

**Mount Airy-Surry County Airport Authority
P.O. Box 6607
Mount Airy, NC 27030
Minutes**

Date: ~~Feb~~
~~02, 08 2008~~ 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Thomas Taylor, Secretary
Richard Wagner, Treasurer
Nolan Kirkman

Others present: John Spane - RA-Tech Services
Dale Sutphin - RA-Tech Services
Jeff Kirby

1. Call to order 5:00 p.m.
2. Public comment period: no comment
3. The minutes for the January meeting were read and approved.
4. Treasurer's Report: Checking account balance \$202,520, all bills are paid.
5. Manager's Report: Operations: DOT has completed the work on runway, except the final markings, to be completed this spring. Safety Items: Federal Migratory bird permit submitted. In the process of obtaining a NC permit for deer and other problem wildlife. Maintenance Items: Water froze again in December at the back-flow valve. The plumber was contacted and made the repairs. Bookkeeping: Completed sales tax for November, December, and January. Total receipts for Authority for November was \$13,478.85; Rents: \$4,570.00, Fuel Sales: \$8,908.85. Fuel Sales for November: 100LL=1,968.2 gallons, Jet-A=261 gallons. Total receipts for Authority for December was \$10,053.40; Rents: \$4,488.66, Fuel Sales: \$5,564.74. Fuel sales for December: 100LL=1,182 gallons, Jet-A=295.4 gallons. Total receipts for Authority for January was \$22,755.02; Rents \$14,125.00, Fuel Sales: \$8,630.02. Fuel sales for January: 100LL=1,603.1 gallons, Jet-A=749.1 gallons.
6. Status of the City-County agreement : No new progress
7. Status of Airport Expansion Project: received \$150,000 appropriation from Surry County. Communicated project status to the office of Congresswoman Foxx. Met with Angelia and Kerry Smith on January 26 to review the final offer and discuss how relocation expenses are handled. The Smiths have submitted estimates of relocation expenses that have been forwarded to the LPA Group for discussion with NCDOT-DA. Submitted application for \$1,000,000 grant to the Appalachian Regional Commission through the Northwest Piedmont Council on Governments. Initial appraisals have been completed on the Armenta and Bray properties. Once the review appraisals are complete, offers can be communicated to the property owners. In the process of developing an analysis of the counteroffer from the Browns that will be communicated to their attorney, David Hiatt.
8. On a motion by Nolan Kirkman, seconded by Thomas Taylor it was agreed to pay the Smiths \$195,000 for property and \$23,427.20 for relocation and storage as approved by NDOT-DA .
9. Old Business: The LPA Group estimates \$200,000 to permanently resolve the storm water issues between the common hangar and the old maintenance hangar. The proposed solution will be the foundation for a future storm water management system along the existing access road. NCDOT-DA is prepared to approve the project if submitted by the Authority. Insteel has asked that the Authority defer discussion on setting the rent for their hangar until the March meeting so their representative may attend.
10. New Business: Met with the NCDOT-DA on January 5 to review TIP requests. Subsequently submitted spreadsheets with list of project components. Snow Removal: it was agreed to approach Lorish's Lawn Care about contract for snow

removal. The LPA Group has provided a Project Scope of Services for the design of the runway extension project. NCDOT-DA is prepared to approve the design effort if submitted by the Authority. Received proposal for lobbying services from Wayne Boyles, a Mount Airy native who formerly worked for Senator Hems in Washington. Received proposed new RNAV-18 and RAV-36 approaches for review. The visibility minimums increased to 1.25 miles. Forwarded comments to LPA Group to send to the FAA requesting that visibility remain 1 mile and that waypoint WISLU be renamed to GOOBR. Proposed approaches are to be published in June 2010. Coincident with the new approaches being published, the existing GPS-36 approach will be canceled.

11. On a motion by Richard Wagner, seconded by Nolan Kirkman we directed the chair to sign contract with LPA Group for \$352,363.00.

