

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
January 8, 2002

A meeting of the Mount Airy/Surry County Airport Authority was held at 5:00 p.m. in the conference room at the airport. Members attending were Steve Woronoff, Nolan Kirkman, Cam Barnett, Don Holder, Thurman Watts and Charlie Vaughn. Others attending were attorney Carl Bell and Richard George (FBO).

The minutes for the December 11, 2001 meeting were approved as submitted.

Chairman Watts read a letter from Governor Easley. The letter informed the airport authority that DOT has approved state aid for airport projects for the Mount Airy/Surry County Airport in 2002 and 2003. The projects include land acquisition, runway extension and feasibility study.

Nolan Kirkman gave the treasurers' report. He reported \$48,138.39 in checking.


Richard George gave the FBO report. He reported fuel sales for December 2001 of 1,596 gallon aviation gas and 1,766 jet fuel. He also gave prices submitted for snow removal at the airport.

Chairman Watts is working on specifications for the new maintenance hangar.

Bids for mowing the airport need to be in by March 1, 2002. Chairman Watts and Richard George will contact companies that have submitted bids in the past.

There being no further business the meeting was adjourned.

Respectfully submitted,


Donald L. Holder
Treasurer

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
February 12, 2002

A meeting of the Mount Airy/Surry County Airport Authority was held at 5:00 p.m. in the conference room at the airport. Members attending were Thurman Watts, Don Holder and Charlie Vaughn. Others attending were Attorney Carl Bell and Richard George FBO.

The minutes for the January 8, 2002 meeting were approved as submitted.

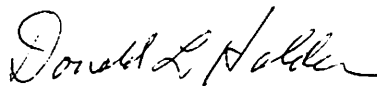
Chairman Watts passed out specifications for an aircraft maintenance hangar to be constructed at the airport. Members reviewed the specifications. Some changes were made and some additions were added. Requests for bids will be run in the local newspaper. The Building sub-committee will receive the bids, evaluate them and make a recommendation to the authority members at our next meeting.

Richard George gave the FBO report. He reported fuel sales for January of 2,333 gallons aviation gas and 1,933 gallons of jet fuel.

Nolan Kirkman and Thurman Watts will meet soon to review the budget for next year. The City requested the budget by the end of February.

There being no further business the meeting was adjourned.

Respectfully submitted,



Donald L. Holder
Secretary

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
March 12, 2002

A meeting of the Mount Airy/Surry County Airport Authority was held at 5:00 p.m. in the conference room at the airport. Members attending were Cam Barnett, Thurman Watts, Don Holder, Charlie Vaughn and Steve Woronoff. Others attending were Attorney Carl Bell and Richard George FBO.

The minutes for the February 12, 2002 meeting were approved as submitted.

Chairman Watts and Nolan Kirkman prepared the budget request for the City. The request is the third installment of a three year agreement of \$32,000.00. Chairman Watts will meet with the City on March 21, 2002. The County budget will be submitted in April.

Chairman Watts gave the treasurers' report. He reported \$64,951.50 in checking. All bills are paid.

Steve Woronoff gave a report on the maintenance hangar sub-committee meeting. Requests for bids were sent. They are due by our next meeting. At that time bids will be reviewed.

Richard George gave the FBO report. He reported fuel sales of 2,941 gallons aviation gas and 1,499 gallons Jet fuel.


Bid requests for mowing the airport have been advertised. The bids will be opened at our next meeting on April 9, 2002.

Carl Bell will send Jimmy Mundy a letter asking him to vacate his hangar for not keeping his rent paid up to date.

Chairman Watts will attend the State Regional Airport Conference in Greensboro March 13-15, 2002.

There being no further business the meeting was adjourned.

Respectfully submitted,


Donald L. Holder
Secretary

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
April 9, 2002

A meeting of the Mount Airy/Surry County Airport Authority was held at 5:00 p.m. in the conference room at the airport. Members attending were Nolan Kirkman, Charlie Vaughn, Steve Woronoff and Don Holder. Others attending were Attorney Carl Bell, Richard George FBO, Jimmy Mundy and Jim Hill and Don Anderson of Hill Farms. The meeting was conducted by Vice Chairman Don Holder.

The minutes for the March 12, 2002 meeting were approved as submitted.

Nolan Kirkman gave the treasures' report. He reported \$69,476.00 in checking. All bills are paid.

