

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

Date: January 9, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Dennis Angel
Stephanie Sutphin
1 other unidentified person - Randy?

1. Call to order 5:00 p.m.
2. The minutes for the December 12 meeting were read, voted on and approved.
3. Financial Report - Greg Perkins presented the financial report. Greg noted that there has been an additional line item added to reflect the credit card costs. 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 reviewed the implementation of new procedures. He also discussed the repair of the tank seals, veeder root board and the AWOS.

Nolan raised the issue of exploring whether or not to decommission the service monitor/NDB. No action was taken on that item.

It was also noted that the Ra-Tech website is now up and running for those interested.
5. Jeff Kirby presented and update on the expansion project. At this time, Jeff is fielding calls regarding the mitigation site. Jeff also reported that the Armenta house has been demolished.
6. Jay Williams reported on the status of the Cook and Hunter Tracts.
7. Don Holder reported on the removal of the trees near the AWOS. There was discussion re. Mr.

Haymore's position on the removal of the trees surrounding the AWOS. Nolan and John have both been attempting to negotiate the removal of the trees, but have been unsuccessful. All other trees in the area have been removed. Based upon a recommendation from John, Don made a motion that we take no additional action re. The Haymore property. The motion was seconded by Thomas Taylor and passed.

8. Victor Zamora reported on the proposed fuel inventory procedures and the new forms associated with the procedures. After general discussion, it was determined that the Authority members will be given the opportunity to review the procedures and will vote to adopt them in February.

Following this, the meeting was officially adjourned.

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

Date: February 13, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Dennis Angel
Mike Venable
Bill Brown

1. Call to order 5:00 p.m.
2. The minutes for the prior meeting were read and approved.
3. Financial Report - Greg Perkins presented the finance report for the prior month. Nolan Kirkman moved that the report be approved as presented. The motion was seconded by Billy Hicks and approved.
4. Mike Venable was recognized and presented a request that he be allowed to construct a door for his hangar. He believes that the door could be fabricated for approximately \$6,000 and that he could hang the same. He stated that the door would remain his property and that he would "sell" it to the Authority or the next tenant. There was discussion regarding whether the building design would support a door. Warren King had previously stated that the building was not designed for a door. Thomas has advised that he did believe that the building could support a door. Additional discussion followed.

Billy Hicks made a motion that the request be granted. The motion was seconded by Greg Perkins and was defeated.
5. Manager's Report: the reports for the prior month was presented by Daniel Casstevens. Daniel presented a bid for brush removal from the Airport and advised that they were expecting to hear from Jenny Lilley to confirm compliance with NC DENR.
6. John Spane presented a proposal that 3 gal of Jet be sumped daily and filtered to remove

water. The cost of the equipment to perform this is approximately \$3,000. Nolan Kirkman made a motion to approve that expenditure. The motion was seconded by Victor and passed.

7. Jeff Kirby reported on the following:

The 401 application has been approved

The bid package for the expansion project is ready to advertise pending DOT's approval

The Armenta home has now been completely removed

The are currently waiting on the appraise to complete work on the Church, Love and Cook parcels.

8. Jay Williams reported on the current status of the Cook and Hunter tracts.

9. There was general discussion regarding the need for a new hangar at the Airport. The general consensus is that the Authority members present would like to move forward and explore the possibility of adding additional hangar space to the Airport.

10. Nolan Kirkman reported that the trees surrounding the AWOS were down, and that he has begun requesting quotes to remove the debris.

11. The Audit reports for the previous year were distributed for review.

Following this, the meeting was officially adjourned.

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

Date: April 9, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Mike Venable
12 other individuals present

1. Call to order 5:00 p.m.
2. The minutes for the prior meeting were read and approved.
3. Financial Report - Greg Perkins presented the finance report for the months of February and March. Thomas Taylor moved that the report be approved as presented. The motion was seconded by Billy Hicks and approved.
4. The manager's report was presented by Daniel Casstevens. In addition to the regular items on the report, the following items were discussed:
 - They are currently pursuing repairs to the AWOS. Stan has indicated that there may be three repair options. The first is the replacement of the regulator board at a cost of \$2,000. The second involved more extensive repairs at a cost of \$3,600. The third option involved replacement of the defective module at a cost of \$26,000. If either of the first two options will work, the repairs will be covered under the existing service agreement, otherwise the Authority will have to repair and seek reimbursement from available grant funds.
 - A salt block had been discovered in Cam Barnett's old hangar resting against one of the beams. Thomas Taylor agreed to inspect the damage.
4. Jeff Kirby reported on the following:
 - The project is ready to advertise pending acquisition of the properties

They are currently waiting on the appraiser to complete work on the Church, Love and Cook parcels. Jeff suggested using a new appraiser to complete the work.

