

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

## Minutes

Date: January 14, 2013

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

Others present: John Spane and Daniel Casstevens – RA-Tech Aviation  
Jeff Kirby – Michael Baker Engineering  
Dennis Angel, Robert Rohrabacher, Dale Puckett, Kenny Gwyn

1. On a motion by Greg Perkins, seconded by Thomas Taylor, the minutes for the December meeting were approved.
2. On a motion by Billy Hicks, seconded by Thomas Taylor, the financial report from the Treasurer was approved.
3. Daniel Casstevens gave the manager's report.
4. Jeff Kirby reported that they were ready to release the project for bids once the Cook property was acquired and there is no change in the status for the Bannertown Volunteer Fire Department, Holly Springs Baptist Church or Love properties.
5. John Springthorpe reported that the former Bray property has been cleaned up and the County Attorney has been authorized to release the funds.
6. Greg Perkins reported that the audit was corrected and submitted to the Local Government Commission and was approved.
7. Nolan Kirkman asked Jeff Kirby to arrange a meeting with Greensboro Approach to discuss the loss of communications during the RNAV 18 approach into Mount Airy. Jeff said he would investigate and see what could be set up.
8. On a motion by Don Holder, seconded by Greg Perkins, the Authority approved submittal of the TIP requests proposed by Michael Baker Engineering.
9. Billy Hicks agreed to take responsibility for all insurance matters on behalf of the Authority.
10. On a motion by Thomas Taylor, seconded by Greg Perkins, the Authority appointed John Springthorpe, Don Holder and Nolan Kirkman to be a Litigation Committee and granted that committee the authority and responsibility to engage an attorney and other parties as needed to respond to the law suit by Michael Venable.
11. The Authority set the schedule for the Request For Proposals for the new FBO contract. The RFP will be approved by the Authority and released at the July meeting with responses from interested vendors due by the end of August. After evaluation by the Authority, the contract will awarded at the November meeting.

The meeting was adjourned.

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

Date: February 18, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby - Michael Baker Engineering  
Jay Williams - Lowe and Williams  
Donald Teague  
7 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 Billy Hicks 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 Billy Hicks and was passed.
4. The manager's report was presented by a representative of Ea-Tech Aviation. In addition to the regular items on the report, there was general discussion regarding adjustments to the fuel price to account fo sump.
5. Jeff Kirby discussed the follow up with the Division of Aviation regarding the installation of an RTR. Currently, there is no known funding and/or maintenance contracts available. Jeff suggested speaking with John Walker in Atlanta to discuss options.
6. John Springthorpe advised the Authority that Ed Woltz was waiting on a list of personal property items to be retained by the Cooks prior to closing.
7. The authority received a report from the pilot of the recent "gear up" landing at the airport. The pilot thanked the Authority for their response and assistance with the matter.

8. John Springthorpe provided copies of the 2007 Emergency Response plan to the Authority members and asked that they review the plan. He suggested that the Authority consider a paragraph outlining appropriate response to media inquiries.

9. Billy Hicks reported on the status of the insurance policies for the airport. There was general discussion regarding replacement values of buildings. Billy will continue to work on the policy options.

10. John Springthorpe reported that Thomas Taylor was re-appointed to the Authority.

11. John Springthorpe reported that the budget request is due to the County.

12. John Springthorpe reported that the grant requests for the \$475,000 for land acquisition must be submitted one or before April 1.

13. John Springthorpe reported that the CCR account has been converted to a SAM account per the applicable federal regulations.

14. There was general discussion regarding suggestions for the new FBO contract negotiations. Victor suggested that the following: 1. The FBO own the fuel, 2. That the FBO wither own of have access to a tug capable of pulling 20,000 lbs. & 3. the FBO make available a 4 passenger plane as a trainer/rental.

John Spane will check on the on the tug.

Billy Hicks suggested that the hours for the maintenance operation be posted.

15. Donald Teague asked that he be recognized. He indicated that he had a complaint about a plane that he had brought to the Airport for an annual. After discussion, Mr. Teague was advised that he need to take the matter up with the FBO, because the Authority did not oversee maintenance operations at the Airport.

Following this, the meeting was officially adjourned.

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

Date: March 11, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby - Michael Baker Engineering  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
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 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 Don Holder. The motion was seconded by Nolan Kirkman and was passed.
4. The manager's report was presented by a representative of Ra-Tech Aviation. In addition to the regular items on the report, there was general discussion regarding adjustments to the fuel price to provide an adequate profit margin.
5. John Springthorpe advised the Authority that Ed Woltz is scheduled to close on the Cook property on March 12.
6. Jay Williams reported that he is currently in contact with David Hiatt regarding the Church property.
7. John Springthorpe reported that the Authority is still waiting on the display from the Surry County EDP and that the response to the Mike Venable was filed last week.