Richard George gave the FBO report. He reported fuel sales for March of 1,742 gallons aviation gas and 2,440 gallons jet fuel. Richard reported the reel lights were repaired by Barnes and Powell. Richard has not received the bill.

Thurman Watts sent a letter dated April 9, 2002 to Mayor Jack Loftis advising of his resignation from the Airport Authority. His resignation is due to occupational requirements transferring him to Wilmington, North Carolina to open a new office for the Johns S. Clark Company.

Steve Woronoff gave a report on the maintenance hangar. The sub-committee met last week and reviewed bids. Steve made the sub-committee's recommendation to the authority members. After reviewing and discussing the bids a motion was made by Nolan Kirkman to accept the lowest bid of \$126,100.00. The bid was submitted by Carolina Quest. Don Holder seconded the motion. Motion passed.

Richard George presented bids for mowing the airport. Bids ranged from \$4,800.00 to \$5,200.00. The low bid of \$4,800.00 was submitted by Hill Farms. A copy of their insurance was submitted with the bid. Nolan Kirkman made a motion to accept the bid from Hill Farms. Motion seconded by Steve Woronoff. Motion passed.

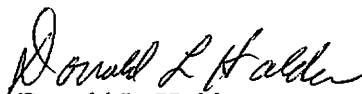
Nolan Kirkman talked with Dain Riley of LPA Group regarding repainting the runway markings through DOT. They should do the repainting in the spring. DOT will also check the cracking in the pavement and have it patched if necessary.

Jimmy Mundy presented a written request for several records from the airport authority. Some date back several years. Carl Bell informed Mr. Mundy that he would check with the city

and county attorney and with their approval Mr. Bell will have the records requested made available to Mr. Mundy.

Their being no further business the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donald L. Holder".

Donald L. Holder
Secretary

MINUTES
MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
May 14, 2002

A meeting of the Mount Airy/Surry County Airport Authority was held at 5:00 p.m. in the conference room at the airport. Members attending were Charlie Vaughn, John Springthorpe, Steve Woronoff, Don Holder, Cam Barnett and Nolan Kirkman. Others attending were Attorney Carl Bell, Richard George (FBO), Hope Hemrick (FBO), John Shelton Surry County EMS director, Tim George and David Speight of Mount Airy Rescue Squad, John Hale and Ed Culler of Carolina Quest Builders and John Gaeto of O'Steel Builders.

The minutes for the April 9, 2002 meeting were approved as submitted.

John Shelton, David Speight and Tim George were asked to attend the meeting to discuss and develop an aircraft accident plan (Post Aircraft Accident Response). The state has asked each airport to comply with FAA-P-8740-65 (First Response). John Shelton, David Speight and Tim George briefed the authority members on procedures when responding to an aircraft accident. John Shelton will write the plan and use the check list provided by FAA.

Richard George gave the FBO report. He reported fuel sales for April of 3,477 gallons aviation gas and 2,083 gallons jet fuel. He reported the airport has been mowed, there is a problem with a hangar door and a problem with lights in the hangar. He will have both problems check and repaired.

LPA made arraignment to have DOT repaint the markings on the runway.

The authority members discussed putting up a flag pole. Charlie Vaughn will check on the price of a flag pole.

Carl Bell briefed the members on the maintenance hangar contract.

John Gaeto of O'Steel Builders briefed the members on the maintenance hangar. John Hale and Ed Culler answered questions regarding the hangar and the erection of it. They clarified questions about the doors.

Nolan Kirkman gave the treasurers' report. He reported \$58,087.00 in checking. All bills are paid.

Nolan Kirkman and Carl Bell informed the members the records Jimmy Mundy requested are ready for Mr. Mundy to pick up. Mr. Mundy was notified by a letter dated April 25, 2002. As of this meeting he has not picked up the records.

Chairman Watts resigned form the airport authority in April. Don Holder, Vice Chairman informed the members that a new chairman had to be voted on. After discussion Nolan Kirkman


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made a motion to elect Don Holder as chairman. Motion seconded by Steve Woronoff. Motion passed.

John Springthorpe was asked to be secretary in replacement of Don Holder. John accepted.

There being no further business the meeting was adjourned.

Respectfully submitted,


Donald L. Holder
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: June 11, 2002

Members Present: Don Holder, Chairman
Nolan Kirkman, Treasurer
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn

Members Absent: Steve Woronoff

Others Present: Carl Bell, Attorney
Richard George, FBO
John Hale, Carolina Quest Builders, Inc.