They are currently obtaining quotes for the demolition and relocation of the building on the Bray property.

5. Jay Williams reported on the current status of the Cook and VFD tracts. Jay has been advised to make 1 final effort for the acquisition of the Cook property before forwarding the file to the county for condemnation.

6. Jeff Kirby reported on the TIP update. There are several minor adjustments from the prior year's plan that need to be reviewed and approved by the Authority before the end of the week. Jeff briefly reviewed the changes and Thomas Taylor made a motion that the plan be approved and submitted. The motion was seconded by Nolan Kirkman and passed.

7. The Chairman referred to a letter from the FBO regarding a competing flight school operation being conducted at the airport. John Spane began by indicating that if there was a decision to allow this operation to continue, he would be forced to sell 2 of his planes and release a portion of the space previously provided to him. There was extensive discussion regarding the nature of the 2nd flight school and the airplanes involved. The school is being operated by Mike Venable. Jay Williams was asked to render an opinion regarding the operation of the flight school. The opinion was that the school was currently in violation of the airport regulations for failure to obtain permission to operate the business. In addition, if the plane currently stored in the hangar at the airport was engaged in the business, then Mr. Venable was in violation of the lease. Mr. Venable assured the Authority members that the plane was in no way associated with the business. There was some discussion regarding what the appropriate procedure would be for requesting permission from the Authority and that a written request should be made along with such other requirements as the Authority deems reasonable. Several other individuals spoke and voiced their support for Mr. Venable's continued operation.

Don Holder made a motion that any decision on this matter be continued until John Spane made a decision whether he wished to continue flight school operations at the airport. The motion was seconded by Thomas Taylor and passed.

8. There was brief discussion about whether a cease and desist letter should be issued until a decision was made. No 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: May 14, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Jeff Kirby - LPA Group
Mike Venable
12 other individuals present

1. Call to order 5:00 p.m.
2. The minutes for the prior meeting were read and approved.
3. Financial Report - Greg Perkins presented the finance report for the month of April. Billy Hicks moved that the report be approved as presented. The motion was seconded by Don Holder and approved.
4. The manager's report was presented by Daniel Casstevens. In addition to the regular items on the report, the following items were discussed:
 - The Fly In promoted by the FBO was a success and they are very pleased with the event
 - The SWPPP inspection was completed/approved
 - reported on the change in occupancy for hangar 2
 - reported on leaks in hangars during heavy rains
 - reported on requests to have hangar alleyways cleaned, Daniel will contact Joey Glass to have the alleyways cleaned
 - there have been some problems w/ Jet A pumps - Clayton has been contacted to repair the issue
 - FBO has also contacted Clayton for a price on a new Veeder Root Board
 - Have received notification that the repairs to the AWOS have been approved. Daniel will follow up with Stan to schedule repairs to the system

- Thomas Taylor reported that the salt block discovered in Cam Barnett's old hangar resting against one of the beams has caused significant damage to the metal support beam. Thomas Taylor will obtain the materials needed to make the repairs and will take care of it.

4. Jeff Kirby reported on the following:

On April 12 Jeff and his company received approval from the Army Corp of Engineers for the expansion project

They are moving forward with the mitigation projects required by the State

They have retained a new appraiser and expect to have the remaining appraisals done by the end of the month

Jeff also proposed that they invoice charges related to land acquisition separately to make it easier to process the reimbursements to the Authority. This will not change the amounts billed.

5. Jay Williams reported on the current status of the Cook and VFD tracts. Jay advised that the contracts are pending for the William and Suzy Cook parcel, but that a condemnation proceeding was going to be required for the Roger and Cathy Cook property.

6. Jeff Kirby reported that the Airport has made the first cut on the mobility grant request that was filed.

7. It was reported that Bill McCraw has completed the removal of debris on the "bank" following tree removal around the AWOS.

8. The Authority is still waiting to hear from the FAA regarding the decommissioning of the NDB.

9. Jeff Kirby has submitted the TIP and it has now been placed in the online system.

10. Nolan Kirkman reported on storm damage to the fence near the Pike property. Typically, any repair costs in this area have been divided equally between Pike and the Authority. No action will be taken on this until the Authority hears from Pike Electric.