8. Thomas Taylor advised the Authority that he had spoken with the FAA regarding a prepared response to the media regarding any incidents at the Airport. The FAA did not have any suggestions or recommendations. Thomas will prepare a proposed media response for review.

9. There were no additional items added to the RFP for the FBO contract.

10. The contract for the annual audit was presented for review and approval. Nolan Kirkman made a motion that the contract be approved. The motion was seconded by Thomas Taylor and passed.

11. There was general discussion regarding the purchase of a tractor for use with the tug to move larger planes. Thomas Taylor will get information regarding suitable tractors.

12. Nolan Kirkman and John Spane reported that they met with a DOT representative for the purpose of sending information to Phil Lanier and a contractor regarding needed runway repairs.

Following this, the meeting was officially adjourned.

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

Date: April 8, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby - Michael Baker Engineering  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
Richard Wimbish  
Billy Brown  
5 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 Thomas Taylor. The motion was seconded by Nolan Kirkman and was passed.
4. The manager's report was presented by a representative of Ra-Tech Aviation. In addition to the regular items on the report, Nolan Kirkman requested that the FBO check on quotes for routine door maintenance. Thomas Taylor also requested that the FBO check on the inspection for the Airport courtesy car.
5. Jeff Kirby reported on the status of the expansion project. Jeff summarized the bid process and the proposed time line. Jeff pointed out that the entire time line is dependent on receiving concurrence to advertise, which he hoped to receive on or about April 11..
6. Jay Williams reported that he is currently in contact with David Hiatt regarding the Church property and the VFD property. The VFD acquisition is now a priority.
7. John Springthorpe reported that the Authority is still waiting on display from Surry EDP, that the discovery request has been filed in the Venable lawsuit, and that the budget request for the

coming year has been forwarded to the County and will be reviewed with Commissioners this evening.

8. Thomas Taylor presented information on two tractors suitable for use in mowing and moving larger aircraft. The dealer has proposed two tractors, a TYM Tractor at a cost of \$8,800 and a Kubota Tractor at a cost of \$12,650. The dealer has agreed to deliver the TYM to the Airport for a Trial/demo to confirm that it will perform the required duties.

9. There was extensive discussion regarding damage resulting from paint overspray resulting from activity in the hangar currently leased by Billy Hicks. There appears to be overspray damage to 3 aircraft and other property. Two aircraft owners were present to express concerns and request assistance with reaching some resolution.

Don Holder made a motion that the Attorney for the Authority prepare a letter directing the tenant to repair/remove any overspray in the hangar and reach a settlement with the damaged tenants within 2 weeks. In the event that Mr. Hick's fails to take appropriate action, the lease with Mr. Hicks is to be terminated. Thomas Taylor seconded the motion, which passed.

Nolan Kirkman made a motion that the Attorney for the Authority consult with the Fire Marshall, and, if necessary OSHA, to determine whether the painting activity violated any applicable codes. If it is determined that violations did occur, then the Attorney shall prepare a letter advising Mr. Hick's that his lease is terminated as provided in the agreement and his name is to be removed from the hangar waiting list. The motion was seconded by Thomas Taylor and passed.

10. There a brief discussion of the RFP for the FBO contract, which the Authority hopes to have approved before the July meeting.

11. There was discussion of the May Authority meeting, because a number of Authority members will be unavailable on the regular date, the meeting will be moved to Monday, May 20. Appropriate notice will be posted.

Following this, the meeting was officially adjourned.

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

Date: May 20, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
1 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 Greg Perkins. The motion was seconded by Nolan Kirkman and passed.

3. Financial Report - Greg Perkins presented the draft fiscal year budget and the year to date expenses and balance sheet for consideration. The Authority discussed the current activity in the report. Nolan Kirkman made a motion that the report be approved for the month of April. The motion was seconded by Billy Hicks and passed.

4. The manager's report was presented by a representative of Ra-Tech Aviation. In addition to the regular items on the report, the Authority discussed the following items:

A proposal for updating the sign over the common hangar was presented. Several needed revisions were noted, and the manager was asked to bring back a revised proposal at the next meeting.

