

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

Date: March 14, 2011

Members present: John Springthorpe, Chairman  
Donald Holder, Vice Chairman  
Thomas Taylor  
Greg Perkins

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

1. Call to order 5:00 p.m.
2. The minutes for the February meeting were read and approved following a motion from Greg Perkins and a 2<sup>nd</sup> from Thomas Taylor.
3. Financial Report - The financial reports for January and February were presented at this meeting. Greg Perkins made a motion that the reports be approved as presented. The motion was seconded by Don Holder and passed.
4. Manager's Report: the report was presented by Daniel Casstevens  
There was additional discussion regarding the recently completed SWPPP and the need for additional training. Jeff Kirby suggested that plans for additional training be delayed for one month pending some anticipated legislative action which may provide the Authority with some relief.
5. Jeff updated the Authority on the status of the expansion project. The permit applications related to water quality have been submitted and have been published for public comment. The public comment period ends this month. Jeff anticipated the submission of the DENR permit applications within the next week.

Jeff is currently speaking with two 3<sup>rd</sup> party providers regarding local remediation/mitigation projects. He should have the information available at the next month to evaluate the potential cost savings and other factors. Jeff estimated that if the Authority elects to pay the costs of remediation directly to the State, construction could begin in June. If the Authority elects to retain a third party contractor and perform the remediation locally, construction could begin in July, but the costs might be reduced by as much as 20%.

Jeff and Jay are working on the offers on the Hunter Tracts. At Jeff's request, Greg Perkins made a motion that Jeff and Jay prepare offers for the purchase of the Cooke property when the appraisals have been completed. Thomas Taylor seconded the motion which was passed without further discussion.

6. John reported that the Anthony Brown has requested additional time to move the house off of the Brown property. There was consensus that Jay Williams communicate with David Hiatt and let David know that Mr. Brown could have until June 30 to move the house, but that no further extensions would be considered.

In addition, Nolan Kirkman has forwarded a request from Mr. Brown's son-in-law that he be allowed to farm a portion of the property acquired by the Authority for \$50 per acre. Discussion on this request followed and consensus was that the property should not be leased until the completion of the expansion project.

John also presented a proposal from the local church that the Authority and the Church swap two parcels of property. The Church is interested in a small parcel that joins its parsonage and Jeff Kirby agreed that the parcel currently owned by the Church would be beneficial to the Authority. Thomas Taylor made a motion that Jeff Kirby would review the surveys and prepare the needed documents for the exchange. The motion was seconded by Don Holder and passed.

Jeff was also advised that the Authority needs to order survey work to have the new site for the Bannertown VFD platted. This is needed so that the contract with the fire department can be finalized.

7. John Spane presented a request that he be approved to sub-let the Spencer's Hangar. Following the last meeting, John was approached about whether he wished to lease the hangar space. Mr. Crossingham has elected not to lease the space to the Authority. After discussion, Thomas Taylor made a motion that the sublease be approved pending receipt of a written request to sublet the space from Mr. Crossingham. The motion was seconded by Greg Perkins and passed.

8. Jay Williams advised the Authority that there is a statutory procedure to secure a lien and for the sale of an airplane for unpaid storage fees. There was a motion that the Authority proceed with regard to the 2 planes believed to be owned by Tom Mayberry. The motion was seconded and passed.

9. John Springthorpe reported that the FY 2012 budget request is ready to mail to the County.

10. There was discussion regarding the need to select a new Treasurer for the Authority. Thomas Taylor made a motion that the Authority retain the services of a bookkeeper to assist with the records and management of the Authority's finances. Don Holder seconded the motion which then passed. Greg Perkins agreed to secure the services of a bookkeeper and will aid with the transition, but declined to serve as Treasurer at this time.

Following this, the meeting was adjourned.

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

Date: April 11, 2011

Members present: John Springthorpe, Chairman  
~~Donald Holder~~, Vice Chairman  
Thomas Taylor  
Greg Perkins  
Nolan Kirkman  
Victor Zamora

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Jeff Kirby - LPA Group  
Billy Brown  
Anthony Brown

1. Call to order 5:00 p.m.
2. The minutes for the March meeting were read and approved following a motion from Greg Perkins and a 2<sup>nd</sup> from Thomas Taylor.
3. Financial Report - The financial reports for March presented at this meeting. Greg Perkins made a motion that the reports be approved as presented. The motion was seconded by Nolan Kirkman and passed.
4. Prior to regular business, Billy Brown and his son Anthony explained that there were problems obtaining a permit to move the house on the property purchased from the Brown family. Eddie Bunn is to correct any problems with the survey and the Authority will assist in any way possible with the process.
5. Manager's Report: the report was presented by Daniel Casstevens  
There was additional discussion regarding the potential for acquiring a fuel truck. Daniel had received a quote for a monthly lease on a used fuel truck. The cost of the truck was \$800 per month for Jet A and \$500 per month for Av Gas. It was suggested that the Authority check with Marvin Stump about his fuel truck in West Jefferson.
6. Jeff updated the Authority on the status of the expansion project. Multiple permit applications are currently in process now. The public comment period has ended and they are currently awaiting comments from the Army Corp of Engineers. They have received some

comments and are making adjustments to the Land Disturbance Plan. Jeff still believes that we are looking at a July 1 start.

Jeff has spoken with 2 3<sup>rd</sup> party providers regarding local remediation/mitigation projects. One of the contractors has dropped out of consideration. The other has several local projects that may be considered. This should save approx. \$130,000-\$150,000, but may delay construction by a month.

Jeff is still working on the ARC grant and attempting to co-ordinate with NC-DOT

Jeff presented preliminary diagrams for the swap with the Church. There was some discussion. The Authority needs 1 acre and the church has requested a .7 acre parcel. Jeff will re-work the diagrams.

There was a brief discussion of the AWOS critical area diagrams and the impact of the treeline. Nolan will speak with each of the adjoining landowners about the trees within the critical area.

Jeff has begun working on a plat for the leased areas for the VFD. Jeff will send the preliminary diagram to Jay.

Jeff discussed the SWPPP with the Authority. Although they could delay until June, Jeff suggested that the plan be adopted in it's current form. Thomas Taylor made a motion that the SWPPP be approved and adopted. The motion was seconded by Nolan Kirkman and passed. Chris will come up the to the airport and do a walkthrough to assist the staff with compliance.

7. Jay Williams updated the Authority on the status of the Hunter property and also advised that the liens had been established on the Mayberry planes. Jay also advised that he had not heard back on the lease for the mobile home lots. He will follow up on those.

8. The taxiway repairs are scheduled for the 2<sup>nd</sup> week in May.

9. The Authority discussed the response from Dick Wimbish regarding the letter terminating the lease for Techform. Dick will be given an opportunity to bring the plane back to the airport before any further action is taken.

10. Inquiry was made about the status of Cam Barnett's past due lease payments. Daniel reported that no payments had been received. It was decided that the balance should be re-billed and the delinquency noted in the minutes for future reference.

11. There was discussion on various financial matters and the appointment of a new treasurer. Greg reported that Haynes Strand has agreed to handle the bookkeeping services for the Authority at approx. \$300-\$400 per month. This includes bookkeeping services and picking up the mail, but does not include writing the checks. There was additional discussion regarding

outgoing payments including payment for the porta john rental. Thomas Taylor will check with Ben Cooke on that item.

Thomas Taylor then made a motion to approve retaining Haynes Strand to provide bookkeeping services for the Authority. Nolan Kirkman seconded the motion which was voted on and passed.

Nolan Kirkman then made a motion to appoint Greg Perkins to fill the position of Treasurer for the Authority. Thomas Taylor seconded the motion, which then passed.

Following this, the meeting was officially adjourned.

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

Date: May 9, 2011

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

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Jeff Kirby - LPA Group  
Mike Venable  
Mr. & Mrs Jessup  
2 other individuals who did not provide their names for the record

1. Call to order 5:00 p.m.
2. The minutes for the April meeting were read and approved with one change deleting Don Holder from the attendance record in April following a motion from Greg Perkins and a 2<sup>nd</sup> from Nolan Kirkman.
3. Financial Report - The financial reports for April presented at this meeting. Don Holder made a motion that the reports be approved as presented. The motion was seconded by Nolan Kirkman and passed.
4. Mr. & Mrs. Jessup reported that they have finished moving everything except the block wall on the store property. They asked if they needed to be responsible for moving the block wall, and were advised that it was not required.
5. Manager's Report: the report was presented by Daniel Casstevens
6. Jeff updated the Authority on the status of the expansion project. Multiple permit applications are currently in process now. Comments have been received from the Army Corp and DENR. Adjustments are being made now. They have resolved issues regarding the comments from the Division of Land Quality. In addition, a Storm Water Management Plan has been requested, and Jeff is currently considering a couple of alternatives. The land quality permit is likely to be the last on issued, and Jeff believes

that the permit may be attained within 60 days.