12. The meeting was adjourned at 6:40 p.m.

Mount Airy-Surry County Airport Authority
P.O. Box 6607
Mount Airy, NC 27030
Minutes

Date: March 08, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Thomas Taylor, Secretary
Nolan Kirkman

Others present: John Spane - RA-Tech Services
Dale Sutphin - RA-Tech Services

1. Call to order 5:00 p.m.

2. Public comment period: no comment

3. The minutes for the February meeting were read and approved.

4. **Manager's Report: Operations:** On a motion by Nolan Kirkman, seconded by Donald Holder the authority accepted the fuel contract with Eastern Aviation Fuels. On a motion by Nolan Kirkman, seconded by Thomas Taylor the authority accepted the contract for snow removal with Lorish's Lawn Care. The Airport Authority received pricing from Jim Hill for mowing. **Safety Items:** Have received the NC permit for deer and other problem wildlife. **Bookkeeping:** Completed sales tax for March. Total receipts for Authority for February was \$15,949.75; Rents: \$8,235, Fuel Sales: \$7,714.75. Fuel sales for February: 100LL=1,673.4 gallons, Jet-A=412.7 gallons.

5. **Status of the City-County agreement :** County proposal is on agenda for next City Commissioners meeting.

6. **Status of Airport Expansion Project:** Closed on Smith property on March 6th. On a motion by Donald Holder, seconded by Nolan Kirkman the Authority approved an offer of \$143,750 for Jessup property. Sent letter of offers and copy of appraisal to Ms. Jessup for the store property. Waiting for her to return from trip. On a motion by Donald Holder, seconded by Thomas Taylor it was agreed to offer Billy and Sylvia brown \$601,884 for parcels 37, 38a & 38b, 39, and 42. On a motion by Thomas Taylor, seconded by Donald Holder it was agreed to offer Dean Bray Jr. \$617,000 for property at 528 Holly Springs Rd. On a motion by Donald Holder, seconded by Nolan Kirkman It was agreed to offer Marcos & Herman Armenta \$180,000 for 413 Holly Springs Rd.

7. A motion was made by Nolan Kirkman and seconded by Donald Holder VP for the adoption of the following resolution, and upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of \$300,000 has been approved by the Department based on total estimated cost of \$333,334; and

WHEREAS, an amount equal to or greater than ten percent (10%) of the total estimated cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE Chairman of the sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant agreement or any mutually agreed upon modification thereof.

8. A motion was made by Nolan Kirkman and seconded by Donald Holder VP for the adoption of the following resolution, and upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of \$317,127 has been approved by the Department based on total estimated cost of \$352,363; and

WHEREAS, an amount equal to or greater than 10 percent of the total estimated project cost has been appropriated by the Sponsor for this project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE Chairman of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant agreement or any mutually agreed upon modification thereof.

9. Old Business: Insteel has asked that the Authority defer a decision on setting the rent for their hangar until the April meeting so their representative may attend. The LPA Group submitted five alternatives to the FAA to rename the WISLU waypoint on the new RNAV-18 approach. They also asked that the minimums for the new approaches be reconsidered so that they are not worse than existing minimums for non-WAAS aircraft. The FAA responded favorably.

10. New Business: On a motion by Thomas Taylor, seconded by Nolan Kirkman it was agreed to hire Blue Ridge Tree Service to clear obstacles for new approaches for \$2,575. Audit and Compliance Letters received from Martin-Starnes. Approval of audit response to Local Government Commission.

11. The meeting was adjourned at 6:35 p.m.

Mount Airy-Surry County Airport Authority
P.O. Box 6607
Mount Airy, NC 27030
Minutes

Date:

12
April 09, 2010

Members present:

John Springthorpe, Chairman
Donald Holder, Vice Chairman
Thomas Taylor, Secretary
Nolan Kirkman
Cam Barnett

Others present:

John Spane - RA-Tech Services
Dale Sutphin - RA-Tech Services

1. Call to order 5:00 p.m.

2. Public comment period: Problem with pavement between Hicks & Brintles hangars.

3. The minutes for the March meeting were read and approved.

4. Manager's Report: Operations: In the process of completing the Shell Branding process. Final runway painting has been completed. Received 8,000 gallons of 100-LL. Safety Items: Shell training program for fueling operations. Maintenance Items: Pavement issues and complaints have been received. Jet-A hose has been replaced. Bookkeeping: Completed sales tax for March and submitted electronically to NCDOR. Total receipts for Authority for March was \$18,061.41; Rents; \$4,930.00, Fuel Sales: \$13,131.41. Fuel sales for March: 100LL=2,659.1 gallons, Jet-A=825.2 gallons.

5. Status of the City-County agreement : Both boards have approved the draft agreement. We are waiting on the implementation date.