There was discussion on the pricing for Avgas. There was consensus that the floor for pricing on Avgas should be set at \$0.25 above cost, instead of \$0.15 to improve margins and minimize risk of loss due to market fluctuations.

There was general discussion on the wildlife permits for the Airport.

The Authority was presented with a quote from Overhead Door to perform routine



maintenance on all hangar doors. The manager was asked to confirm that the work/inspections would be carried out twice annually. Pending that confirmation, Greg Perkins made a motion that the quote be approved. The motion was seconded by Nolan Kirkman and passed.

5. Jeff Kirby requested that he be recognized and introduced his new business with Parrish and Partners. Jay Williams was instructed to obtain information related to the retention of engineering consultants for the Airport.

6. Jay Williams reported that he is scheduled to meet with David Hiatt regarding the Church property and the VFD property. The VFD acquisition is now a priority.

7. Nolan Kirkman reported that Turner Asphalt had completed repairs to the runway and one paved area between the buildings.

8. John Springthorpe reported that the Venable Lawsuit has been ordered to mediation and that the budget request for the Airport has been submitted to the County. John also reported on the sale of hangar 10 and presented a copy of the bill of sale to the Authority as required under the terms of the agreement with Lee Mills and Gene Rees.

9. Jay Williams reported that the report from the Fire Marshall has been received, and that pursuant to the vote the previous month, a letter terminating Mr. Hicks lease has been sent by certified mail.

10. Nominations of officers for the coming year were discussed. Don Holder made a motion that the existing officers be nominated to continue serving as follows:

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

The motion was seconded by Nolan Kirkman and passed.

11. Greg Perkins presented the proposed budget for the upcoming fiscal year. It was noted during a review of the budget that the line item for “fuel sales other” for January through June should be removed. Don Holder made a motion that the budget be approved with the noted change. The motion was seconded by Billy hicks and passed.

Following this, the meeting was officially adjourned.

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

Date: June 17, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
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 Nolan Kirkman. The motion was seconded by Billy Hicks and passed.
3. Financial Report - Greg Perkins presented the the financial report for May, the budget ordinance for 2013-2014 for signatures and a proposed budget amendment intended to correct the previous year budget to reflect actual activity over the course of the year. After discussion, Don Holder made a motion to approve the previous month's financial statement. That motion was seconded by Nolan Kirkman and passed. A separate motion to approve the budget amendment was made by Thomas Taylor. That motion was seconded by Billy Hicks and passed.
4. The manager's report was presented by a representative of Ra-Tech Aviation. In addition to the regular items on the report, the Authority discussed the following items:

An updated proposal for updating the sign over the common hangar was presented. Several additional revisions were noted, and the manager was asked to e-mail the revised version to the Authority members for final approval prior to the next meeting.

There was discussion on the status of the tractor/tug for the Airport. Thomas Taylor and John Spane will meet at the tractor dealership to consider alternatives.

The Authority discussed the quote from Overhead Door to perform routine maintenance

on all hangar doors. The manager advised the Authority that the work/inspections would be carried out once annually. To avoid confusion, it was noted that the contract should specify which hangars are to be covered by the contract. Thomas Taylor made a motion that the quote be approved. The motion was seconded and passed.

5. John Springthorpe presented a proposal from Jerry Gordon that the Authority be allowed to construct a secure area in the unused portion of his hangar for equipment storage in exchange for a reduction in rent. Greg Perkins made a motion that Mr. Gordon's rent be reduced \$25 per month in exchange for use of that space effective July 1, 2013. The motion was seconded by Thomas Taylor and passed.

6. John Springthorpe also presented an e-mail for Baker-Smith regarding the status of the expansion project. There was general discussion on this matter.

7. Jay Williams reported that he met with David Hiatt regarding the Church property and the VFD property. He hopes to have a contract in place within the next month.

8. Jay Williams also presented a draft proposal for an RFP. Nolan Kirkman made a motion that the draft be approved, and that it be published for 10 days and left open for 20 days to receive proposals from engineering firms/consultants. The motion was seconded by Billy Hicks and passed.

9. Jay Williams reported that Billy Hicks has retained an attorney and has filed a Declaratory Judgement Action against the Authority. The litigation committee is responsible for the matter. The motion was seconded by Nolan Kirkman and passed.

10. Thomas Taylor presented a draft of an incident response plan and asked that members review it and comment. Don Holder made a motion that the plan be adopted to provide interim guidance until a final draft is approved. Billy Hicks seconded the motion which was then passed.

11. Nolan Kirkman requested that the pest control contractor be contacted to conduct a termite inspection in the terminal building.