Jeff presented an amendment for professional services covering 3 items:

1. The work related to using a local 3<sup>rd</sup> party for mitigation. Cost savings are estimated at \$123,000.00, but may slow the project down a month.
2. The amendment authorizes program/projects management expenses
3. Covers additional work related to design and implementation of permitting applications.

Don Holder made a motion that the amendment be approved. The motion was seconded by Nolan Kirkman and approved.

7. Jay Williams updated the Authority on the status of the Hunter property and the Cooke tracts. There was also discussion about the letter asking to be hired to tear the Armenta house down. The Authority declined to take action on that matter.

8. The taxiway repairs are complete and 2 of the landowners with trees affecting the AWOS are agreeable to the removal of the trees provided that the stumps are ground down. The remaining landowners are being contacted.

9. There is a need for some action to control erosion per the photos attached to the agenda. John Spane was instructed to get a load of class 1 rip rap from Ararat Rock and have it placed accordingly.

10. John Springthorpe advised that the Authority is still waiting on the budget amendment and that the amendment and next years budget would need to be approved in June.

11. The following Officers were elected for the upcoming year:

Chairman - John Springthorpe  
Vice-Chairman - Don Holder  
Secretary - Thomas Taylor  
Treasurer - Greg Perkins

The nomination for each of the officers was made by Don Holder and seconded by Nolan Kirkman. The appointments were approved unanimously.

12. There was discussion about moving the meeting time, and it was determined that the time would not be changed.

13. Mike Venable appeared at the meeting to complain about a bill received for the inspection of and pressure testing of the fire extinguisher in his hangar. He advised the Authority that he did not intend to pay the bill. There was some additional discussion about the extinguishers and the need to make sure all leases were updated

14. Nolan Kirkman reported that he is currently negotiating with the Church regarding the exchange of property for the Airport expansion. The Airport would receive approximately 1.03 acres in exchange for .4 acres. In addition, the Church seems agreeable to a construction easement.

15. Nolan Kirkman also reported that it appears that Tom Love may be agreeable to working with the Authority to acquire a small piece of property that would allow a road behind the Insteel hangar.

16. The Authority was advised that Jim Crossingham has agreed to convey the remaining term of the Spencer's lease for the sum of \$40,000, provided that if he chooses to acquire a hangar during the remaining 36 months of the lease, he offered space in the hangar at the then current rate per square foot.

Greg Perkins made a motion to approve that transaction. Don Holder seconded the motion which passed.

Following this, the meeting was officially adjourned.



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

Date: June 13, 2011

Members present: Donald Holder, Vice Chairman  
Nolan Kirkman  
Victor Zamora  
Billy Hicks

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Jeff Kirby - LPA Group  
Mike Venable  
Norman Wiggington - NC Aeronautics Council

1. Call to order 5:00 p.m.
2. The minutes for the April meeting were read and approved following a motion from Nolan Kirkman and a 2<sup>nd</sup> from Billy Hicks.
3. Jay Williams presented a brief update on the status of the Hunter and Cooke property. Max Hunter has asked whether the timber could be sold and the house moved. There was no objection to the timber, but the consensus was that because the house is outside the demolition zone, the family may not move it. If the family wishes to retain the house, then the Authority will negotiate on the smaller tract needed for the project. Jay will follow up with Max Hunter on this.
4. Financial Report - No finance report was presented
5. Manager's Report: the report was presented by Daniel Casstevens
6. Jeff updated the Authority on the status of the expansion project.
  - 1 of the 3 required permits has been received
  - SWPPP has been submitted
  - \ - LPA is currently waiting for NCDOT to provide comments on the proposed plan for the relocation of the road
  - Jeff advised the Authority that Vision 100 funds may be used to clear trees from the AWOS. The Authority will need to obtain 3 quotes and submit an application prior to beginning the project

7. Based upon a recommendation from Jeff, Nolan Kirkman made a motion to submit an agreement to DOT for the ARC funding. The motion was seconded by Billy Hicks and passed.

8. Per prior discussion, Don Holder is going to order a load of rip rap of the area identified on the North Side of the Airport.

9. Nolan reported that there were several deer sighted on and in close proximity to the runway areas.

10. There was discussion the a minimum profit policy be established for pricing fuel. Ra-Tech will continue to survey local airports for pricing purposes. A motion was made that the Authority establish a pricing policy that the price be not less than cost plus .15 cents. The motion was seconded and passed.

11. Billy Hicks made a motion that the Authority pay the costs of the recent inspections and pressure tests for all fire extinguishers. Victor Zamora seconded the motion which passed.

The meeting was then recessed until June 27 and 5 pm.

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

Date: June 27, 2011 (continued from June 13, 2011)

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

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services

1. This meeting, continued from June 13, 2011 was called back into session at 5:00 p.m.
2. Greg Perkins presented the proposed budget for fiscal year 2012. Don Holder made a motion to approve the budget. Thomas Taylor seconded the motion which was passed.
3. Greg Perkins presented the financial information related to the preparation of a budget amendment for the previous fiscal year. Don Holder made a motion to approve the budget amendment as recommended by the accountant. The motion was seconded by Thomas Taylor and approved.
4. Jay Williams presented the request from Anthony Brown for additional time to move the house on the property acquired by the Authority. Greg Perkins made a motion to give them until August 15 to move the house. The motion was seconded by Don Holder and passed.
5. There was general discussion about payment for mowing services and minimum fuel pricing. No further action was taken.

Following this, the meeting was officially adjourned.

# **Mount Airy-Surry County Airport Authority**

PO Box 6607  
Mount Airy, NC 27030

## **Minutes**

Date: July 11, 2011

Members present: John Springthorpe, Chairman  
Donald Holder, Vice Chairman  
Thomas Taylor, Secretary  
Greg Perkins, Treasurer  
Billy Hicks  
Victor Zamora

Others present: John Spane - RA- Tech Aviation  
Daniel Casstevens - RA-Tech Aviation  
Jeff Kirby – The LPA Group

1. The meeting was called to order at 5:00pm.
2. The minutes for the June meeting were read. One correction was noted for item 10 on June 13 in that the motion to establish a minimum profit policy for fuel pricing was made by Billy Hicks and seconded by Victor Zamora. With that correction, the minutes were approved on a motion by Greg Perkins that was seconded by Don Holder.
3. The financial report for June was presented by Greg Perkins and approved following a motion by Thomas Taylor and a second by Billy Hicks. Greg Perkins offered for review a report, "Fuel Summary for 2010/2011", showing the revenues and cost of fuel during the last fiscal year. The summary indicated that there was a net profit on fuel of \$64,405.88, with 46% of that coming from flowage fees from the corporate fuel farms.
4. The manager's report was presented by Daniel Casstevens.
  - a) Daniel completed Eastern Aviation Quality Control Seminar and received several certifications in fuel handling, spill prevention and line service.
  - b) RA-Tech is working with 2G Environmental to develop a Spill Prevention Control and Countermeasures (SPCC) plan.
  - c) There was another lightning strike that took out the controllers for the gate, runway lights, security cameras and weather station. Repairs are being made.
  - d) John Spane installed lightning arrestors for the runway lights, FBO and maintenance hangar and will install them on the Insteel gate and hangar.
  - e) The rip rap has been delivered to counter the erosion north of the Insteel hangar.
  - f) Daniel delivered a summary of fuel pricing at nearby airports.
  - g) Fuel sales were: 3,097 gallons of 100LL and 1,038 gallons of Jet A.
  - h) Fuel inventory is: 2,173 gallons of 100LL and 7,813 gallons of Jet A.

## **Mount Airy-Surry County Airport Authority**

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5. The Authority directed the Airport Manager:

- a) To send a letter to the owners of the corporate fuel farms reminding them of the State requirements related to their fuel farm.
- b) To verify that the runway lights are going off at 11:00pm as scheduled.

6. Jeff Kirby updated the Authority on the status of the expansion project. The permit process is continuing.

Jeff Kirby and Jay Williams met with Bill and Suzy Cook and Roger and Kathy Cook to discuss the offers to purchase their property. Each couple had several questions, mostly related to the trees near their homes. Jeff is developing responses to those questions. He said it would cost \$12,000 to \$15,000 to get a definitive answer regarding the trees affected by the aviation easement. The Authority said it was premature to spend the money on that because it will be at least two years before the trees are cut. Since they will continue growing, any assessment today will likely be incorrect when the easement takes effect.