6. Status of Airport Expansion Project: Spoke with Ms. Jessup regarding the store property. Waiting for her to provide a list of the fixtures inside the store. Sent counteroffer to the Browns attorney. We are in agreement on 3 of the 4 parcels. Offer sent for Bray property. He is getting a new appraisal that should be available this week. Offer sent for Armenta property. Working to get court interpreter to assist with the negotiations. Waiting on approval of Appalachian Regional Commission grant.

9. Old Business: Discussed terms for Insteels lease renewal. FAA is under a mandate to replace GPS approaches with RNAV (GPS) approaches. It has identified several obstructions that limit the approach minimums. The most serious of these cannot be mitigated. We should anticipate that the non-WAAS minimums for RWY 36 will be 700 feet and 1 mile effective June 3, 2010. The tree obstructions have been removed. An additional five trees had to be taken down on the north end of the runway. Sent response to the Local Government Commission.

10. New Business: Budget request submitted to county for \$150,000. On a motion by Thomas Taylor seconded by John Springthorpe it was agreed to pay Blue Ridge Tree service \$745.00 for additional services. On a motion by Donald Holder seconded by Thomas Taylor it was agreed to make offer to Bannertown Fire Department for 122 Bluebird Lane Mt. Airy, NC. On a motion by Cam Barnett seconded by Donald Holder, it was agreed for Airport Authority to pay fees for porta-john.

11. The meeting was adjourned at 6:00 p.m.

11/11/2019

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192000 50000

1. Managing Water Operations: The process of controlling the flow of water in a river or stream is a complex task that involves a variety of factors, including the weather, the terrain, and the needs of the community. In the past, water management was often done on a local level, with farmers and other community members working together to manage the water. However, as the population has grown and the needs of the community have changed, water management has become a more complex task that requires the involvement of government agencies and other organizations.

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At 6,000 is below the new production level of

Mount Airy-Surry County Airport Authority

P.O. Box 6607
Mount Airy, NC 27030

Minutes

Date: June 1, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Thomas Taylor, Secretary
T.J. Payne, Treasurer
Nolan Kirkman
Billy Hicks
Greg Perkins

Others present: John Spane - RA-Tech Services
Dale Sutphin - RA- Tech Services
Jeff Kirby – The LPA Group
Jay Williams – Lowe and Williams

1. The meeting was called to order at 5:00pm.
2. On a motion by Nolan Kirkman seconded by Donald Holder the Authority elected John Springthorpe as Chairman.
3. On a motion by Nolan Kirkman seconded by Thomas Taylor the Authority elected Donald Holder as Vice Chairman.
4. On a motion by Nolan Kirkman seconded by Donald Holder the Authority elected Thomas Taylor as Secretary.
5. On a motion by John Springthorpe seconded by Nolan Kirkman the Authority elected T.J. Payne as Treasurer.
6. The minutes for the April meeting were read and approved.
7. The Chairman reported that the checking account balance is \$611,899.55.
8. Manager's Report:
 - a. Operations: We are now processing credit card purchases through Shell. Shell Branding process is complete. NCDA tested and certified the fuel dispensing equipment as accurate.
 - b. Maintenance Items: Glass Paving was contacted and removed the pavement debris. They suggested that we "seal" the pavement if we were not going to repave soon. Some bad lights in the maintenance hangar need to be replaced.
 - c. Bookkeeping: Completed sales tax for April and May and submitted electronically to NCDOR. Total receipts for Authority for April was \$22,543.01; Rents; \$4,930.00, Fuel Sales: \$17,613.01. Total receipts for Authority for May was \$18,527.07; Rents: \$4,430.00 Fuel Sales: \$18,527.07 Fuel sales for April: 100LL=3,898.7 gallons Jet-A=710.7 gallons. Fuel Sales for May: 100LL=2,743.2 gallons, Jet-A=954.0 gallons.
9. Status of Airport Expansion Project:
 - a. Received list of fixtures in store from Ms. Jessup and forwarded it to LPA Group to work with NCDOT-DA. The Division of Aviation will not approve payment for the fixtures, but they will approve moving and storing them. On a motion By Donald Holder seconded by Thomas Taylor the Authority agreed to ask Ms. Jessup's to submit quotes for moving and storing of the fixtures.
 - b. NCDOT-DA will not approve the proposal to purchase all 12 acres on Brown's parcel 38. The Browns attorney was advised that NCDOT-DA is basing their evaluation on the valuation in our original appraisal. If the Browns wish to acquire a more recent appraisal we will forward it to NCDOT-DA. The Browns and the Authority are in agreement on 3 of the 4 parcels to be acquired.
 - c. Received counteroffer from Mr. Bray. The Authority rejected the counteroffer and asked him to send us a copy of his appraisal. He said he would.
 - d. Nolan Kirkman and the court interpreter, Ligia Sawyers met with the Armentas to discuss the offer for their property. They asked for a letter outlining the timetable and what fixtures in the house they may take with them. On a motion by Donald Holder seconded by Thomas Taylor the