12. The July meeting for the Authority will be conducted on July 15 at 5pm. The manager will post the appropriate notice regarding the change in date.

Following this, the meeting was officially adjourned.

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

Date: July 15, 2013

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

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
1 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 Greg Perkins and passed.
3. Financial Report - Greg Perkins presented the profit & loss for the previous month and year to date. After discussion regarding fuel revenue, Don Holder made a motion to approve the previous month's financial statement. That motion was seconded by Nolan Kirkman and passed.
4. Jay Williams provided a brief update on the purchase of the Fire Department property and the Church property.
5. John Springthorpe reported that he had been advised that there would be additional delays in the bidding of the expansion project due to a letter received from the State Contract Officer.
6. John Springthorpe also presented an e-mail for Baker-Smith regarding the status of the expansion project. There was general discussion on this matter.
7. The Authority reviewed the redesigned sign for the Airport and voted to make minor changes to the layout of the sign. Nolan Kirkman made a motion to approve the purchase of the sign at a cost of approximately \$2,396.00. The motion was seconded by Billy Hicks and passed.
8. Jay Williams reported on the status of the RFP for engineering services. The deadline for submissions is August 1, 2013.

9. Dennis Jones reported on the scope of the routine maintenance program for hangar doors, and any exceptions to the program.

10. John Springthorpe reported that the County Commissioners had approved ½ of the requested budget amount (\$205,556.00) for the 2013-2014 fiscal year, with the remainder to be funded in September of the following year.

11. John Springthorpe advised the Authority that the Airport had spent approximately \$7,000.00 on expenses related to the legal matters involving Billy Hicks and Mike Venable. Greg Perkins made a motion that the Authority approve a budget amendment to appropriate \$20,000.00 to cover legal costs related to litigation. The motion was seconded by Victor Zamora and passed.

12. John Springthorpe presented a final draft of the RFP for the new FBO contract. There was discussion regarding the need to add language stating that the FBO was responsible for overseeing the mowing at the facility. Greg Perkins made a motion that the RFP be approved with the addition of the mowing language and that the RFP be advertised in the Mount Airy News and such other trade publications with a deadline to respond of August 31. The advertising budget will not exceed \$1,200.00. Billy Hicks seconded the motion, which passed.

13. The Authority was advised that the City Engineer has agreed to bury the water line beside the entrance to the Airport. There was additional discussion regarding the trailer lots and Jay Williams was asked to check on the status of those lease agreements.

14. A question was raised regarding whether a lease had been obtained for Jerry Gordon/Hangar 3 when he took possession of the hangar. Jay Williams will check on that matter.

15. The Authority received a request from Dennis Angel to store an additional aircraft in his hangar. Billy Hicks made a motion to approve the request, which was seconded by Greg Perkins and passed.

16. Dennis Jones present the managers report. Specific items of interest/discussion included:

- the Airport will need a load of fuel prior to the next meeting
- there was discussion regarding the need for a tug. Dennis was asked to investigate all alternatives to the tractor capable of pulling/moving 20k lbs.
- there was a brief discussion regarding quotes for pest control services

Following this, the meeting was officially adjourned.

# Mount Airy / Surry County Airport Authority

PO Box 6607  
Mount Airy, NC 27030

## Minutes

Date: August 12, 2013

Members present: Greg Perkins  
Don Holder  
Nolan Kirkman  
Billy Hicks

Others Present: John Spane (Ra-Tech Aviation)  
Dennis Jones  
Jeff Kirby (Parrish & Associates)  
Dennis Angel  
Dale Puckett  
Jason Elliott (Baker Engineering)  
James Farthing (Baker Engineering)

1. Call to order at 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 Nolan Kirkman and passed.
3. Financial Report – Greg Perkins presented the profit and loss for the previous month and year to date .There were no questions. Billy Hicks made a motion to approve the previous month's financial statement. That motion was seconded by Nolan Kirkman and passed.
4. A motion was made by Greg Perkins to approve \$9,000 for a new or used tractor/tug. Before purchasing the purchase must be approved by at least 2 board members. The motion was seconded by Nolan Kirkman and passed.
5. A motion was made by Nolan Kirkman to approve a quote from Enviro-Tech Pest Control in the amount of \$870.00 for treatment of termites and pest control. The quote is located in the Mangers report that was handed out in the meeting. The motion was seconded by Billy Hicks and passed.
6. A motion was made by Billy Hicks to repair and replace the insulation and ceiling tiles in the Insteel Hangar that has been damaged over the years from roof leakage, creating black mold and awful odor. The approved amount was \$1,053.40 from one of two quotes received and awarded to Dale Puckett. The motion was seconded by Greg Perkins, (Noland Kirkman abstained from the vote) and was passed.