They also met with Max Hunter regarding the parcel he owns with his family. Mr. Hunter indicated that cooperation from some of the other family members may be questionable. The Authority directed Jeff and Jay to pursue all avenues before recommending that the acquisition be turned over to the County.

Jeff Kirby pointed out that the new fire station is proposed to be located on property now owned by Mr. Bray. Since we don't yet own that parcel, the Authority directed him to come up with other alternatives.

7. John Springthorpe reported that he had written a letter to Mr. Bray that would be hand delivered the next day. The letter informs Mr. Bray that, since we are so far apart in our respective valuations of his property, the Authority believes that further negotiations are impractical and are therefore requesting the County to exercise the power of eminent domain to acquire the parcel.

8. John Springthorpe reported that Jay Williams said the assignment of lease with Spencer's was complete and Mr. Williams had requested funds from the Treasurer today. Once the funds are received, Mr. Crossingham will be contacted to execute the assignment and the Authority will own the hangar.

9. John Springthorpe reported that he had received assurances from Senator East's office and from the Director of Aviation that the State funding was being restored. He is awaiting the letter from the Secretary of Transportation confirming the decision.

10. John Springthorpe reported that he had been contacted by Doug Cook who wanted to sell the entire parcel owned by his mother, Lucy. The Authority had previously offered to purchase

## **Mount Airy-Surry County Airport Authority**

PO Box 6607  
Mount Airy, NC 27030

0.1 acres of the 1.2 acre parcel. The Authority directed that Mr. Cook be contacted to find out how much he wanted for the entire parcel.

11. The Authority deferred discussion of rental rates for the common hangar and the Spencer's hangar until next month.

12. The Authority discussed the proposed letter to Senator East and directed that it be sent.

13. Don Holder reported that he had contacted someone to take a look at the trees near the AWOS and to provide a price for logging them.

Don also said he believed there was room for improvement in the way the airport telephone number is listed in the telephone book and in the way incoming calls are answered and messages taken. The Authority asked John Spane to review their procedures to see if improvements could be made.

Mr. Holder expressed concern that incoming calls to the Unicom from approaching aircraft were often unanswered. John Spane explained that the attendant frequently was engaged in fueling, moving aircraft or mowing and was unavailable to respond to the radio. The Authority asked Mr. Spane to modify their procedures to provide assistance to landing aircraft when possible.

Don asked about liability issues related to the common hangar, particularly when one owner moves another owner's aircraft. The Authority directed the Attorney to draft a lease for the common hangar and the Spencer's hangar that clearly addresses those issues.

There being no further business, the meeting was adjourned at 6:15pm.

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

Date: August 8, 2011

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

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Tim Kennerly - LPA Group  
Jennifer Fuller, NC DOA  
Anthony Brown  
1 other unidentified attendee

1. The meeting was called to order at 5:00 p.m.
2. The minutes for the July meeting were read and approved following a motion from Don Holder and a 2<sup>nd</sup> from Billy Hicks.
3. Financial Report - The financial reports for March presented at this meeting. Nolan Kirkman made a motion that the reports be approved as presented. The motion was seconded by Billy Hicks and passed.
4. Manager's Report: the report was presented by Daniel Casstevens  
Daniel noted that 8,500 gallons was delivered on 7/19. There was additional discussion regarding the availability of AV Gas and that Aviation fuel was no longer going to be stored at the Greensboro facility and that due to the cost of fuel, it was important that the Airport be in a position to receive a full load when an order was placed.
5. Anthony Brown requested that he be recognized. Mr. Brown explained that there were continuing problems with moving the house on the Brown property. He explained that he believed that the house could be moved by the end of the month. Thomas Taylor made a motion that the time for moving the house be extended until the end of the month. The motion was seconded by Nolan Kirkman and passed.

Mr. Brown also asked about the status of the Armenta house. He asked if he would be allowed to pick up some of the trash and mow just to improve the appearance of the property. There was a brief discussion regarding the Authorities No Trespassing policy and the plan to demolish the house.

6. Tim Kennerly updated the Authority on the status of the expansion project. There is a Friday meeting with DOT. All plans have now been submitted to DOT and are currently in Raleigh for full review and comments. It has been determined that DOT must administer the Federal ARC funds. John has now received the completed paperwork on the ARC funds, and it was suggested that a meeting be scheduled with the Department of Aviation regarding Administration of the funds.

Tim noted that there are currently no indications of problems with DENR regarding the status of the funds for mitigation.

However the current timetable is somewhat uncertain depending on the anticipated DOT time line. Jennifer Fuller offered to assist with determining the anticipated time line for the project.

7. There was a discussion regarding the location of the Bannertown VFD spot. Tim Kennerly was asked to research the potential to flip the Fire Department and Corporate Hangar sites. Jay Williams was instructed to negotiate leaving the final location of the space to be determined, if possible.

8. It was reported that the Authority is waiting on a response from Doug Cook regarding the proposed price for the purchase of 1.2 acres by the Authority.

9. Nolan Kirkman reported that he has identified and marked the AWOS trees. The Authority currently has letters from two landowners authorizing the removal of the trees. Howard Hull has agreed to take the trees. The Authority is currently waiting to receive approval from Richard Vaughn to take down the remaining trees. John Springthorpe will check with Richard Vaughn about the trees. There was some additional discussion regarding the best procedure for dealing with the remaining debris and the stumps. Tim Kennerly provided the names of several companies that do that type of work so that they could be consulted.

10. It was noted that John Spane sent the lease payment for the Spencer's hangar to Spencer's by mistake. Jay will follow up with Spencer's. There was additional discussion about the hangar and whether the hangar should remain under John Spane's control. It was determined that the power should be disconnected, but no further action was taken.

11. There was some discussion that the common hangar lease needed to be reviewed by the Authority members prior to the next meeting.

12. There was discussion regarding the balance due on the property taxes for the acquired tracts. Jay will review and determine whether the County will discharge.



13. Holly Springs Baptist Church has requested a meeting with Representatives from the Authority. Nolan will co-ordinate with Jay to schedule a meeting.

14. John reported that he has received a request from a commercial operation questioning the weight capacity ratings for the runway and requesting permission to utilize our runway. John shared his response with the Authority. Jeff Kirby is checking on proposals to updated the ratings for the runway.

15. Thomas Taylor reported that for next year, there will be two listings in the phone book for the Airport.

At that time, there was a motion to move into closed session. The motion was seconded by Thomas Taylor and passed.

The Authority returned from Closed Session at which time the meeting was officially adjourned.

August 8, 2011 - Closed Session

The Authority was called into Closed Session.

Jay Williams reported on the status of the Cook and Hunter negotiations.

The Cook family has retained Steve Royster to represent them with regard to the acquisition of the property. Jay will follow up with Mr. Royster.

Max Hunter has countered with an offer of \$500,000 for both tracts. Jay reported that the Authority has received concurrence for a maximum of \$400,000 and that NC DOA has advised that \$400,000 is the maximum that they will allow. Jennifer Fuller confirmed this, although she did indicate that they would concur with an offer of \$165,000 for a purchase of only the required acreage. Based upon the negotiations to date, Jay did not believe that the family would accept either of the offers. It was determined that Jay would offer the maximums to the Hunter family and report back to the Authority. If unsuccessful, the Authority could then refer the matter to the County.

Mount Airy-Surry County Airport Authority  
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Minutes

Date: September 12, 2011

Members present: John Springthorpe, Chairman  
Greg Perkins, Treasurer  
Billy Hicks  
Thomas Taylor  
Nolan Kirkman  
Victor Zamora

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Tim Kennerly - LPA Group  
Jeff Kirby - LPA Group  
Billy Brown  
Anthony Brown  
Stephanie Sutphin  
Dennis Angel

1. The meeting was called to order at 5:00 p.m.
2. The minutes for the July meeting were read and approved following a motion from Billy Hicks and a 2<sup>nd</sup> from Nolan Kirkman.
3. Manager's Report: the report was presented by Daniel Casstevens
4. Tim Kennerly updated the Authority on the status of the expansion project. There was a meeting on August 24 with NCDOT and NCDOA. The project is undergoing full review in Raleigh currently, and the LPA group is currently waiting on comments. The comments from the Division of Water Quality have been received and are being addressed now.

Jeff Kirby indicated that the permit applications are continuing to move forward and that barring negative comments from the agencies involved, bidding for the project should begin in October.