- Authority approved sending a letter to the Armentas outlining when the Authority would take possession of their property and what they could take with them when they moved.
- e. Nolan Kirkman and John Springthorpe met with the board of directors for the Bannertown Volunteer Fire Department. They asked several questions about the schedule for the project and about locating the new fire station on the airport property.
 - f. Nothing new on the Appalachian Regional Commission grant.
10. Old Business:
- a. On a motion by Thomas Taylor seconded by Donald Holder the lease agreement with Insteel Industries for the Insteel hangar was approved. Nolan Kirkman abstained.
 - b. A NOTAM is in effect for the existing GPS-36 approach. The FAA will cancel that approach and publish the new RNAV (GPS) approaches on June 3rd.
 - c. The County has not yet set their budget. A decision is expected in late June.
11. New Business:
- a. On a motion by Donald Holder seconded by Thomas Taylor it was agreed to have the Authority Attorney attend all meetings and take the minutes.
 - b. The contact information for the Airport commissioners was reviewed and corrected.
 - c. On a motion by John Springthorpe seconded by Thomas Taylor the Unanimous Written Consent of Board document was approved.
 - d. The FBO proposal from John Spane was discussed.
 - e. The proposed bylaws were discussed.
12. The meeting was recessed until June 21st, 2010 at 5:00pm.

Attachments:

Unanimous written Consent of Board document
Lease agreement for the Insteel Hangar
Letter to the Armentas regarding property acquisition
FBO proposal from John Spane
Consent to Removal from agreement from Dale Sutphin
The minutes for the meeting of April 12, 2010

Mount Airy-Surry County Airport Authority
P.O. Box 6607
Mount Airy, NC 27030
Minutes

Date: July 12, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins

Others present: John Spane - RA-Tech Services
Dale Sutphin - RA-Tech Services
Jay Williams- Lowe and Williams
Jeff Kirby- LPA Group
Tim Kennerly - LPA Group
Daniel Casstevens

1. Call to order 5:00 p.m.

2. The minutes for the April meeting were read and approved.

3. Financial report: The finance report will be presented at the July meeting.

4. Manager's Report: presented by Dale Sutphin

- Discussion of lightning claim. John to follow up with regard to documents needed to verify the claim.

5. Status of Airport Expansion Project:

- The Authority will need a letter from NCDOT for the Appalachian Regional Commission to secure the grant. John Springthorpe reported that a message had been left for the Division Engineer, Mike Pettyjohn.
- John Springthorpe reported that no response has been received from the Armentas and that Ms. Sawyers was to follow up with the on July 12.
- John reported that David Hiatt has notified the Authority that the Browns are reviewing their appraisal and he hopes to have an offer to present at the August meeting. There was also discussion regarding the location of the pad for the Brown property. Jeff Kirby explained that significant grading will have to occur before the pad will be usable.
- David Hiatt has also advised the Authority that he will be representing the Bannertown VFD. John has forward the offer to purchase and a copy of the appraisal.
- John reported that there has been no other contact from Dean Bray regarding his parcel.
- There was discussion regarding the counter-offer on the Jessup property. After discussion, Nolan Kirkman moved that the Authority make a counter-offer of \$153,025 (\$143,750 plus \$9,275 relocation costs). Greg Perkins seconded the motion and it passed.
- Jeff Kirby reported that they were currently working on the right of way plans and surveys related to the expansion project. In addition the Smith's have notified the Authority of their intent to move the house. Paperwork for this has been submitted to the corp of engineers.
- Nolan Kirkman and court interpreter met with the Armentas to discuss the offer. They asked for a letter outlining the timetable and what fixtures in the house they may take with them.
-

6. Old Business:

- Joseph Williams reported on the status of locating an appraiser to conduct a paired lease analysis. There was additional discussion on the status of the negotiations with Insteel. The attorney was instructed to continue looking into the paired lease analysis and report back to the Authority.