The minutes of the May 14, 2002 meeting were approved as submitted.

The treasurer reported that there is \$48,991.94 in the checking account and all bills are paid through June 10, 2002.

The chairman noted that there would be no meeting in July.

Richard George gave the FBO report. He reported fuel sales for May as 3,745 gallons of 100LL and 2,746 gallons of jet fuel. He also reported that someone will be here next week to repair the hanger doors and the electrician will be here this week to look at moving some lights around the hanger.

John Hale discussed the upcoming building project and indicated that the stacking doors and the building are on order. They are anticipating that the county will take two weeks for the plan review so the groundbreaking will be in three weeks. He expects to have the steel erected by August 1.

Carl Bell reported that the contract with Carolina Quest Builders was ready for approval and signature by the Authority. Nolan Kirkman made a motion that the contract be approved. The motion was seconded by Charlie Vaughn and was passed unanimously.

Charlie Vaughn agreed to do a drawing for the hanger access road and Nolan Kirkman agreed to contact LPA Group regarding the use of AIR21 money for the project.

In response to a State request that all North Carolina airports have an event celebrating the 100th anniversary of the first airplane flight, the board set Saturday, May 10, 2003 as the date for the local First Flight Celebration. This will be coordinated with the annual EAA event. The chairman will work with the Mt. Airy Tourism Authority to get them to help publicize and sponsor the event.

Minutes of June 11, 2002 Meeting

The chairman indicated that there needed to be a schedule for the monthly airport inspection and passed around the form that is to be filled out by the authority member who performs the inspection. Charlie Vaughn volunteered to perform the inspection for the next three months.

The worn out furniture in the flight planning room was discussed. On a motion by Cam Barnett that was seconded by Nolan Kirkman, the authority voted unanimously to have Cam and Nolan secure replacement furniture that would be functional and durable.

Charlie Vaughn indicated that he would get a price for a flagpole.

The authority discussed the various FCC licenses and FAA inspections that are required for the four transmitters owned by the airport. Those transmitters are: 1) Ground Communication Outlet (expires 08/2004); 2) Non-Directional Beacon (expires 12/2004); 3) Unicom (expires 09/2002); and 4) Automated Weather Observation Station (AWOS) (expires 09/2002). Additionally, the two altimeters at the Unicom and the AWOS must be calibrated and certified periodically. The chairman directed the secretary to maintain a list of the licenses and inspection dates so that none of them is allowed to lapse.

The authority agreed that the mailing address for all correspondence with the authority should be PO Box 6607 Mount Airy, NC 27030.

John Springthorpe reported that he had reviewed the first draft of the emergency response plan put together by John Shelton, the Surry County Emergency Services Director.

The chairman directed the secretary to update the contact list for the authority so it could be posted at the airport and become part of the emergency response plan.

On a motion by Charlie Vaughn that was seconded by Nolan Kirkman, the authority voted unanimously to allow Richard George to spend up to \$1,800 for a new Unicom radio to replace the defective one that has been in use since 1985.

The authority asked Richard George to replace the Pepsi machine with one that accepts dollar bills.

The chairman asked each authority member to review the project list to see which projects could be deferred in light of the public budget crisis.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: August 6, 2002

Members Present: Don Holder, Chairman
Nolan Kirkman, Treasurer
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn
Steve Woronoff

Members Absent: None

Others Present: Carl Bell, Attorney
Richard George, FBO
Jon Hale, Carolina Quest Builders, Inc.
John Gardner, Attorney
Ed Woltz, Attorney
Don Brookshire, City Manager
John Gaeto, O'Steel Buildings

The meeting began with a discussion of the hanger construction project. Attorneys for the two parties that formerly made up Carolina Quest Builders spoke about the dissolution of the company and their proposals for completion of the hanger construction project. The Authority thanked them for attending and indicated that they should contact the bonding agent, since the Authority intended to rely on the holder of the bid bond to complete the project.

On a motion by Nolan Kirkman and second by John Springthorpe, the Authority voted unanimously to go into closed session with their attorney and the City Manager to seek advise regarding the situation with the hanger project.

The Authority returned from closed session and resumed the meeting.

The minutes of the June 6, 2002 meeting were approved as submitted.

The treasurer reported that there is \$82,103.76 in the checking account and all bills are paid through August 6, 2002.

Richard George gave the FBO report. He reported fuel sales for June as 3,469 gallons of 100LL and 2,394 gallons of jet fuel. Fuel sales for July were 2,567 gallons of 100LL and 705 gallons of jet fuel.