11. It was reported that the drainage ditch behind the INsteel hangar is blocked and needs to be cleaned. John Spane will arrange to have that work done, provided that the cost is under \$500.

12. The Authority heard a request on behalf of Thomas Taylor and Mark Golding that they be allowed to store a new plane in the hangar leased by them. Nolan Kirkman made a motion that the request be granted. The motion was seconded by Billy Hicks and passed. Victor Zamora requested that Jay Williams review the lease agreements to make sure that this was clearly permissible.

13. The Chairman referred to the competing requests from the FBO and Mike Venable related to flight school operations at the Airport.

Don Holder made a motion that in addition to the Airport Rules and Regulations, the FBO agreement be specifically modified to include language permitting the FBO to conduct flight

school operations and aircraft rentals. The motion was seconded by Thomas Taylor and passed.

The Authority then began discussion of the definition of exclusive right pursuant to Section 47107 of the U.S. Code and whether or not the Authority could restrict operations based on the exception to the rule. In addition, there was significant discussion whether it was possible to meet the requirements established in the rules and regulations for an fbo to establish a competing operation.

Don Holder made a motion that the fbo be designated as the sole provider of flight school and aircraft rental operations pursuant to the exclusions in the U.S. Code. The motion did not receive a second and failed.

John Springthorpe then presented a motion that the request from Mr. Venable be denied on the basis that it fails to satisfy the requirements clearly set forth in the established rules and regulations. The request may be resubmitted at such time as the operator can demonstrate that they can satisfy the same requirements for the existing operator. The motion was seconded by Victor Zamora and passed. Jay Williams was instructed to prepare a letter advising Mr. Venable of the Authorities decision including a demand that Mr. Venable cease and desist flight school operations. The letter should also include a copy of the existing rules and regulations.

14. Nolan Kirkman presented a motion that the fbo agreement be modified to include the counter space and office in the description of leased space. This was seconded by Thomas Taylor and passed.

Following this, the meeting was officially adjourned.

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

Minutes

Date: June 11, 2012

Members present: John Springthorpe, Chairman
Billy Hicks
Don Holder
Victor Zamora

Others present: John Spane – RA-Tech Aviation
Daniel Casstevens – RA-Tech Aviation
Jeff Kirby – Michael Baker Engineering
Dennis Angel, Brian Johnson + 3 others

1. On a motion by Don Holder, seconded by Billy Hicks, the minutes for the May meeting were approved.
2. On a motion by Billy Hicks, seconded by Don Holder, the financial report was approved.
3. Daniel Casstevens presented the manager's report.
 - a. Grant Gordon aircraft moved into Hangar 16.
 - b. There are 9 tie downs available at the airport.
 - c. Seeking replacement for commercial garbage service.
 - d. Received 2,200 gallons of avgas.
 - e. Several accounts are past and being pursued.
 - f. Mike Venable overpaid and is due a refund for June tie down. – Daniel will send email to Greg requesting that he send a check to Mike.
 - g. Finding a reliable person to service the hangar doors continues to be a problem.
 - h. Glass Paving provided a quote of \$650 to sweep the taxi lanes between the hangars or \$800 to sweep the ramp and the taxi lanes.
 - i. Mark Golding provided a quote of \$1,450 to clean out the ditch behind the Insteel hangar.
 - j. Finding a reliable person to service the fuel tanks and pumping system continues to be a problem. RA-Tech will contact Eastern Aviation Fuels and Quality Oil to see who they use for their pumps and tanks.
 - k. The ceilometer power supply for the AWOS has not been approved by NCDOT-DA. – Jeff Kirby will contact them to inquire.
4. Jeff Kirby updated the Authority on the status of the runway extension project.
 - a. The permits are complete. 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 completed.
 - c. Bill and Susie Cook have signed the contracts for purchase of their property. Jeff Kirby will get quotes from well drilling contractors and get them started.
 - d. Roger and Cathy Cook have declined all offers. Jay Williams is compiling a package of records to forward to the county attorney for processing of eminent domain action.
 - e. The county attorney has contracted Jeff Kirby with the final (we hope) questions on concluding negotiations for the Bray property.
5. Jay Williams notified Mike Venable by certified mail of the decision of the Authority regarding operation of his flight school.

