,000	\$368,000	\$171,000	\$171,000
94	\$ 400,000	\$320,000	\$ 40,000	\$ 40,000
95	\$ 300,000	\$240,000	\$ 30,000	\$ 30,000
96	\$ 450,000	\$ 0	\$225,000	\$225,000
	\$2,120,000	\$992,000	\$564,000	\$564,000

**Mount Airy/Surry County Airport Authority
1991-1992 Budget**

Income

Hanger Rent	\$15,400
FBO Rent	\$ 4,600
ABC Profits	\$10,000
Interest	\$ 500

Total Income	\$30,500

Expenses

Repairs and Maintenance	\$ 9,000
Utilities	\$ 2,600
Telephone	\$ 600
Insurance	\$ 2,800
Professional Services	\$ 2,000
Misc.	\$ 1,000
Capital Improvements	\$12,500

Total Expenses	\$30,500

No appropriation requested for operations, as anticipated revenue is adequate.

Capital Improvements -- 1991-1992

<u>Project</u>	<u>Year</u>	<u>Total Cost</u>	<u>FAA Share</u>	<u>State Share</u>	<u>Local Share</u>
Security Fencing	91-92	80,000	64,000	8,000	8,000
Apron Expansion (12 - Aircraft)	91-92	100,000	0	50,000	50,000
Strengthen Existing Apron	91-92	50,000	0	25,000	25,000
Upgrade NDB	91-92	30,000	0	15,000	15,000

Local Share Total -- 91-92 \$98,000

Requested Appropriation Capital Outlay

City of Mount Airy - 60% - \$58,800
County of Surry - 40% - \$39,200

CAROLINA AIR ACADEMY
4279 Lake Cliff Drive
Clemmons, N. C. 27012

April 5, 1991

Mr. Howard Woltz
Chairman, Airport Authority
1373 Boggs Drive
Mount Airy, NC 27030

SUBJECT: Commercial Aeronautical Activities
Mount Airy- Surry County Airport
REF: FAA Advisory Circular 150/5190-IA

Dear Mr. Woltz:

I have reviewed reference circular (AC) as applicable to the Mount Airy-Surry County Airport activities. It is my opinion that the interest of the public, the Airport Owner and the Fixed Base Operator would best be served by some minor changes to the current FBO lease and to the Regulations Governing The Use Of The Mount Airy-Surry County Airport. Enclosed are pages of the AC and using the AC as a guide pertinent elements are highlighted.

The activities that seem to need attention are aircraft maintenance and pilot flight training. Obviously the volume of these activities at this time is not great enough to justify assignment of additional full-time FBOS. Therefore, the effort here is to have equitable standards for those commercial activities. Using the AC as applicable to those items it would seem prudent to have the Regulations governing the use of the Airport reflect the required standards for the activities involved.

The current regulations:

1. Section 3.1 suggest that the Owner specifically authorize any commercial operation at the Airport.
2. Section 3.3 suggest that persons desiring to use the Airport and its facilities shall furnish a policy of idemnity in such sum as the Owner shall require.
3. Section 8.14 addresses miscellaneous operations and could identify an Itinerant as a part-time commercial operator as apart from or in addition to the normal full-time FBO.

Therefore, I propose the following revisions:

1. For the current FBO Lease Agreement, Section 6, delete the 2nd paragraph which is "The Operator has the exclusive right to conduct the aforementioned activities upon the leased area".
2. Section 8 of the Regulations Governing The Use Of The Airport:
(Note: Locations of changes to the original text are indicated along the right hand margin.)
 - a. 8.15 DEFINITION OF TERMS. The term "Fixed Base Operator(s)" and/or "Fixed Base Operations" as used herein is hereby

2.a. continued

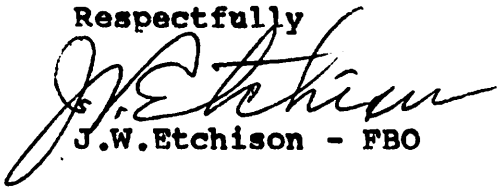
defined as any person, firm or corporation entering into any one or all of the above, on a full-time basis, as described in Section 8.1 through 8.4 and Section 8.7 through 8.14. The term "Itinerant Operator(s)" and/or "Itinerant Operations" as used herein is hereby defined as any person, firm or corporation entering into any one or all of the above on a part-time basis, as described in Sections 8.1, 8.4, 8.5, 8.6, 8.8, 8.11 and 8.13.