7. New Business:

- An Modification Agreement for the existing FBO agreement was presented for consideration. After review, Don Holder moved that the amendment be approved. The motion was seconded by Nolan Kirkman and passed..
- Jeff Kirby reported that they had received the bids for the proposed drainage project. He reported that the low bid was

non-responsive and presented several options to the Authority. After discussion, Don Holder made a motion that the Authority not act and reject all bids. That motion was seconded by Billy Hicks and passed.

8. There being no further business, the meeting was adjourned.



Mount Airy-Surry County Airport Authority
PO Box 6607
Mount Airy, NC 27030
Minutes

Date: August 9, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins
Thomas Taylor

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Tim Kennerly - LPA Group
Daniel Casstevens

1. Call to order 5:00 p.m.
2. The minutes for the July meeting were read and approved.
3. Financial Report - None reported.
4. Manager's Report: presented by John Spane
Eastern called to inquire about withstanding invoices for fuel. Several members of the Authority indicated that it was their understanding that Eastern was to draft the amounts invoiced. Because no drafts have been made, a check will be issued for payment of the invoiced amounts.

5. Status of the Airport Expansion Project

1. NCDOT sent their letters to Appalachian Regional Commission. That should be the last thing needed to secure the \$1,000,000 grant.

At this time the Authority went into closed session

After returning to open session, the meeting proceeded as follows:

3. Brown property- The Authority was presented with a counter offer from David Hiatt for parcel 38 A/B of the Brown property. Nolan Kirkman made motion to approve counter. The motion was seconded by Billy Hicks. The motion to approve the purchase of that tract for

\$158,925.00 was voted on and passed.

Also, AIC 4 parcels \$1563,805

Note: that during discussion Tim Kennerly discussed potential tie slopes, and indicated that he believes that the Authority need to be sure that the purchase agreement includes a construction easement to allow for grading. This discussion was not part of the motion presented.

4. John Springthorpe reported that NCDOT-DA approved the latest offer for the Jessup property. Subsequent to that it was discovered that several pages were missing from the quote for moving and storage. The missing pages added \$9,310 to the price. Awaiting NCDOT-DA approval of the new total of \$162,355. Mrs. Jessup telephoned to say they wanted at least six months before we take possession. Jessup property discussion regarding missing pages. DOT has approved the new total and request for additional 6 months.

Don Holder made a motion to approve an offer to purchase for the new total \$162,355.00 with possession to occur on 12/1/2010. Nolan Kirkman seconded the motion. The motion was voted on and passed.

5. John Springthorpe reported on the recent Surry County Aviation Meeting and the potential for closing the existing airports in favor of one larger project. Thomas Taylor made a motion that it be stated that the Authority feels current expansion plan is in best interest of users for foreseeable future. Thomas Taylor seconded the motion which was voted on and passed.

6. The committee appointments were reviewed as presented.

7. Joseph Williams reported that he had been working with Jim Petelle regarding the Lease with Insteel. He presented a revised lease which he believed adequately addressed concerns raised previously. Greg Perkins made a motion that the Lease be approved, Don Holder seconded the motion which was then voted on and approved. Nolan Kirkman abstained from voting.

7. Discussion of honorarium for Chico. Greg Perkins made a motion that a \$100 honorarium be approved. Thomas Taylor seconded the motion, which was voted on and approved.

8. Discussion of renting trailer spot previously occupied by Chico to Udo.
No action was taken.

9. John Springthorpe passed around handbook information for review and corrections.

10. Nolan Kirkman presented quote for spraying banks with weed killer at a rate of \$180.00 per tank. \$500.00 had been previously approved. Nolan made a motion to approve \$1000.00 for annual spraying. Thomas Taylor seconded the motion, which was voted on and approved.

11. Thomas Taylor presented a motion to approve sublet of lease for Dick Wimbish for 30 days to Billy Hicks. Greg Perkins seconded the motion which was voted on and approved. Billy Hicks abstained from voting in this matter.

12. Tim Kennerly presented and discussed road elevation and meeting with DOT officials.

There being no further business, the meeting was dismissed.