6. Tom Mayberry contacted Jay Williams saying he wanted to pay all outstanding amounts and remove his two previously abandoned aircraft from the airport. Jay will provide him with the final amount. He gave Mr. Mayberry two weeks to settle up.
7. No further word from the FAA regarding decommissioning of the AZW NDB.
8. No status from Pike on repair of the fence that was damaged by storm water.
9. John Springthorpe updated the Authority on his meeting with Jennifer Fuller, Rick Barkes and Richard Walls at NCDOT-DA. Jeff Kirby was also present. The discussion surrounded funding for the runway extension project. The division is trying to identify funds across several budget years.
10. Brian Johnson asked for time to speak regarding the Authority's decision on the Mike Venable request. Mr. Johnson is the owner of Johnson Granite, a local business. He is taking flight instruction from Mike and stated that the Authority has caused him some hardship because he must travel to another airport for instruction. He said that he did not believe the airport rules were fair. The Authority thanked him for sharing his thoughts.

The meeting was adjourned.

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

Minutes

Date: June 28, 2012

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

Others present: John Spane – RA-Tech Aviation
Mr. Hunter

1. On a motion by Don Holder, seconded by Nolan Kirkman all officers were re-elected to their current positions. Those elected are: Chairman – John Springthorpe III; Vice-Chairman – Don Holder; Secretary – Thomas Taylor; Treasurer – Greg Perkins.
2. On a motion by Don Holder, seconded by Thomas Taylor, the budget amendment recommended by the treasurer was approved.
3. On a motion by Greg Perkins, seconded by Thomas Taylor, the budget for FY2013 was adopted.

The meeting was adjourned.

John Springthorpe

From: John Springthorpe
Sent: Monday, June 25, 2012 9:17 AM
To: John Spane (1@ra-tech.net); Jay Williams; Wendy Byerly Wood (wbyerly-wood@heartlandpublications.com); Ed Woltz; Dennis Thompson; Billy Hicks (lbkhicks@earthlink.net); Don Holder (dlholder@embarqmail.com); Greg Perkins (greg@perkinsfinancial.org); Nolan Kirkman (rkirkman@insteel.com); Thomas Taylor (htt638@yahoo.com); Victor Zamora (victorzamora@live.com)
Subject: Special Meeting of the Mount Airy / Surry County Airport Authority
Attachments: Airport Authority Agenda - 2012-06-28.pdf

A special meeting of the Mount Airy / Surry County Airport Authority has been called for Thursday, June 28 at 11:00 a.m. The meeting will be held in the conference room at the Mount Airy / Surry County Airport. The attached PDF has the agenda for the special meeting.

Thank you,
John

John Springthorpe, III

Chairman
336-783-5901

AGENDA

June 28, 2012

Call to order

Election of officers for FY 2013

Approval of budget amendment

Approval of budget for FY 2013

Adjourn

**MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
BUDGET ORDINANCE AMENDMENT**

WHEREAS the Mount Airy/Surry County Airport Authority adopted the 2011-12 budget on June 27, 2011;


AND WHEREAS it is necessary to amend the budget ordinance in order to recognize greater than expected revenues and expenses related to the expansion of the airport.

AND WHEREAS General Statute 159-15 of the North Carolina Government Fiscal Control Act provides authority to amend a current budget;

NOW, THEREFORE, be it ordained that authorization is hereby given to make the following adjustments:

	Original Ordinance	Increase (Decrease)	Amended Ordinance
Section 1. <u>Total Airport Revenue</u>			
Total Revenue	383,250	<u>841,750</u>	<u>1,225,000</u>
 Section 2. <u>Total Airport Expenses</u>			
Airport Expenses	383,250	256,750	640,000
Contribution to Reserves		<u>585,000</u>	<u>585,000</u>
			<u>1,225,000</u>

Adopted this 28th day of June, 2012

 _____, Chair

Attested:  _____, Secretary

**MOUNT AIRY/SURRY COUNTY AIRPORT AUTHORITY
RECOMMENDED BUDGET ORDINANCE
FISCAL YEAR 2012-2013**


BE IT ORDAINED by the governing board of the Mount Airy/Surry County Airport Authority:

Section 1. Total Airport Revenue

The following amounts are hereby appropriated for the operation of the Mount Airy/Surry County Airport Authority and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2012, in accordance with the chart of accounts heretofore established for this Authority.