On a motion by Steve Woronoff and seconded by Charlie Vaughn, the Authority voted unanimously to authorize Cam Barnett to spend no more than \$2,000 for new furniture in the flight planning room.

Minutes of August 6, 2002 Meeting

Nolan Kirkman reported that the new Unicom radio is working, but repairs were needed on the antenna.

Charlie Vaughn reported that the monthly inspection was accomplished.

Nolan Kirkman reported that the rotating beacon is out of service and Pike Electric has been contacted about making repairs.

John Springthorpe reported that the Emergency Response Plan is complete and the Airport Authority Contact List has been updated.

Nolan Kirkman reported that NCDOT will re-stripe the runway and, after inspection by the State, rejuvenation will not be needed.

Chairman Holder delivered a letter to the FBO regarding his investigation of a complaint regarding improper use a vehicle parked at the airport.

On a motion by Charlie Vaughn, seconded by Steve Woronoff, the Authority voted unanimously to approve the Agreement For The Grant Of City Of Mount Airy Funds.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: September 10, 2002

Members Present: Don Holder, Chairman
Nolan Kirkman, Treasurer
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn

Members Absent: Steve Woronoff

Others Present: Carl Bell, Attorney
Richard George, FBO
Fred Johnson, Attorney
Warren King, Contractor

The minutes of the August 6, 2002 meeting were approved as submitted.

The treasurer reported that there is \$78,924.68 in the checking account and all bills are paid through September 10, 2002.

The Authority discussed a letter from the bonding company dated August 28, 2002 that indicated the bonding company's consent to the assignment of the Carolina Quest hanger contract to Warren King Construction. Mr. King indicated that his company would take over the project for the same contract amount and use the building and plans already prepared by Carolina Quest. With the favorable recommendation of the attorney, the authority voted unanimously on a motion by Charlie Vaughn that was seconded by Nolan Kirkman to agree to the assignment of the hanger contract to Warren King Construction. The bonding company will remain the responsible party until the project is complete.

Chairman Holder reported on his meeting with Bill Maslyk of the NCDOT.

The Authority discussed fire inspections for the facilities. The county billed for each separate hanger even though all are owned by the same entity. Chairman Holder indicated that he would talk with the fire marshal's office about a consolidated bill for one facility.

The Authority agreed to send Cam Barnett to the NC Airport Association meeting in April 2003.

The Authority discussed how AIR-21 funding could be used for the runway extension project and other airport improvement projects. Chairman Holder and Nolan Kirkman agreed to work with Dain Riley at LPA Group to develop an approved projects list.

The Authority agreed to develop a plan to remove the trees from the lateral zones surrounding the runway.

Minutes of September 10, 2002 Meeting

Richard George gave the FBO report. He reported fuel sales for August as 2,624 gallons of 100LL and 2,014 gallons of jet fuel. He also reported that: 1) the AWOS ceiling sensor is being repaired; 2) there is no schedule yet for the striping of the runway; 3) still waiting on the repairman for the hanger doors; 4) trying to locate someone who can repair the Unicom antenna.

Cam Barnett reported that the furniture for the flight planning room was on order.

On a motion by Cam Barnett that was seconded by Charlie Vaughn, the Authority voted unanimously to authorize Charlie Vaughn to spend no more than \$1,500 to erect a flagpole, with flag, for the airport.

John Springthorpe reported that the FCC license for the NDB was expiring the following week and the FCC website was being difficult in allowing him to renew the license. He agreed to contract Dain Riley at LPA Group for assistance.

Charlie Vaughn reported that the monthly inspection was accomplished.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: October 8, 2002

Members Present: Don Holder, Chairman
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn

Members Absent: Nolan Kirkman
Steve Woronoff

Others Present: Carl Bell, Attorney
Richard George, FBO

The minutes of the September 10, 2002 meeting were approved as submitted.

There was no treasurer's report for this meeting.

After limited discussion regarding AIR-21 funding, Chairman Holder indicated that he would invite Dain Riley from the LPA Group to attend the next meeting to advise the authority on the best approach.

Chairman Holder reported that it would require approximately \$5,500 to remove the trees near the runway. The decision on that project was deferred until later.

The annual audit was submitted by Wilson Metcalf & Company. After discussion, the consensus was that the audit fails to accurately reflect the maintenance and operational obligations of the Authority. It also fails to reflect all of the hanger lease agreements. Chairman Holder agreed to set up a meeting with the accountants to review these issues. By consensus, the audit was not approved for release.