John Springthorpe reported on the August 24 meeting in Wilkesboro. Overall, John reported that it was a good meeting and that the rough schedule indicates that the bidding process could start in October. John was pleased to report that DOT appears to have relaxed their position that they have to administer and have direct oversight of the project. They have agreed to review the ongoing project as opposed to maintaining direct oversight, which will allow the

Authority to move more rapidly.

5. Jay Williams reported on the status of the Cooke, Hunter and VFD acquisitions. Mr. Hunter has retained counsel and is having an independent appraisal done on his property. Steve Royster has been retained to represent the Cooke family. Jay is continuing to work with David Hiatt on the property for the Fire Department.

6. Nolan Kirkman reported on the meeting with Church officials regarding the acquisition of the small piece of property from them. They have offered to swap the needed tract in exchange for a small parcel adjoining the parsonage and the sum of \$25,000.00. Following the meeting, John Springthorpe had spoken with the NCDOA and was advised that the Authority needs to proceed with appraisals on the tracts involved. The survey has been completed previously. Jeff Kirby advised the Authority that the appraisal can be completed for less than \$500.00.

7. It was reported that the Authority has still not received a response from Doug Cook regarding the proposed price for the purchase of 1.2 acres by the Authority.

8. John Springthorpe reported that he has been unable to speak with Richard Vaughn about the trees in the AWOS area. He hopes to do this over the next several weeks.

9. There was some general discussion on the current rental rates for the common hangar. No action was taken.

10. General discussion of the Spencer's hangar began. It was noted that the hangar needs to be added to the insurance coverage. Jay Williams was instructed to contact BB&T Insurance to make the required changes to the policy. Discussion then shifted to the status of the lease agreement on the Spencer's hangar and whether it should be continued. During the discussion, it was noted that John Spane needed to have some signage or notice advising tenants that they could be required to vacate. After discussion, Nolan Kirkman made a motion that the agreement with John Spane be continued until May of 2014 or until Spencer's option to place a Corporate jet/aircraft in the hangar lapses, and that during the term of the lease the power be placed in John's name and he receive a \$70 per month credit to offset that expense. The motion was seconded by Billy and passed without further discussion.

11. Jay Williams reported on the status of the hangar leases for all tenants. At this point, all but 1 or 2 of the leases have been updated.

12. John Springthorpe presented a request from SouthData to place a 2<sup>nd</sup> aircraft in their corporate hangar. Nolan Kirkman made a motion that the request be approved. Billy Hicks seconded the motion which passed without additional discussion. John Springthorpe abstained from the vote.

13. Greg Perkins presented the financial reports for the previous month. Nolan Kirkman made a motion that the report be approved as presented. Victor Zamora seconded the motion which passed without any further discussion.

14. John Springthorpe presented the Airport TIP with updated figures for future expansion of the Airport. The plan shows projects for the next 10-20 years, and has been adjusted to reflect changes in costs associated with the current projects. John noted that some of the projects, Group E in particular, are more that 15 years out, but the plan allows the Authority to conduct long range planning and have a better understanding of potential projects.

15. Nolan Kirkman advised that he is still waiting on one more letter from a property owner regarding the trees in the AWOS area, and is also checking on whether the fuel tank can be modified to allow the use of more fuel in the tank.

There being no further business, the meeting was adjourned.

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

## Minutes

Date: October 10, 2011

Members present: John Springthorpe, Chairman  
Thomas Taylor, Secretary  
Greg Perkins, Treasurer  
Billy Hicks  
Don Holder  
Nolan Kirkman  
Victor Zamora

Others present: Daniel Casstevens – RA-Tech Aviation  
Jeff Kirby – The LPA Group  
Stephanie Sutphin, Dennis Angel, Kevin & Crystal Bowman

1. On a motion by Greg Perkins, seconded by Nolan Kirkman, the minutes for the September meeting (attached) were approved.
2. On a motion by Thomas Taylor, seconded by Billy Hicks, the financial report (attached) was approved.
3. Daniel Casstevens presented the manager's report (attached).
  - a. Although 8,500 gallons of 100LL were ordered, only 4,200 gallons were delivered as that was all that was available at the fuel storage facility. Despite the shortage, the Authority was required to pay shipping as if it were a full load. The Chairman was asked to advise NCDOT-DA of the problem regarding fuel availability.
  - b. As requested by the Authority, signs were posted in the RA-Tech hangar advising tenants that their storage agreements were subject to termination upon 30 days notice.
  - c. Fuel sales for September: 2,872 gallon of 100LL and 1,250 gallons of Jet A.
4. Jeff Kirby updated the Authority on the status of the runway extension project.
  - a. There have been several productive meetings with NCDOT to review the road construction plans. Approval of the required permits is expected within three weeks. Once the permits are approved, advertising will begin for bids on the grading and paving.
  - b. The surveys have been completed for the three parcels that need to be acquired along the west fence (Cook, Love and the Church). The appraisals of those parcels are underway.
  - c. In order to comply with the request from Bill and Suzy Cook the property must be re-surveyed at a cost of \$2,800. Jeff Kirby said it would have to be done prior to closing in any case. The Authority directed that he proceed. It is anticipated that this will satisfy the Cooks so that the property can be acquired.
5. The Chairman reports that John S. Clark is okay with removing the trees from their parcel adjacent to the AWOS as long as the debris is cleaned up by either removing it or burning it.
6. Nolan Kirkman reported that he spoke with Clayton Eaton who will perform the tank test on the underground storage tanks. Mr. Eaton also quoted \$600 to \$1,000 to add an extension arm to the fuel pickup in the 100LL tank. This will reduce the unusable fuel to 200 gallons from the current 800 gallons. On a motion by Nolan Kirkman, seconded by Don Holder, the Authority approved spending up to \$1,000 to inspect the fuel pickup and add the extension arm as required.
7. Don Holder presented the NDB Ground Inspection Report showing that the NDB site had been inspected and passed.

8. The Authority discussed that the NDB was out of service and in need of repairs again. Because the unit required repairs costing more than \$6,000 within the last 18 months, the Chairman recommended that NCDOT-DA be contacted for permission to decommission the NDB. After discussion about utilization of the NDB versus the ongoing cost of upkeep (maintenance, repairs, mowing, spraying, insurance, electricity and inspections), the Authority directed the Chairman to make the request to NCDOT-DA.
9. The Chairman suggested the Authority consider implementing a ramp fee of \$100 for aircraft with a maximum gross weight of 6,000 pounds or more that are not based at Mount Airy. The fee would be waived with an equivalent fuel purchase. No decision was made.
10. The Authority members were asked to consider a date for a Christmas get together.
11. Mr. Bowman spoke to the Authority regarding trespassers on the Armenta property who were loitering in and around the house and damaging the property.
12. The meeting was adjourned.

Attachments:   Agenda for meeting of October 10, 2011  
                      Minutes of meeting on September 12, 2011  
                      Manager's Report dated October 2011  
                      Financial report for July through September 2011

Mount Airy / Surry County Airport Authority

PO Box 6607

Mount Airy, NC 27030

**AGENDA**

**October 10, 2011**

Call to order

Approval of Minutes for September meeting

Financial Report

Manager's Report

Status of Airport Expansion Project

1. Update on design and permitting from The LPA Group.
2. Status of bid package for road construction.
3. Status of survey and appraisal for Church, Love & Cook properties.

Old Business

1. Removal of trees near AWOS.
  - Spoke with Richard Vaughn – he is okay with us cutting trees and pushing debris into the southeast corner of their parcel as long as we remove the trees and burn the debris.
2. Lucy Cook parcel.
  - No contact with Doug Cook – asked LPA Group to include the 0.09 acres of that parcel in the survey & appraisal along with Church and Love parcels.

New Business

Adjourn



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

Date: September 12, 2011

Members present: John Springthorpe, Chairman  
Greg Perkins, Treasurer  
Billy Hicks  
Thomas Taylor  
Nolan Kirkman  
Victor Zamora

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Tim Kennerly - LPA Group  
Jeff Kirby - LPA Group  
Billy Brown  
Anthony Brown  
Stephanie Sutphin  
Dennis Angel

1. The meeting was called to order at 5:00 p.m.
2. The minutes for the July meeting were read and approved following a motion from Billy Hicks and a 2<sup>nd</sup> from Nolan Kirkman.
3. Manager's Report: the report was presented by Daniel Casstevens
4. Tim Kennerly updated the Authority on the status of the expansion project. There was a meeting on August 24 with NCDOT and NCDOA. The project is undergoing full review in Raleigh currently, and the LPA group is currently waiting on comments. The comments from the Division of Water Quality have been received and are being addressed now.

Jeff Kirby indicated that the permit applications are continuing to move forward and that barring negative comments from the agencies involved, bidding for the project should begin in October.