Mount Airy-Surry County Airport Authority
PO Box 6607
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Minutes

Date: September 13, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins
Thomas Taylor

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Tim Kennerly - LPA Group
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group

1. Call to order 5:00 p.m.
2. The minutes for the August meeting were read and approved with an amendment reflecting the Authority had approved the purchase of 4 tracts from the Brown family at a total cost of \$563,805.
3. Financial Report - None reported.
4. Manager's Report: presented by John Spane & Daniel Casstevens
Nolan Kirkman proposed that a programable thermostat be installed in the terminal building to help manage utility costs. This matter was within the discretion of the FBO and no motion was required to take action.
5. Jeff Kirby explained the State Program Guidance Letter 10-1. Per Jeff, the FAA requires that the consultant selection process be done every 5 years. The process requires that the Airport advertise and solicit proposals. Jeff will obtain the required language for the advertising. There is no requirement on how many proposals be solicited and/or reviewed, but the process is required.
6. Jeff presented Amendment 1 to the agreement for consulting services. The original agreement provided for the use of an outside surveyor. Because LPA Group used their own surveyor, the contract needs to be amended to provide for payment on the survey work, Nolan Kirkman made a motion to approve the amendment. The motion was seconded by Thomas Taylor, voted on and passed.

7. Jeff Kirby reviewed the updated property acquisition worksheet with the Authority members. During this discussion, Jeff and Tim Kennerly mentioned that the surveyor is currently working on mapping several of the property lines and Tim discussed grading elevation changes to the plan, and their effect on the adjoining or remaining parcels.

8. The authority discussed an e-mail from Pike Electric regarding the condition of the taxiway from their hangar. Nolan is currently speaking with Phil Lanier regarding possible repairs. Tim Kennerly agreed to inspect the problem areas and discuss possible solutions.

9. Joseph Williams presented the previously approved Insteel Lease for signatures.

There being no further business, the meeting was dismissed.

Closed Session - August 9, 2010

The Board was advised that Ms. Sawyers has spoken with the Armentas regarding the previous offer to purchase from the Authority. The Armentas have rejected that offer and have increased their asking price to \$250,000.00.

Thomas Taylor made a motion to request that the county begin condemnation proceedings
Don Holder seconded the motion

John presented a letter to county manager requesting condemnation. After a brief discussion, the motion was voted on and passed

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Following that business, the Authority moved back into open session.

Mount Airy-Surry County Airport Authority
PO Box 6607
Mount Airy, NC 27030
Minutes

Date: September 13, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins
Thomas Taylor

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Tim Kennerly - LPA Group
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group

1. Call to order 5:00 p.m.
2. The minutes for the August meeting were read and approved with an amendment reflecting the Authority had approved the purchase of 4 tracts from the Brown family at a total cost of \$563,805.
3. Financial Report - None reported.
4. Manager's Report: presented by John Spane & Daniel Casstevens
Nolan Kirkman proposed that a programable thermostat be installed in the terminal building to help manage utility costs. This matter was within the discretion of the FBO and no motion was required to take action.
5. Jeff Kirby explained the State Program Guidance Letter 10-1. Per Jeff, the FAA requires that the consultant selection process be done every 5 years. The process requires that the Airport advertise and solicit proposals. Jeff will obtain the required language for the advertising. There is no requirement on how many proposals be solicited and/or reviewed, but the process is required.
6. Jeff presented Amendment 1 to the agreement for consulting services. The original agreement provided for the use of an outside surveyor. Because LPA Group used their own surveyor, the contract needs to be amended to provide for payment on the survey work, Nolan Kirkman made a motion to approve the amendment. The motion was seconded by Thomas Taylor, voted on and passed.

7. Jeff Kirby reviewed the updated property acquisition worksheet with the Authority members. During this discussion, Jeff and Tim Kennerly mentioned that the surveyor is currently working on mapping several of the property lines and Tim discussed grading elevation changes to the plan, and their effect on the adjoining or remaining parcels.

8. The authority discussed an e-mail from Pike Electric regarding the condition of the taxiway from their hangar. Nolan is currently speaking with Phil Lanier regarding possible repairs. Tim Kennerly agreed to inspect the problem areas and discuss possible solutions.

9. Joseph Williams presented the previously approved Insteel Lease for signatures.

There being no further business, the meeting was dismissed.