Charlie Vaughn indicated that the building code calls for a handicapped restroom in the new maintenance hanger and that a change order would be forthcoming.

Richard George gave the FBO report. He reported fuel sales for September as 2,781 gallons of 100LL and 2,921 gallons of jet fuel. He also reported that: 1) the AWOS ceiling sensor is still out of service with no date for the repair; 2) there is no schedule yet for the striping of the runway; 3) the hanger doors have been repaired; 4) still trying to locate someone to repair the Unicom antenna.

John Springthorpe reported that the application for renewal of the radio license for the NDB was submitted to the FCC.

Charlie Vaughn indicated that he needed a copy of the cancelled check and application to pursue the missing Underground Storage Tank permit renewal. He also reported that the monthly

Minutes of October 8, 2002 Meeting

inspection was accomplished and that there was no new information on the flagpole project.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: November 12, 2002

Members Present: Don Holder, Chairman
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn
Steve Woronoff

Members Absent: Nolan Kirkman

Others Present: Carl Bell, Attorney
Richard George, FBO
Don Brookshire, City Manager
Warren King

The minutes of the October 8, 2002 meeting were approved as submitted.

On behalf of the treasurer, Chairman Holder reported that there is \$50,014.51 in the checking account with all bills paid. He also reported that a progress payment in the amount of \$36,571.23 was made to Warren King Construction for the ongoing hanger project.

Chairman Holder reported that: 1) Dain Riley of the LPA Group is working on a review of the AIR-21 funding for the airport; 2) LPA Group needs a sketch for the access road project (Charlie Vaughn said he would fax that to LPA Group; 3) he will ask LPA Group about the FAA circular on financial reporting by airports.

The \$5,478 change order for the handicapped restroom, required by building code, in the new maintenance hanger was unanimously approved.

Warren King informed the Authority that it would cost \$6,650 to add eighteen feet of concrete, with tapered asphalt, in front of the new maintenance hanger. This would improve the drainage and provide an easier transition for aircraft being moved from the taxiway to the hanger. The Authority unanimously approved the change order.

The Authority decided not to add a door between the existing hanger and the new maintenance hanger.

Richard George gave the FBO report. He reported fuel sales for October as 2,544 gallons of 100LL and 1,170 gallons of jet fuel. He also reported that: 1) the AWOS ceiling sensor is in Finland and he is trying to get a ship date; 2) the runway striping is complete; 3) a new antenna for the Unicom is on hand and he is trying to find someone to install it.

Jim Hill has offered to extend the mowing and straying contract at the old, low bid, price of \$4,800 per year. On a motion by Charlie

Minutes of November 12, 2002 Meeting

Vaughn, seconded by Steve Woronoff, the Authority voted to extend the contract.

Charlie Vaughn will order a thirty-foot flagpole.

There was discussion about bringing vintage aircraft and military aircraft to the airport for the First Flight Celebration in May. Cam Barnett said he thought both could be arranged. Cam agreed to chair the committee to plan and execute the airport's First Flight Celebration.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary

Mount Airy / Surry County Airport Authority

PO Box 6607
Mount Airy, NC 27030

MINUTES

Date: December 10, 2002

Members Present: Don Holder, Chairman
John Springthorpe, Secretary
Cam Barnett
Charlie Vaughn
Nolan Kirkman

Members Absent: Steve Woronoff

Others Present: Carl Bell, Attorney
Richard George, FBO
Don Brookshire, City Manager

The treasurer reported that there was \$39,075.05 in the checking account and that all bills were paid.

The Authority voted to authorize the treasurer to pay up to \$200 for secretarial support related to Authority operations this year.

After discussion of the drainage problems in the first set of hangers, Nolan Kirkman and Charlie Vaughn agreed to investigate what could be done to relieve the water problem. An immediate step that may offer some improvement is to fix the gutters on the hanger to better channel the water away from the entrance.

Richard George gave the FBO report. He reported fuel sales for November as 2,571 gallons of 100LL and 1,520 gallons of jet fuel. He also reported that: 1) the AWOS ceiling sensor has been repaired; 2) still trying to locate someone to install the Unicom antenna.

Charlie Vaughn reported that the flagpole has been delivered. He will coordinate the installation.

There being no further business the meeting was adjourned.

John Springthorpe, III
Secretary