- b. 8.1 All fixed base operations at the Airport shall be full-time, progressive business enterprise, with manned office facilities at the at the Airport during all business hours. Itinerant operations at the Airport shall be a part-time, progressive business enterprise.
- c. 8.4 The Owner shall determine substantial conformance to the standards for Fixed Base and Itinerant Operators. No Fixed Base Operator shall be allowed to operate on the Airport without a fully executed Lease Agreement with the Owner. No Itinerant Operator shall be allowed to operate on the Airport without written authorization from the Owner.
- d. 8.5 Fixed Base and Itinerant Operators must show financial solvency and business ability to the satisfaction of the Owner.
- e. 8.6 The minimum liability insurance which a Fixed Base and Itinerant Operator shall carry is \$100,000/\$300,000 for bodily injury and \$50,000 for property damage.
- f. 8.8 Fixed Base and Itinerant Operators providing services in Sections 8.12 through 8.14 must meet the established standards for the given service but may not engage in sale of aviation petroleum products or hangar rentals without complying with Section 8.7 as shown above.
- g. 8.11 AIRCRAFT MAINTENANCE AND REPAIR. The fixed Base and Itinerant Operator shall lease as is appropriate, from the Owner or construct and maintain at least a hangar area properly equipped and as many properly FAA certified personnel as may be required to perform the various aircraft maintenance and repairs in accordance with all rules and regulations and directions of the FAA and other governmental bodies having jurisdiction thereof.

2. continued

- h. 8.13 FLIGHT INSTRUCTION, CHARTER SERVICE, AIRCRAFT RENTAL. The Fixed Base and Itinerant Operator may engage flight instruction, charter services and/or aircraft rental (any one or all of these services), provided that the Fixed Base Operator shall provide a minimum of one aircraft as needed at the Airport and the Fixed Base Operator must make suitable arrangements for hangering and/or parking of his aircraft at the Airport. The Fixed Base Operator must provide and maintain a full time office at the Airport and provide full-time necessary office personnel. The Fixed Base and Itinerant Operator must provide only properly certified instructors and pilots with ratings and qualifications as required by the FAA in the performance of all operations outlined in this paragraph.

Respectfully


J.W. Etchison - FBO

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
NOVEMBER 18, 1991

A meeting of the Mount Airy/Surry County Airport Authority was held on November 18, 1991 at the operations building of the Mount Airy/Surry County Airport. All authority members were present. Others in attendance were Jim Etchison, FBO and Carl Bell.

Minutes of the July 22, 1991 meeting were approved as recorded and distributed.

Mr. Woltz began the meeting by announcing he and Tom Webb had requested not to be re-appointed to the Mount Airy/Surry County Airport Authority. Mr. Woltz informed the authority members that Thurman Watts and Cam Barnett had been appointed new Airport Authority members. Mr. Woltz agreed to preside as chairman at this meeting until a new chairman was elected.

Mr. Woltz announced the airport expansion project is complete except for a few minor details and he feels Lynch Construction has done a very good job. Mr. Woltz believes the authority as received their moneys worth. The LPA Group is currently working on plans to receive bids on paving and grading a parallel taxi way. The taxi way would be in two segments. The first would be from the current ramp to the insteel hanger. The second segment would be from the insteel hanger to the turn around area at the end of the runway. Funding will be 50% local and 50% DOT. There is some adjustment to be made between the city and the DOT. The adjustment will be the cities part. The funds should be available in early 1992, possibly January. The Airport Authority has not signed a new contract with the LPA Group. The LPA Group has made a proposal but Mr. Woltz felt it was too high in comparison to some of the work they had just done. Mr. Woltz asked them to reconsider and submit a new proposal with lesser amount. There will be a meeting in Raleigh on December 12, 1991 which will explain how all new state work will be done.

At this point in the meeting Mr. Woltz said this was all the business the had and he felt after 28 years in service it was time to quit. He said he will be glad to assist the Airport Authority in any way he can.

Tom Webb mentioned the papers for the final payment to Mr. Lynch is being processed at this time. He also informed the Airport Authority that we had negotiated an easement over the Hodges VA/CA warehouse for \$10,000. Funds had been previously approved. Carl Bell will present Hodges VA/CA warehouse with check and receive the deed.

The next item of business was Don Holder making a motion that Thurman Watts be elected Chairman of the Mount Airy/Surry County Airport Authority. Motioned was seconded by Dick Wimbish. Motion carried. Dick Wimbish will continue to serve as vice chairman. Dick Wimbish made a motion that Cam Barnett be elected treasurer. Motion was seconded by Don Holder. Motion carried. Don Holder will continue to serve as secretary. Tom Webb will remain acting treasurer until Cam Barnett is bonded and signs signature cards. Carl Bell will mail new lease agreements for the hangers with an automatic renewable prevision. The leases will continue automatically each year for five (5) years unless one party notifies the other within thirty (30) days.

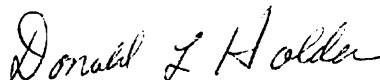
At this point our new chairman, Thurman Watts, and the other authority members

thanked Mr. Woltz and Tom Webb for their services. Dick Wimbish asked the Airport Authority to pass two separate resolutions. One thanking Mr. Woltz for his 28 years of service and one thanking Tom Webb for his services. Resolution passed.

Mr. Watts said he would call a meeting in December to discuss the 1992 meeting schedule and future plans.

There being no further business, the meeting was adjourned.

Respectfully submitted,


Donald L. Holder
Secretary