Total Revenue 931,768

Adopted this 28th day of June, 2012


_____, Chair

Attested: 
_____, Secretary

Surry County Airport Authority
Profit & Loss Budget Overview
July 2012 through June 2013

	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	TOTAL Jul '12 - Jun 13
Income													
30206 · Interest Income - CDARS	1,800					1,800						1,800	5,400
30210 · Fuel Sales	16,375	16,375	16,375	16,375	16,375	16,375	16,375	16,375	16,375	16,375	16,375	16,375	196,500
30215 · Fuel Farms Income	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
30300 · Rent Income - Hangars	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	4,600	55,200
30320 · Surry County		85,000											85,000
30340 · State of North Carolina			125,000			125,000			125,000			125,000	500,000
Transfer From Reserves												59,668	59,668
Total Income	25,275	108,475	148,475	23,475	23,475	150,275	23,475	23,475	148,475	23,475	23,475	209,943	931,768
Expense													
50015 · Professional Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
50020 · Legal Expense						5,500					7,300		12,800
50132 · Management Fees	7,950	7,950	7,950	7,950	7,950	7,950	7,950	7,950	7,950	7,950	7,950	7,950	95,400
50133 · Fuel Pumping Fee	750	750	750	750	750	750	750	750	750	750	750	750	9,000
50140 · Taxes & Licenses		450											450
50150 · Permits								6,200	100			800	7,100
50170 · Postage	10	10	10	10	10	10	10	10	10	10	10	10	120
50200 · Repairs & Maintenance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
50210 · Mowing and Grounds Upkeep	600	2,000	400	400	1,800				300	300	1,200	300	7,300
50230 · Office Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
50245 · Supplies - FBO	400	400	400	400	400	400	400	400	400	400	400	400	4,800
50250 · Telephone	110	110	110	110	110	110	110	110	110	110	110	110	1,320
50270 · Utilities	1,300	1,300	1,300	1,300	1,300	1,500	1,500	1,500	1,300	1,300	1,300	1,300	16,200
50275 · Fuel Purchases	11,463	11,463	11,463	11,463	11,463	11,463	11,463	11,463	11,463	11,463	11,463	11,463	137,556
51000 · Bank Charges	10	10	10	10	10	10	10	10	10	10	10	10	120
52000 · Project Expenditures	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	552,000
59015 · Garbage Service-FBO	125	125	125	125	125	125	125	125	125	125	125	125	1,500
59020 · Insurance Expense	4,300					6,100		1,100					11,500
59030 · Dues & Subscriptions									250				250
59060 · Sales Tax Expense	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	1,146	13,752
Total Expense	79,214	76,764	74,714	74,714	76,114	86,114	74,514	81,814	74,964	74,614	82,814	75,414	931,768
Net Income	(53,939)	31,711	73,761	(51,239)	(52,639)	64,161	(51,039)	(58,339)	73,511	(51,139)	(59,339)	134,529	-
Fuel Sales Per Month - AVGAS	2,500	\$ 5.50											
Fuel Sales Per Month - Jet-A	500	\$ 5.25											
Fuel Cost	70%												
Sales Tax	7%												
Fuel Pumping Fee	\$ 0.25												

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Date: July 9, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Dennis Angel
1 other individual

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

2. The minutes for the prior meeting were read. A motion was made that the minutes be approved by Greg Perkins. The motion was seconded by Don Holder and passed.

3. Financial Report - Greg Perkins presented the finance report for the previous month. A motion to approve the report was made by Don Holder. The motion was seconded by Nolan Kirkman and was passed.

4. The manager's report was presented by Daniel Casstevens. In addition to the regular items on the report, the following items were discussed:

- There was general discussion on the Airport Condition Assessment. No action was required or taken.

- Daniel advised the Authority that the annual fire inspection had been completed. There was general discussion regarding addressing some of the found violations.

- The FBO presented a request from VP Aviation that they be allowed to swap hangars with the FBO. VP Aviation has acquired a larger aircraft that will not fit in their existing space. The FBO is agreeable to the switch. Don Holder made a motion that the switch be approved, provided that the parties execute new leases. The motion was seconded by Nolan Kirkman and passed.

- Greg Perkins made a motion that the Authority remove a tree on the rental property at a

cost of \$700, provided that the contractor has adequate liability insurance. The motion was seconded by Billy Hicks and passed.

- There was general discussion of the fuel reports. There was no additional action required.

5. Jay Williams presented a brief update on the status of the expansion project and acquisition of the Cook, Bray, Cook and VFD parcels.

6. It was reported that the NDB decommissioning has been approved. The Authority discussed options for removal of the equipment. Nolan Kirkman made a motion that John Spane make arrangements to sell or dispose of the equipment. The motion was seconded by Victor Zamora and passed.