Mount Airy-Surry County Airport Authority
PO Box 6607
Mount Airy, NC 27030
Minutes

Date: October 11, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins
Thomas Taylor
TJ Payne

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Tim Kennerly - LPA Group
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Dale Sutphin

1. Call to order 5:00 p.m.
2. The minutes for the September meeting were read and approved with a correction indicating that Greg Perkins was not in attendance for the September Meeting.
3. Financial Report - T.J. Payne presented the financial report, which was approved as presented. A copy of the report is attached hereto..
4. Manager's Report: presented by John Spane & Daniel Casstevens
A copy of the report is attached hereto. In addition to the report, John requested authorization to purchase lights and install them in the common hangar at a total cost of \$1,510.00. Thomas Taylor made a motion to approve the purchase and installation. The motion was seconded by Billy Hicks and approved.
5. Jeff Kirby presented and update on the expansion project. At this time, preliminary design work has been completed for all phases. They are currently moving forward with the final phase of the road relocation project. Surveys are currently being completed, which will be followed by the appraisals on the remaining parcels. Tim will be meeting with all of the local utility providers to discuss relocating the lines and/or services. They are also preparing to submit all of the environmental permits for the project, but are asking that mitigation be completed on an as needed basis once the project begins. At this time, Jeff stated that he can't see any reason that the project can't begin in the spring.

6. Tim Kennerly reported that the State is performing pavement re-evaluations. Phil Lanier was up to look at the Pike Taxi way the previous week and has requested the specs for the taxiway. Jeff Kirby indicated that he will check the archives for the specs. There was discussion about the need for a temporary patch on the taxiway. Don Holder made a motion that the authority obtain 2 bids and authorize up to \$3,000 to be spent on the patch. Thomas Taylor seconded the motion and it passed.

7. There was a brief discussion regarding the proposals to satisfy the State Program Guidance Letter 10-1. Don Holder made a motion that the Authority advertise as recommended. The motion was seconded by Thomas Taylor and passed.

8. John Springthorpe presented a letter from David Hiatt regarding the acquisition from the Bannertown VFD. Thomas Taylor made a motion that the Authority present a counteroffer as set forth in the proposed letter attached to the agenda. Don Holder seconded the same, and it was approved.

9. John Springthorpe presented the resolution required by the State for the approval of the property acquisition from Armenta, Brown and Jessup. John Springthorpe made a motion that the resolution be adopted. The motion was seconded by Nolan Kirkman and was adopted.

10. There was discussion about the recovery of the hangar currently leased to Cam Barnett. Mr. Barnett does not currently own an airplane and is several months behind on lease payments. Joseph Williams explained that there appears to be no evidence of a current lease with Mr. Barnett, making him a month to month tenant. As a courtesy, the Authority instructed Mr. Williams to send a notice to vacate to Mr. Barnett giving him 30 days to vacate.

11. Joseph Williams presented a new standard lease for consideration by the Authority. After discussion, Thomas Taylor moved that the lease be modified to strike the requirement for general liability insurance in item 9, but that the lease be approved after that modification. The motion was seconded by Billy Hicks and was approved.

Following this matter, the meeting was recessed until October 18 at 4 pm.

Mount Airy-Surry County Airport Authority

P.O. Box 6607
Mount Airy, NC 27030

Minutes of Recessed Meeting

Date: October 18, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Thomas Taylor, Secretary
T.J. Payne, Treasurer
Nolan Kirkman
Billy Hicks
Greg Perkins

Others present: John Spane - RA-Tech Services
Daniel Casstevens - RA- Tech Services
Six pilots with aircraft at airport

1. The meeting was reconvened at 4:00pm.
2. The Authority reviewed and discussed the draft Hangar Policy. Numerous changes were agreed upon. A new draft will be prepared for final review.
3. The Authority reviewed the proposed standard lease, making minor changes regarding insurance and utilities.
4. The Authority directed that month-to-month leases be prepared for use of the Common Hangar and for non-turbine aircraft in one of the turbine hangars.
5. The meeting was adjourned.