John Springthorpe reported on the August 24 meeting in Wilkesboro. Overall, John reported that it was a good meeting and that the rough schedule indicates that the bidding process could start in October. John was pleased to report that DOT appears to have relaxed their position that they have to administer and have direct oversight of the project. They have agreed to review the ongoing project as opposed to maintaining direct oversight, which will allow the

Authority to move more rapidly.

5. Jay Williams reported on the status of the Cooke, Hunter and VFD acquisitions. Mr. Hunter has retained counsel and is having an independent appraisal done on his property. Steve Royster has been retained to represent the Cooke family. Jay is continuing to work with David Hiatt on the property for the Fire Department.

6. Nolan Kirkman reported on the meeting with Church officials regarding the acquisition of the small piece of property from them. They have offered to swap the needed tract in exchange for a small parcel adjoining the parsonage and the sum of \$25,000.00. Following the meeting, John Springthorpe had spoken with the NCDOA and was advised that the Authority needs to proceed with appraisals on the tracts involved. The survey has been completed previously. Jeff Kirby advised the Authority that the appraisal can be completed for less than \$500.00.

7. It was reported that the Authority has still not received a response from Doug Cook regarding the proposed price for the purchase of 1.2 acres by the Authority.

8. John Springthorpe reported that he has been unable to speak with Richard Vaughn about the trees in the AWOS area. He hopes to do this over the next several weeks.

9. There was some general discussion on the current rental rates for the common hangar. No action was taken.

10. General discussion of the Spencer's hangar began. It was noted that the hangar needs to be added to the insurance coverage. Jay Williams was instructed to contact BB&T Insurance to make the required changes to the policy. Discussion then shifted to the status of the lease agreement on the Spencer's hangar and whether it should be continued. During the discussion, it was noted that John Spane needed to have some signage or notice advising tenants that they could be required to vacate. After discussion, Nolan Kirkman made a motion that the agreement with John Spane be continued until May of 2014 or until Spencer's option to place a Corporate jet/aircraft in the hangar lapses, and that during the term of the lease the power be placed in John's name and he receive a \$70 per month credit to offset that expense. The motion was seconded by Billy and passed without further discussion.

11. Jay Williams reported on the status of the hangar leases for all tenants. At this point, all but 1 or 2 of the leases have been updated.

12. John Springthorpe presented a request from SouthData to place a 2<sup>nd</sup> aircraft in their corporate hangar. Nolan Kirkman made a motion that the request be approved. Billy Hicks seconded the motion which passed without additional discussion. John Springthorpe abstained from the vote.

13. Greg Perkins presented the financial reports for the previous month. Nolan Kirkman made a motion that the report be approved as presented. Victor Zamora seconded the motion which passed without any further discussion.

14. John Springthorpe presented the Airport TIP with updated figures for future expansion of the Airport. The plan shows projects for the next 10-20 years, and has been adjusted to reflect changes in costs associated with the current projects. John noted that some of the projects, Group E in particular, are more than 15 years out, but the plan allows the Authority to conduct long range planning and have a better understanding of potential projects.

15. Nolan Kirkman advised that he is still waiting on one more letter from a property owner regarding the trees in the AWOS area, and is also checking on whether the fuel tank can be modified to allow the use of more fuel in the tank.

There being no further business, the meeting was adjourned.

# **Ra-Tech Aviation, LLC**

Manager's Report  
October 2011

## **Operations:**

1. Completed our UST inspection with DENAR.
  - a. Daniel will be attending tank school.
  - b. We must have a tank tightness test on both tanks done.
  - c. We also need to have sump wells cleaned out.
  - d. We have scheduled Clayton Eaton to handle these violations.
2. We completed our flight school inspection with TSA on 9/29.
3. We completed our security inspection with TSA on 10/5.
4. We completed a seminar on Al-Qa'ida and the Threat to General Aviation with TSA on 9/2.
5. Still working with the fire departments to schedule the training seminar.
6. Ordered 8,500 gallons of 100LL.
7. Printed out the AWOS Log Book as was requested by the technician.

## **Maintenance Items:**

1. The overheating problem with the courtesy car has been fixed.
2. Bought a new weed – eater.

## **Safety Items:**

1. We received our North Carolina Wildlife Take Permit. We may now remove any animals from the field except migratory birds.

# Ra-Tech Aviation, LLC

Manager's Report  
October 2011

Fuel Items: As of October 1, 2011.

1. Fuel inventory.
  - 1,931 gallons of Avgas.
  - 3,936 gallons of Jet-A.
2. Fuel pricing.
  - September 20 – September 26, 2011
    - \$3.1543800 – Jet
    - \$4.1810500 – Avgas
  - September 27 – October 3, 2011
    - \$3.0979000 – Jet (0.05648) -
    - \$3.9916300 – Avgas (0.18942) -
  - October 4 – October 10, 2011
    - \$3.0734000– Jet (0.0245) -
    - \$3.8917400– Avgas (0.09989) -
3. Competitor pricing.
  - KMWK
    - \$5.26 Avgas
    - \$5.11 Jet
  - KZEF
    - \$5.30 Avgas
    - \$5.00 Jet
  - KHLX
    - \$5.10 Avgas
    - \$5.22 Jet
  - KMTV
    - \$5.25 Avgas
    - \$5.10 Jet
  - KUKF
    - \$5.31 Avgas
    - \$5.16 Jet

Book Keeping:

1. Next page.

# Mount Airy-Surry County Airport Authority

## Sales by Item Summary

September 2011

Sep 11

	<u>Qty</u>	<u>Amount</u>	<u>% of Sales</u>	<u>Avg Price</u>
<b>Parts</b>				
100-LL	2,872.10	14,130.72	54.36%	4.92
FET	1,250.10	305.04	1.17%	0.24
Fuel Jet A A				
Fuel, Jet A	1,250.10	5,687.96	21.88%	4.55
Total Fuel Jet A A		5,687.96	21.88%	
Hanger Rent	24.00	5,325.00	20.49%	221.88
Lot Rental	2.00	300.00	1.15%	150.00
Monthly Tie Down	7.00	245.00	0.94%	35.00
Total Parts		25,993.72	100.0%	
<b>TOTAL</b>		25,993.72	100.0%	

5:45 PM

10/09/11

Accrual Basis

# Surry County Airport Authority Profit & Loss Budget vs. Actual July through September 2011

	Jul - Sep 11	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
30100 · Interest Income - Checking	0.00	0.00	0.00	0.0%
30150 · Interest Income - CD	0.00	900.00	-900.00	0.0%
30210 · Fuel Sales	56,242.20	33,750.00	22,492.20	166.6%
30215 · Fuel Farms Income	8,394.26	10,622.00	-2,227.74	79.0%
30300 · Rent Income - Hangars	19,550.00	16,125.00	3,425.00	121.2%
30302 · Land Rent	0.00	900.00	-900.00	0.0%
30320 · Surry County	90,000.00	100,000.00	-10,000.00	90.0%
31000 · Project Revenue				
31300 · NCDOT-DA	58,780.33			
31000 · Project Revenue - Other	1,965.88			
<b>Total 31000 · Project Revenue</b>	<b>60,746.21</b>			
<b>Total Income</b>	<b>234,932.67</b>	<b>162,297.00</b>	<b>72,635.67</b>	<b>144.8%</b>
<b>Gross Profit</b>	<b>234,932.67</b>	<b>162,297.00</b>	<b>72,635.67</b>	<b>144.8%</b>
<b>Expense</b>				
Hangar Lease Purchase	40,000.00	0.00	40,000.00	100.0%
50015 · Professional Fees	0.00	7,700.00	-7,700.00	0.0%
50020 · Legal Expense	0.00			
50132 · Management Fees	23,850.00	23,850.00	0.00	100.0%
50133 · Fuel Pumping Fee	3,060.53	1,275.00	1,785.53	240.0%
50140 · Taxes & Licenses	55.00	0.00	55.00	100.0%
50200 · Repairs & Maintenance	2,947.03	9,900.00	-6,952.97	29.8%
50210 · Mowing and Grounds Upkeep	7,480.08	2,660.00	4,820.08	281.2%
50245 · Supplies - FBO	182.18	750.00	-567.82	24.3%
50250 · Telephone	300.95	375.00	-74.05	80.3%
50270 · Utilities	3,424.83	3,750.00	-325.17	91.3%
50275 · Fuel Purchases	37,374.99	30,000.00	7,374.99	124.6%
50280 · Fuel Flowage Fee	0.00	0.00	0.00	0.0%
51000 · Bank Charges	5.50			
52000 · Project Expenditures				
52200 · Land Acquisition	5,369.25			
52300 · LPA Project Fees	21,812.50	15,000.00	6,812.50	145.4%
<b>Total 52000 · Project Expenditures</b>	<b>27,181.75</b>	<b>15,000.00</b>	<b>12,181.75</b>	<b>181.2%</b>
59010 · Airport Operator	0.00	0.00	0.00	0.0%
59015 · Garbage Service-FBO	62.35			
59020 · Insurance Expense	4,325.00			
59060 · Sales Tax Expense	4,249.76			
<b>Total Expense</b>	<b>154,499.95</b>	<b>95,260.00</b>	<b>59,239.95</b>	<b>162.2%</b>
<b>Net Income</b>	<b>80,432.72</b>	<b>67,037.00</b>	<b>13,395.72</b>	<b>120.0%</b>