7. Nolan Kirkman reported that Pike Electric has completed repairs to the fence and will notify the Authority about what their share of the cost will be.

8. Jay Williams reported on the status of the negotiations with Tom Mayberry. Jay was instructed to obtain a title search on both aircraft and proceed with the sale.

9. The Authority received a request from Renfro Corporation that they be allowed to enlarge the parking area around their hangar. The request was voted on and approved provided that Renfro assume all of the costs for the project, the Renfro assume responsibility for compliance with all applicable rules and regulations and that the Authority be held harmless in the event of any damage to the parking area during the expansion project.

Following this, the meeting was officially adjourned.

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

Date: August 13, 2012

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

Others present: John Spane - RA- Tech Services
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Services
Dennis Angel
2 other individuals

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

2. The minutes for the prior meeting were read. A motion was made that the minutes be approved by Don Holder. The motion was seconded by Nolan Kirkman and passed.

3. Financial Report - Greg Perkins presented the finance report for the previous month. A motion to approve the report was made by Nolan Kirkman. The motion was seconded by Billy Hicks and was passed. During the discussion of the financial report, the following items were discussed or noted:

- general discussion related to the fuel flowage fee
- it was noted that this is the first month of the new fiscal year
- the check for Triad Metal Recyclers has been delivered to Ed Woltz for Bray
- Greg would check on past mowing costs and report that information back to the Authority

4. The manager's report was presented by Daniel Casstevens. In addition to the regular items on the report, the following items were discussed:

- There was general discussion on the Airport Data Collection. John Spane with speak with Phil Lanier about this.
- There was discussion about whether to renew Daniel advised the Authority that the annual firthe subscription with the AirNav online service. The cost of the service is \$75

per year. After discussion, greg Perkins made a motion that the renewal be approved. The motion was seconded by Billy Hicks and passed.

- There was general discussion about the policy for the use of the crew car for pilots flying into the airport. Consensus was that the manager/fbo may allow the car to go out overnight provided that the vehicle does not leave Surry County.

- There was discussion about the use of the lot where the NDB was located. After discussion, it was determined that no action should be taken on the property at this time.

- There was general discussion of the fuel reports. There was no additional action required.

5. John Springthorpe presented a brief report from Jeff Kirby outlining the current status of the expansion project.

6. Jay Williams presented a brief update on the status of the expansion project and acquisition of the Cook, Bray, Cook and VFD parcels.

7. John Springthorpe presented an application for a Vision 100 Grant. The amount of the grant is \$300,000.00 to be matched by the Authority/Sponsor with an amount equal to 10% for a total of \$333,333.00. Billy Hicks made a motion that the Authority adopt a resolution stating the following:

“Be it resolved that the sponsor is authorized to enter into to a Block Grant with NC DOT totaling the sum of \$333,333.00, consisting of available grant funds of \$300,000.00 and matching funds provided by the sponsor for the balance. That the sponsor will abide by the terms of any Block Grant agreement with NC DOT and may take such action as is necessary to obtain said Grant.”

The motion to adopt the resolution was seconded by Thomas Taylor and was passed.

8. Jay Williams reported on the status of the tenant for the Hunter property previously acquired by the Authority. Nolan Kirkman agreed to contact the tenant to discuss lease terms and Jay Williams will prepare the appropriate lease documents based on those discussions.

9. Don Holder requested that the fbo place signs directing tenants and visitors to park in designated areas only. There was some discussion of recent issues and the consensus was that such signs would be appropriate.

Following this, the meeting was officially adjourned.

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

Date: September 10, 2012

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

Others present: John Spane - RA- Tech Aviation
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Aviation
Jeff Kirby - Baker/Smith
Dennis Angel
Anthony Brown

1. Call to order 5:00 p.m.
2. The minutes for the prior meeting were read. An error was noted in Item 4. A motion was made that the minutes be approved with the noted corrections by Greg Perkins. The motion was seconded by Thomas Taylor and passed.
3. Financial Report - Greg Perkins presented the finance report for the previous month. A motion to approve the report was made by Thomas Taylor. The motion was seconded by Don Holder and was passed.
4. The manager's report was presented by Daniel Casstevens. There were no unusual items discussed..
5. Jay Williams presented a brief report on the status of the property acquisitions with the Cook family. The well work has been completed and Bill and Susie Cook and they have requested an additional \$145 to restore the landscaping on the premises. The total amount of the purchase should be approximately \$98,587.50. Don Holder made a motion to approve the purchase at that amount as soon as funds are available. Greg Perkins seconded the motion which was then passed.