Mount Airy-Surry County Airport Authority
PO Box 6607
Mount Airy, NC 27030
Minutes

Date: November 8, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks
Greg Perkins
TJ Payne

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Tim Kennerly - LPA Group
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Dale Sutphin
Robert Dukes
Tom Jackson

1. Call to order 5:00 p.m.
2. The minutes for the October meeting were read and approved.
3. Financial Report - T.J. Payne presented the financial report, which was approved as presented.
4. Manager's Report: presented by Daniel Casstevens
A copy of the report is attached hereto. There was a lengthy discussion regarding charge for a ramp fee or a landing fee at the airport. Don Holder made a motion that no fee be charged unless the plane stayed overnight. Nolan Kirkman seconded the motion. After further discussion, the motion was voted on and passed.
5. Jeff Kirby presented and update on the expansion project. At this time, the LPA Group is moving forward with the permitting process. There has already been a meeting with Max Hunter to discuss the property acquisition. He has permission to begin the appraisal process. Jeff is scheduled to meet with Mr. & Mrs. Cook next week to discuss their property. Jeff also discussed the status of various aspects of the property acquisition and the environmental permitting process.
6. Jay Williams reported on the status of the Armentas, Brown and Jessup property acquisitions. Jay also reported on the Brown's desire to have use of the property beyond the 90 days specified in the contract. There was some discussion regarding the problems associated with occupancy

during construction.

7. John Springthorpe reported on the status of the negotiations with the fire department. They have requested a 30 year lease with 10 year extension period. Jay Williams was instructed to determine if such terms were allowable.

8. John Springthorpe presented a proposal from the LPA Group in response to the advertisement placed in response to the State Program Guidance Letter 10-1. The proposal was distributed to the members and will be voted on next month.

9. The draft of the revised hangar policy and the associated leases were distributed for consideration. There was discussion regarding the inclusion of a provisions related to liability coverage, inclusion of a \$15 surcharge for electric usage versus installing separate meters on each hangar and whether the descriptions/identification of hangars on the policy was correct. Authority members will review the policy and the attachments and prepare to vote at the December meeting.

10. There was discussion about the recovery of the hangar currently leased to Cam Barnett. Mr. Barnett is currently moving his personal effects out of the hangar.

11. John Springthorpe advised that a member of the Authority needed to review the various insurance policies applicable to the Authority and evaluate the status. Greg Perkins volunteered to assist.

Mount Airy-Surry County Airport Authority
PO Box 6607
Mount Airy, NC 27030
Minutes

Date: December 13, 2010

Members present: John Springthorpe, Chairman
Donald Holder, Vice Chairman
Nolan Kirkman
Billy Hicks

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Barbara Jessup
Arnold Jessup
Jennifer Hutchens
Harvey Arrington

1. Call to order 5:00 p.m.
2. The minutes for the November meeting were read and approved.
3. Financial Report - There was no financial report presented at this meeting.
4. Manager's Report: presented by Daniel Casstevens
A copy of the report is attached hereto.
5. Jeff Kirby presented and update on the expansion project. At this time, Jeff has had the opportunity to meet with both of the Cooke families and has been authorized to begin the appraisal process. The DOT plans will be ready for review within the next week and the information/application for the Army Corp. Permitting will be submitted after Christmas.

Jeff also discussed the need to prepare a SWPPP plan for the Authority. John Spane agreed to serve as the local rep. For the plan which Jeff hoped to have to the Authority in February.
6. Jay Williams reported on the status of the Fire Department, Brown and Jessup property acquisitions. Barbara Jessup asked to be recognized at the meeting and requested that they be given additional time to prepare the property for an auction. After a brief discussion, it was agreed that they could occupy the property until no later than May 14. Additional discussion indicated that such an option is not available to the Browns because of the need to begin

construction prior to that date.

7. The revised hangar policy and lease agreements were presented. Don Holder made a motion that the policy and form leases be approved. The motion was seconded by Billy Hicks and passed.

8. Daniel Casstevens advised the Authority that a new tenant had taken possession of hangar 3. The prior tenant owes approximately \$1,125 in back rent.

9. The Authority discussed the lease of the trailer/mobile home lots. The Authority is agreeable to a lease until 12/31/2012, then month to month after that date. The lease should include a provision requiring the removal of the trailers at the end of the lease. The rate is to be \$150 per month per space. Lowe and Williams is to prepare an agreement. Note that prior to entering the agreement, the FBO needs to verify that all prior rent has been paid.

10. There was a brief discussion regarding the need for additional mowings. Don Holder made a motion that the Authority authorize 2 additional mowings per year. The motion was seconded by Nolan Kirkman and approved.

Following this, the meeting was officially adjourned. There was additional general discussion regarding the prospects and potential costs of new hangar construction.