5:47 PM  
10/09/11  
Accrual Basis

# **Surry County Airport Authority** **Profit & Loss Budget vs. Actual** **September 2011**

	Sep 11	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
30100 · Interest Income - Checking	0.00	0.00	0.00	0.0%
30150 · Interest Income - CD	0.00	300.00	-300.00	0.0%
30210 · Fuel Sales	17,000.99	11,250.00	5,750.99	151.1%
30215 · Fuel Farms Income	3,696.02	3,542.00	154.02	104.3%
30300 · Rent Income - Hangars	6,340.00	5,375.00	965.00	118.0%
30302 · Land Rent	0.00	300.00	-300.00	0.0%
31000 · Project Revenue				
31300 · NCDOT-DA	58,780.33			
31000 · Project Revenue - Other	1,965.88			
<b>Total 31000 · Project Revenue</b>	<b>60,746.21</b>			
<b>Total Income</b>	<b>87,783.22</b>	<b>20,767.00</b>	<b>67,016.22</b>	<b>422.7%</b>
<b>Gross Profit</b>	<b>87,783.22</b>	<b>20,767.00</b>	<b>67,016.22</b>	<b>422.7%</b>
<b>Expense</b>				
Hangar Lease Purchase	0.00	0.00	0.00	0.0%
50015 · Professional Fees	0.00	1,700.00	-1,700.00	0.0%
50132 · Management Fees	7,950.00	7,950.00	0.00	100.0%
50133 · Fuel Pumping Fee	1,085.53	425.00	660.53	255.4%
50140 · Taxes & Licenses	0.00	0.00	0.00	0.0%
50200 · Repairs & Maintenance	1,667.40	3,300.00	-1,632.60	50.5%
50210 · Mowing and Grounds Upkeep	2,155.00	500.00	1,655.00	431.0%
50245 · Supplies - FBO	83.42	250.00	-166.58	33.4%
50250 · Telephone	99.92	125.00	-25.08	79.9%
50270 · Utilities	1,063.87	1,250.00	-186.13	85.1%
50275 · Fuel Purchases	0.00	10,000.00	-10,000.00	0.0%
50280 · Fuel Flowage Fee	0.00	0.00	0.00	0.0%
51000 · Bank Charges	5.50			
52000 · Project Expenditures				
52200 · Land Acquisition	2,969.25			
52300 · LPA Project Fees	14,319.63	5,000.00	9,319.63	286.4%
<b>Total 52000 · Project Expenditures</b>	<b>17,288.88</b>	<b>5,000.00</b>	<b>12,288.88</b>	<b>345.8%</b>
59010 · Airport Operator	0.00	0.00	0.00	0.0%
59020 · Insurance Expense	-355.00			
59060 · Sales Tax Expense	1,449.87			
<b>Total Expense</b>	<b>32,494.39</b>	<b>30,500.00</b>	<b>1,994.39</b>	<b>106.5%</b>
<b>Net Income</b>	<b>55,288.83</b>	<b>-9,733.00</b>	<b>65,021.83</b>	<b>-568.1%</b>

5:50 PM  
10/09/11  
Accrual Basis

**Surry County Airport Authority**  
**Balance Sheet**  
**As of October 9, 2011**

	<u>Oct 9, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10002 · SURREY BANK CHECKING	515,512.45
10003 · Surrey Bank and Trust-CDARS	330,000.00
10005 · Petty Cash - FBO	300.00
<b>Total Checking/Savings</b>	<u>845,812.45</u>
Accounts Receivable	
10015 · Grant Receivable	58,780.33
<b>Total Accounts Receivable</b>	<u>58,780.33</u>
Other Current Assets	
10075 · Prepaid Insurance	3,070.00
<b>Total Other Current Assets</b>	<u>3,070.00</u>
<b>Total Current Assets</b>	907,662.78
<b>Fixed Assets</b>	
11000 · Buildings	1,289,940.27
11010 · Landing Lights	83,298.00
11020 · Furniture & Fixtures	27,081.00
11030 · Machinery & Equipment	11,600.00
11050 · Land	1,674,255.95
11060 · Land Improvements	2,608,903.00
12000 · Accumulated Depreciation	-2,061,020.00
<b>Total Fixed Assets</b>	<u>3,634,058.22</u>
<b>TOTAL ASSETS</b>	<u><b>4,541,721.00</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	24,180.00
<b>Total Accounts Payable</b>	<u>24,180.00</u>
<b>Total Current Liabilities</b>	<u>24,180.00</u>
<b>Total Liabilities</b>	24,180.00
<b>Equity</b>	
22310 · Retained Earnings	1,069,026.28
23000 · Fund Balance	3,368,082.00
Net Income	80,432.72
<b>Total Equity</b>	<u>4,517,541.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,541,721.00</b></u>

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

## Minutes

Date: November 14, 2011

Members present: John Springthorpe, Chairman  
Greg Perkins, Treasurer  
Billy Hicks  
Don Holder  
Nolan Kirkman  
Victor Zamora

Others present: John Spane – RA-Tech Aviation  
Daniel Casstevens – RA-Tech Aviation  
Jeff Kirby – The LPA Group  
Stephanie Sutphin, Dennis Angel, Robert Robacker, Mark O'Neal

1. On a motion by Don Holder, seconded by Nolan Kirkman, the minutes for the October meeting (attached) were approved.
2. On a motion by Nolan Kirkman, seconded by Billy Hicks, the financial report (attached) was approved.
3. Daniel Casstevens presented the manager's report (attached).
  - a. The carpets in the terminal were cleaned.
  - b. The Storm Water Plan (SWPPP) quarterly inspection was completed.
  - c. The driveways at the Armenta house were roped off with no trespassing signs.
  - d. Fuel sales for October: 3,373 gallons of 100LL and 1,693 gallons of Jet A.
  - e. Fuel inventory as of October 31 is: 2,484 gallons of 100LL and 2,102 gallons of Jet A.
  - f. Received 8,100 gallons of 100LL on November 11.
  - g. Replaced the breaker box on the Insteel gate.
  - h. Replaced some of the runway lights and are awaiting a new shipment of bulbs from Barnes & Powell.
  - i. Repaired the door on hangar 4.
4. Don Holder asked that a letter be sent from the Authority to the NCDOT Division of Aviation informing them of the situation regarding 100LL aviation fuel.
5. Jeff Kirby updated the Authority on the status of the runway extension project.
  - a. The permits are coming along and should be ready shortly. The bid package is ready pending NCDOT approval. NCDOT will not approve until all of property for the road is either under condemnation or owned by the Authority.
  - b. The appraisals for the Cook, Love and Church parcels have been promised for this week.
  - c. Mr. Hunter is circulating the final offer for expected approval by the family members.
  - d. The Cooks (both families) have additional questions, but are in conversation with the Authority attorney. If this does not show progress soon, the Authority may want to consider eminent domain action.
  - e. The bids for demolition and removal of the Armenta house and trailer were received. The bids were: \$58,390 and \$192,584 and \$19,000. On a motion by Greg Perkins, seconded by Billy Hicks, the Authority voted to accept the low bid of \$19,000 from DH Griffin and directed Mr. Kirby to have them move forward.
6. Don Holder reported that Howard Hull will begin removal of the trees near the AWOS within two weeks.
7. The Authority discussed the possibility of a ramp fee for aircraft with a maximum gross weight of 6,000 pounds or more, but declined to take action.