Jay Williams also advised that the Roger and Cathy Cook matter has been referred to the County Commissioners to begin the condemnation proceedings.

6. Jeff Kirby reported on the following items:

The loss mitigation work is nearly completed . There will be a few additional plantings to be finished in the Fall.

Jeff reported that the both the Bray and Cook purchases have been approved for DOT grants. The funding process should be complete this month. These grants represent new funds in addition to the previously approved grants. While re-imburement could be obtained from existing grants, this additional funding for preserve the existing grants for use on other phases of the project.

7. John Springthorpe presented a proposal from Inman-Sparks Realty for the management and/or listing of the Hunter property. Nolan Kirkman has recommended that the Authority lease and/or sell the property. Don Holder made a motion that the house and approximately 18 acres be listed for sale with Inman-Sparks Realty and that the property be leased until such time as a buyer is found for a minimum of \$450 per month. Inman-Sparks will manage the rental of the property. Thomas Taylor seconded the motion which passed.

Following this, the meeting was officially adjourned.

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

Minutes

Date: October 8, 2012

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

Others present: Daniel Casstevens – RA-Tech Aviation
Jeff Kirby – Michael Baker Engineering
Dennis Angel

1. On a motion by Don Holder, seconded by Nolan Kirkman, the minutes for the September meeting were approved once clarification is received regarding the “error noted in item 4.”
2. The Treasurer was not present, but the Income Statement was presented.
3. Daniel Casstevens presented the manager’s report.
 - a. Received 6,200 gallons of Avgas even though 8,500 gallons were ordered. The Authority asked RA-Tech to contact the vendor to see if we were charged the 8,500 gallon price instead of the higher 6,200 gallon price since they did not provide all of the order.
 - b. Fuel prices are now: \$5.42 per gallon for 100LL and \$5.11 for Jet-A.
 - c. Fuel sales for September: 3,186.6 gallons of 100LL and 922.0 gallons of Jet-A.
 - d. The AirNav account has been set up on the Internet to advertise fuel prices.
 - e. The SWPPP inspection has been completed.
 - f. The Authority asked RA-Tech to have the leak repaired in hangar 19.
4. Jeff Kirby indicated that the next step in property acquisition is to negotiate with Holly Springs Baptist Church. The church wants to swap their land along the airport boundary for airport land along Holly Springs Church Road. The Authority would be gaining a net difference of approximately 0.6 acres. On a motion by Nolan Kirkman, seconded by Don Holder, the Authority approved an offer of the appraised value for the difference in acreage and granted Nolan Kirkman authority to negotiate up to the maximum amount approved by NCDOT Division of Aviation.
5. On a recommendation by Jeff Kirby, the Authority tabled consideration of selling the house on the former Hunter property.
6. The Authority agreed to allow Church & Church to look at the airport property for possible cutting of timber.
7. The Authority approved a display in the main lobby of the terminal building by the Surry County Economic Development Partnership.
8. Don Holder discussed conversations he had with Ronnie Joyce regarding his renting the house on the former Hunter property. Don recommended \$350 per month based on Mr. Joyce taking care of the property. The Authority agreed to rent the house month-to-month to Mr. Joyce for \$350 per month. Mr. Joyce will deliver the rent to RA-Tech each month at the airport and RA-Tech will do the accounting along with the other lot rental receipts.
9. The Authority discussed the letter from Bill and Susie Cook regarding the high mineral content of the water from the new well drilled by the Authority. On a motion by Nolan Kirkman, seconded by Billy Hicks, the

Authority approved an amount not to exceed \$4,000 to have a water filtration system installed on the new well. Jeff Kirby indicated that this amount would be a reimbursable expense through NCDOT-DA.

10. The Authority requested that Jeff Kirby meet with representatives from Pike Electric to discuss the plans to repair the water discharge pipe on the east side of the runway.
11. The Authority asked John Springthorpe to verify the insurance status of the house on the former Hunter property.
12. The Authority asked Jeff Kirby to investigate the status of the request to relocate the Greensboro Approach Control frequency 124.350 MHz to an existing tower on Sauratown Mountain. Radio coverage is non-existent at the airport and poses a safety of flight issue during the RNAV 18 Approach into Mount Airy.

The meeting was adjourned.

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

Date: November 12, 2012

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

Others present: John Spane - RA- Tech Aviation
Jay Williams - Lowe and Williams
Daniel Casstevens - RA-Tech Aviation
Jeff Kirby - Michael Baker Engineering
Dennis Angel
Stephen Simpson
1 other individual

1. Call to order 5:00 p.m.
2. The minutes for the prior meeting were read. A motion was made that the minutes be approved by Don Holder. The motion was seconded by Nolan Kirkman and passed.
3. The manager's report was presented by Daniel Casstevens. In addition to the regular items on the report, the following items were discussed:
 - Daniel and Stephen Simpson presented information on the creation of an Aviation Explorers program. Ra-Tech has agreed to Charter/Sponsor this program, which is a non-traditional co-ed program conducted through Scouting. The group will meet approximately 8-9 times per year on a monthly basis and will have a maximum of 15-20 youth. The first meeting will be held on November 20. Liability insurance will be provided by Boy Scouts of America.

After discussing the program, Nolan Kirkman made a motion that the Authority support the development of the Explorer Post chartered by Ra-Tech. The motion was seconded by Don Holder and passed.
4. Financial Report - Greg Perkins presented the finance report for the previous month.
5. Jeff Kirby reported on the status of the expansion project.

- Jeff reported on the installation of the filtration system for Bill and Susie Cook and explained the history on the project. Thomas Taylor made a motion to approve approximately \$3,000 of additional expenses on the closing with the Cooks. The motion was seconded by Billy Hicks and passed.

- Jeff is formulating a plan to work on stream erosion control on the Pike side of the Airport. He will attempt to work that into the TIP this year.

- Jeff is engaged in a discussion with the FAA regarding the issues with the radio signals. Probable solution will be the installation of an RTR.

6. Jay Williams presented a brief update on the status of the expansion project and acquisition of the Cook and VFD parcels.

7. John Springthorpe presented an resolution authorizing the Airport Authority to enter into and agreement with the North Carolina Department of Transportation to provide and oversee safety improvements on the operational surfaces of the Mount Airy/Surry County Airport. Nolan Kirkman made a motion that the resolution be approved. The motion was seconded by Don Holder and passed. A copy of the executed resolution is attached hereto.

8. John Springthorpe reported that Jeff kirby and John met with the NCDOT-DA consultant. The report from the consultant should be issued within 6-12 months.

9. John Springthorpe advised the members that the existing FBO agreement expires in December of 2013. John suggested that the Authority members review the existing agreement and begin considering possible changes for the next contract.

10. Don Holder reported that the tenant in the "Hunter" home has requested that he be allowed to pay rent by the 15th of each month. They will make the adjustment, provided that the tenant stays current and pays any pro-rata rent to make the adjustment.

Following this, the meeting was officially adjourned.

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

Minutes

Date: December 10, 2012

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

Others present: John Spane – RA-Tech Aviation
Jeff Kirby – Michael Baker Engineering
Dennis Angel

1. On a motion by Greg Perkins, seconded by Thomas Taylor, the minutes for the November meeting were approved.
2. The Treasurer reported that the bookkeeping software was being updated at a cost of \$350 and the financial reports would be provided once that was accomplished.
3. Daniel Casstevens has the flu, so John Spane did not have a manager's report.
4. Jeff Kirby provided an update for Michael Baker Engineering:
 - a. The appraisals and surveys were sent to Jay Williams for the church property and the Love property.
 - b. A review appraisal has been ordered for the Cook property.
5. Greg Perkins agreed to work with Martin Starnes to correct the audit in order to satisfy action items identified by the Local Government Commission.
6. On a motion by Don Holder, seconded by Billy Hicks, the Authority authorized the Chairman to negotiate through the county attorney for acquisition of the Roger and Cathy Cook property in an amount not to exceed the appraised value, plus relocation allowances.
7. The Authority agreed to change the February 2013 meeting from February 11 to February 18.
8. John Springthorpe inspected the former Bray property and found an abandoned car, many wooden pallets, metal siding and trash on the site. He will contact the county attorney to communicate to the demolition company. Payment for the job will be held until the site is cleaned up.

9. On a motion by Don Holder, seconded by Thomas Taylor, the Authority approved the following:

“WHEREAS, a Grant in the amount of \$490,500 has been approved by the Department based on total estimated cost of \$545,000; and

WHEREAS, an amount equal to or greater than ten percent (10%) 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 the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred this Grant Agreement or any mutually agreed upon modification thereof.”

10. The Authority discussed requirements for the new FBO contract.

The meeting was adjourned.