8. John Spane reported that they were waiting on a quote from Clayton Eaton to modify the fuel pick up and perform the tank tests as required by NCDENR.
9. The Chairman reported that Gail Hackbart in the FAA Southern Region office in Atlanta has been out of the office and is not expected to return until November 23. She is the person responsible for decommissioning the NDB.
10. The Chairman reported that the runway weight limitation has been removed from the Airport / Facility Directory effective with the next publication date.
11. The Chairman presented each member with the management inquiry letter from the auditor and requested that they each quickly complete the form and return it to Martin-Starnes.
12. Billy Hicks made a motion to audit the books between RA-Tech and the Authority for rents and fuel charges to insure everything balances. The motion failed for lack of a second.
13. On a motion by Billy Hicks, seconded by Don Holder, the Authority voted to go into closed session for legal and personnel discussions.
14. The Authority came out of closed session and directed the chairman to engage a bookkeeper to reconcile the records kept by RA-Tech regarding fuel transactions and hangar rents.
15. The meeting was recessed until 5:00 p.m. on Monday, December 5, 2011.

Attachments:   Agenda for meeting of November 14, 2011  
                      Minutes of meeting on October 10, 2011  
                      Manager's Report dated November 2011  
                      Financial report for July through October 2011

Mount Airy / Surry County Airport Authority

PO Box 6607

Mount Airy, NC 27030

**AGENDA**

**November 14, 2011**

Call to order

Approval of Minutes for October meeting

Financial Report

Manager's Report

Status of Airport Expansion Project

1. Update from The LPA Group.
2. Status of bid package for road construction.
3. Bid for demolition of Armenta house.
4. Status of Church, Love and Cook parcels.
5. Status of Hunter property.
6. Status of Cook (both) properties.

Old Business

1. Removal of trees near AWOS.
2. Ramp fee for aircraft  $\geq$  6,000 pounds.
3. Status of fuel tank testing.
4. NDB decommissioning – FAA person out of office.

New Business

1. Management inquiry letter from Martin-Starnes for audit.
2. FBO contract renewal.
3. Self-service fuel.

Adjourn

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

## Minutes

Date: October 10, 2011

Members present: John Springthorpe, Chairman  
Thomas Taylor, Secretary  
Greg Perkins, Treasurer  
Billy Hicks  
Don Holder  
Nolan Kirkman  
Victor Zamora

Others present: Daniel Casstevens – RA-Tech Aviation  
Jeff Kirby – The LPA Group  
Stephanie Sutphin, Dennis Angel, Kevin & Crystal Bowman

1. On a motion by Greg Perkins, seconded by Nolan Kirkman, the minutes for the September meeting (attached) were approved.
2. On a motion by Thomas Taylor, seconded by Billy Hicks, the financial report (attached) was approved.
3. Daniel Casstevens presented the manager's report (attached).
  - a. Although 8,500 gallons of 100LL were ordered, only 4,200 gallons were delivered as that was all that was available at the fuel storage facility. Despite the shortage, the Authority was required to pay shipping as if it were a full load. The Chairman was asked to advise NCDOT-DA of the problem regarding fuel availability.
  - b. As requested by the Authority, signs were posted in the RA-Tech hangar advising tenants that their storage agreements were subject to termination upon 30 days notice.
  - c. Fuel sales for September: 2,872 gallon of 100LL and 1,250 gallons of Jet A.
4. Jeff Kirby updated the Authority on the status of the runway extension project.
  - a. There have been several productive meetings with NCDOT to review the road construction plans. Approval of the required permits is expected within three weeks. Once the permits are approved, advertising will begin for bids on the grading and paving.
  - b. The surveys have been completed for the three parcels that need to be acquired along the west fence (Cook, Love and the Church). The appraisals of those parcels are underway.
  - c. In order to comply with the request from Bill and Suzy Cook the property must be re-surveyed at a cost of \$2,800. Jeff Kirby said it would have to be done prior to closing in any case. The Authority directed that he proceed. It is anticipated that this will satisfy the Cooks so that the property can be acquired.
5. The Chairman reports that John S. Clark is okay with removing the trees from their parcel adjacent to the AWOS as long as the debris is cleaned up by either removing it or burning it.
6. Nolan Kirkman reported that he spoke with Clayton Eaton who will perform the tank test on the underground storage tanks. Mr. Eaton also quoted \$600 to \$1,000 to add an extension arm to the fuel pickup in the 100LL tank. This will reduce the unusable fuel to 200 gallons from the current 800 gallons. On a motion by Nolan Kirkman, seconded by Don Holder, the Authority approved spending up to \$1,000 to inspect the fuel pickup and add the extension arm as required.
7. Don Holder presented the NDB Ground Inspection Report showing that the NDB site had been inspected and passed.

8. The Authority discussed that the NDB was out of service and in need of repairs again. Because the unit required repairs costing more than \$6,000 within the last 18 months, the Chairman recommended that NCDOT-DA be contacted for permission to decommission the NDB. After discussion about utilization of the NDB versus the ongoing cost of upkeep (maintenance, repairs, mowing, spraying, insurance, electricity and inspections), the Authority directed the Chairman to make the request to NCDOT-DA.
9. The Chairman suggested the Authority consider implementing a ramp fee of \$100 for aircraft with a maximum gross weight of 6,000 pounds or more that are not based at Mount Airy. The fee would be waived with an equivalent fuel purchase. No decision was made.
10. The Authority members were asked to consider a date for a Christmas get together.
11. Mr. Bowman spoke to the Authority regarding trespassers on the Armenta property who were loitering in and around the house and damaging the property.
12. The meeting was adjourned.

Attachments:   Agenda for meeting of October 10, 2011  
                      Minutes of meeting on September 12, 2011  
                      Manager's Report dated October 2011  
                      Financial report for July through September 2011

# **Ra-Tech Aviation, LLC**

Manager's Report  
November 2011

## **Operations:**

1. Steam World cleaned the carpet in the FBO.
2. Completed the SWPPP inspection for this quarter.
3. Roped off the driveways with no trespassing signs as requested.
4. We only have five tie downs spots open.
5. As of October 31, 2011 we have 2,484 gallons of avgas remaining.
6. As of October 31, 2011 we have 2,102 gallons of jet-a1 remaining
7. Order 8,100 gallons of avgas.
8. Received 8,100 gallons of avgas on 11/11/11.

## **Maintenance Items:**

1. John replaced the breaker box on the Insteel gate.
2. John replaced some runway lights. We are currently waiting on a new shipment of lights from Barnes & Powell so we can replace the remaining burned out lights.
3. Had to repair the door on hangar 4.

## **Safety Items:**

1. None.



# Ra-Tech Aviation, LLC

## Manager's Report November 2011

Fuel Items: As of November 13, 2011.

1. Fuel inventory.
  - 9,309 gallons of Avgas.
  - 1,625 gallons of Jet-A.
2. Fuel pricing.
  - October 25 – October 31, 2011
    - \$3.1983800 – Jet
    - \$3.8944200 – Avgas
  - November 1 – November 7, 2011
    - \$3.2301800 – Jet
    - \$3.8608000 – Avgas
  - November 8 – November 14, 2011
    - \$3.2219000 – Jet
    - \$3.8235600 – Avgas
3. Competitor pricing.
  - KMWK
    - \$5.26 Avgas
    - \$5.11 Jet
  - KZEF
    - \$5.30 Avgas
    - \$5.00 Jet
  - KHLX
    - \$5.10 Avgas
    - \$5.22 Jet
  - KMTV
    - \$5.25 Avgas
    - \$5.10 Jet
  - KUKF
    - \$5.25 Avgas
    - \$4.90 Jet

# Mount Airy-Surry County Airport Authority

## Sales by Item Summary

October 2011  
Oct 11

	Qty	Amount	% of Sales	Avg Price
<b>Parts</b>				
100-LL	3,772.718	18,561.75	56.88%	4.92
FET	1,692.50	412.97	1.27%	0.24
Fuel Jet A A				
Fuel, Jet A	<u>1,692.50</u>	<u>7,700.89</u>	<u>23.6%</u>	4.55
Total Fuel Jet A A	1,692.50	7,700.89	23.6%	
Hanger Rent	24.00	5,375.00	16.47%	223.96
Lot Rental	2.00	300.00	0.92%	150.00
Monthly Tie Down	8.00	<u>280.00</u>	<u>0.86%</u>	35.00
Total Parts		<u>32,630.61</u>	<u>100.0%</u>	
<b>TOTAL</b>		<u><u>32,630.61</u></u>	<u><u>100.0%</u></u>	

9:48 PM  
11/13/11  
Accrual Basis

# **Surry County Airport Authority** **Profit & Loss YTD Comparison** **October 2011**

	Oct 11	Jul - Oct 11
<b>Income</b>		
30210 · Fuel Sales	26,322.92	82,565.12
30215 · Fuel Farms Income	4,609.78	13,004.04
30300 · Rent Income - Hangars	4,450.00	24,000.00
30302 · Land Rent	300.00	300.00
30320 · Surry County	0.00	90,000.00
31000 · Project Revenue		
31300 · NCDOT-DA	56,814.45	115,594.78
31000 · Project Revenue - Other	0.00	1,965.88
<b>Total 31000 · Project Revenue</b>	<b>56,814.45</b>	<b>117,560.66</b>
<b>Total Income</b>	<b>92,497.15</b>	<b>327,429.82</b>
<b>Gross Profit</b>	<b>92,497.15</b>	<b>327,429.82</b>
<b>Expense</b>		
Hangar Lease Purchase	0.00	40,000.00
50020 · Legal Expense	0.00	0.00
50132 · Management Fees	7,950.00	31,800.00
50133 · Fuel Pumping Fee	2,643.51	5,704.04
50140 · Taxes & Licenses	0.00	55.00
50200 · Repairs & Maintenance	1,945.21	4,892.24
50210 · Mowing and Grounds Upkeep	0.00	7,480.08
50245 · Supplies - FBO	31.00	213.18
50250 · Telephone	99.92	400.87
50270 · Utilities	999.11	4,423.94
50275 · Fuel Purchases	17,850.55	55,225.54
51000 · Bank Charges	5.50	11.00
52000 · Project Expenditures		
52200 · Land Acquisition	2,366.50	7,735.75
52300 · LPA Project Fees	66,217.16	88,029.66
<b>Total 52000 · Project Expenditures</b>	<b>68,583.66</b>	<b>95,765.41</b>
59015 · Garbage Service-FBO	0.00	62.35
59020 · Insurance Expense	475.00	4,800.00
59060 · Sales Tax Expense	1,386.96	5,636.72
<b>Total Expense</b>	<b>101,970.42</b>	<b>256,470.37</b>
<b>Net Income</b>	<b>-9,473.27</b>	<b>70,959.45</b>

**Surry County Airport Authority**  
**Profit & Loss Budget vs. Actual**  
July through October 2011

	Jul - Oct 11	Budget	\$ Over Budget
<b>Income</b>			
30100 · Interest Income - Checking	0.00	0.00	0.00
30150 · Interest Income - CD	0.00	1,200.00	-1,200.00
30210 · Fuel Sales	82,565.12	45,000.00	37,565.12
30215 · Fuel Farms Income	13,004.04	14,164.00	-1,159.96
30300 · Rent Income - Hangars	24,000.00	21,500.00	2,500.00
30302 · Land Rent	300.00	1,200.00	-900.00
30320 · Surry County	90,000.00	100,000.00	-10,000.00
31000 · Project Revenue			
31300 · NCDOT-DA	115,594.78		
31000 · Project Revenue - Other	1,965.88		
<b>Total 31000 · Project Revenue</b>	<b>117,560.66</b>		
<b>Total Income</b>	<b>327,429.82</b>	<b>183,064.00</b>	<b>144,365.82</b>
<b>Gross Profit</b>	<b>327,429.82</b>	<b>183,064.00</b>	<b>144,365.82</b>
<b>Expense</b>			
Hangar Lease Purchase	40,000.00	0.00	40,000.00
50015 · Professional Fees	0.00	9,400.00	-9,400.00
50020 · Legal Expense	0.00		
50132 · Management Fees	31,800.00	31,800.00	0.00
50133 · Fuel Pumping Fee	5,704.04	1,700.00	4,004.04
50140 · Taxes & Licenses	55.00	0.00	55.00
50200 · Repairs & Maintenance	4,892.24	13,200.00	-8,307.76
50210 · Mowing and Grounds Upkeep	7,480.08	3,740.00	3,740.08
50245 · Supplies - FBO	213.18	1,000.00	-786.82
50250 · Telephone	400.87	500.00	-99.13
50270 · Utilities	4,423.94	5,000.00	-576.06
50275 · Fuel Purchases	55,225.54	40,000.00	15,225.54
50280 · Fuel Flowage Fee	0.00	0.00	0.00
51000 · Bank Charges	11.00		
52000 · Project Expenditures			
52200 · Land Acquisition	7,735.75		
52300 · LPA Project Fees	88,029.66	20,000.00	68,029.66
<b>Total 52000 · Project Expenditures</b>	<b>95,765.41</b>	<b>20,000.00</b>	<b>75,765.41</b>
59010 · Airport Operator	0.00	0.00	0.00
59015 · Garbage Service-FBO	62.35		
59020 · Insurance Expense	4,800.00		
59060 · Sales Tax Expense	5,636.72		
<b>Total Expense</b>	<b>256,470.37</b>	<b>126,340.00</b>	<b>130,130.37</b>
<b>Net Income</b>	<b>70,959.45</b>	<b>56,724.00</b>	<b>14,235.45</b>

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

Date: December 5, 2011

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

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Dennis Angel  
Mark Golding

1. The meeting was called back into session at 5:00 p.m.
2. The only item on the agenda was the report from Haynes Strand regarding the review of the books and internal controls. Billy Hicks made a motion that the Authority move into Closed session to discuss the review and related personnel matters. Don Holder seconded the motion and the motion passed.

Closed Session

3. The Authority reconvened from the closed session at which time Thomas Taylor made a motion to Adjourn. The motion was seconded by Nolan Kirkman and passed.

## Minutes from December 5, 2011 Closed Session

The Authority entered Closed Session.

John Springthorpe presented the preliminary results from the Haynes Strand Bookkeeping Review. The initial review has indicated significant variances with Jet A accounting and minor variances with 100LL. John indicated that the Accounting firm does not believe that there are any indications of fraud or misappropriation, but there will be some recommendations for improving controls on operations at the airport.. The formal report is expected before the regular meeting on December 12.

There was a brief discussion regarding the renewal of the FBO contract. No action was taken on this matter.

Thomas Taylor made a motion that the Authority come out of closed session. The motion was seconded by Nolan Kirkman and passed.

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

**Minutes**

Date: December 12, 2011

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

Others present: John Spane - RA- Tech Services  
Jay Williams - Lowe and Williams  
Daniel Casstevens - RA-Tech Services  
Jeff Kirby – Michael Baker Engineering  
Anthony Brown  
Dennis Angel  
Stephanie Sutphin  
1 other unidentified person

1. Call to order 5:00 p.m.
2. The minutes for the November meeting and the December 5 meeting were read. Billy Hicks made a motion that all of the minutes be approved. The motion was seconded by Nolan Kirkman and passed.
3. Financial Report - Greg Perkins presented the financial report. Nolan Kirkman made a motion that the report be approved. The motion was seconded by Don Holder and passed.
4. Manager's Report: presented by Daniel Casstevens  
Daniel advised the Authority that they had discovered that the Veeder Root system was "off" by as much as 2 inches on Jet A. There was additional discussion on apparent discrepancies in fuel sale numbers and the need to establish a system of more rigorous controls.  
  
Daniel also discussed the existing problems with the Insteel Hangar doors and possible contractors to complete the repairs.
5. Jeff Kirby presented an update on the expansion project. At this time, all of the plans have been completed and the only remaining issue is the ownership of the property needed for the expansion.  
Jeff also discussed the demolition schedule of the Armenta property and the removal of the asbestos tile in that property.

6. Jay Williams reported on the status of the Cook and Hunter Tracts. We are currently waiting on 1 more signature with Hunter. Jay discussed the ongoing discussions with the Cook family. Based on that information Don Holder made motions that both the William and Suzy Cook property and the Roger and Cathy Cook property be referred for condemnation if an agreement is not reached. Both motions were seconded by Greg Perkins and passed without further discussion.

7. Jeff Kirby reported that he has reviewed the criteria and application for the Mobility Fund Grant. He believes that the grant is applicable to the expansion project and suggested that the Authority apply for the grant. Don Holder made a motion that Jeff prepare the application on behalf of the Authority. Nolan Kirkman seconded the motion, which then passed.

8. Don Holder advised the Authority that he will follow up on the removal of the trees near the AWOS.

9. The Authority received and discussed the review from Haynes Strand. Victor Zamora has agreed to review the report and help design an appropriate reconciliation procedure. There was additional discussion related to whether it was acceptable to pay hangar rent with a credit card. Nolan made a motion that only checks or cash be accepted in payment of rent. The motion was seconded by Billy Hicks and passed.

10. There was general discussion whether or not to extend the FBO contract as set forth in the original agreement. Greg Perkins made a motion that the contract be extended. Don Holder seconded the motion. Following the motion and the second, there was discussion confirming that the Authority may modify the reconciliation and accounting procedures and that the FBO would be subject to those changes under the existing contract. After that discussion, the motion was voted on and passed.

Following this, the meeting was officially adjourned.