7. A motion was made by Nolan Kirkman to advertise again for bids for the engineer services for the runway expansion project. All bids are to be turned in no later than Sept 9, 2013. Motion was seconded by Billy Hicks and passed.
8. A motion was made by Greg Perkins to evict the tenants from the 2 trailers located at the entrance of the airport. This is to be completed in a timely manner and notices should come from Jay Williams. The motions was seconded by Nolan Kirkman and passed.
9. Discussion was presented about hangar leases Ra-tech Aviation is the executed these agreements before tenants move into hangars, There are to be 2 executed agreements one for the authority the other for attorney Jay Williams office .
10. Discussion was presented from John Spane on use of his hangar for 12KB (training plane) to let Tom Jackson use this space for a short temporary timeframe; no objections were noted from the board.
11. Discussion was presented on the matter of hangar door maintenance it was suggested that we seek more quotes from different companies to be presented at the next meeting.
12. James Farthing spoke on the matters and short comings of his company concerning the expansion project. He assured the board members that his company was there for them to assist in any way possible.

Following this, the meeting was officially adjourned.

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

Date: September 9, 2013

Members present: John Springthorpe, Chairman  
Don Holder  
Thomas Taylor  
Billy Hicks

Others present: John Spane - RA- Tech Aviation  
Jeff Kirby  
Jay Williams - Lowe and Williams  
Dennis Angel  
Dennis Jones  
Representative from Baker Smith (name unknown)  
1 other individuals

1. Call to order 5:03 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 Billy Hicks and passed.
3. Financial Report - The profit & loss for July and August was presented. Because the Treasurer was not available, the report was held open until the October meeting.
4. Dennis Jones presented the manager's report. Dennis reported the following items:
  - they have received a quote for a used Kobota w/ approximately 100 hours for \$12,000. Thomas Taylor will call Mountain Kobota and get a quote for a similar tractor new.
  - AWOS contractor is currently working to make repairs on the system
  - there have been two changes with aircraft in the common hangar
  - repairs have been made to the beacon light
  - the new sign on the common hangar has been installed
  - pest control in the terminal building was scheduled to begin the week prior to the meeting
  - Dennis presented a quote from Puckett Greenhouses to inspect, lube and perform minor maintenance on the hangar doors. This would be performed twice annually at a cost of \$2,500.00. After a brief discussion of the contractor's qualifications, Thomas Taylor made a motion that the proposal be approved. The motion was seconded by Billy Hicks and passed.
  - the carpet in the terminal building was scheduled to be cleaned



- fuel inventories were reported and discussed
- Dennis advised the members that a local church member had damaged the water box while bush hogging. Repairs are being made.

5. Jay Williams reported on the status of the VFD and Church property acquisitions.

6. A representative from Baker Smith reported that the project was advertised the Friday prior to the meeting. The pre-bid conference will be held at the Airport on September 22, with the bid opening scheduled for October 1 at the Airport. Any interested contractors should contact Baker.

7. The Authority has received 3 proposals from Engineering firms in response to the RFP. The Attorney for the Authority will compile and distribute copies to the Authority members.

8. Thomas Taylor discussed changes to the incident response plan which will be presented for approval at the next meeting.

9. John Springthorpe reported that the County appropriation for the Airport had been received.

10. John Springthorpe reported that the Authority had received 2 proposals for the FBO within the time allotted. A third proposal was received after the deadline, but the Authority members agreed that the proposal should be considered. A special meeting will be called to meet with all three candidates to give the Authority members and opportunity to meet the bidders and ask questions.

11. Don Holder and Billy Hicks reported on their meeting with the Division of Aviation reps. Billy prepared notes from the meeting . Major points from the meeting were as follows:

- all future projects must be planned 7 years in advance, in writing with a written commitment from the sponsoring organization
- projects currently planned need to be updated on or before November 1, 2013
- a meeting with the local rpo and county engineer must occur before November 1, 2014

12. John Springthorpe advised the Authority that he was relinquishing the chair for the remainder of the meeting to Don Holder. John Springthorpe presented a proposal for the construction of a new Corporate hangar received from Mr. Springthorpe and SouthData. The proposal would involve the construction of a new hangar under substantially identical terms as previous Corporate Hangar agreements. The tenant would be responsible for all costs of construction and would have exclusive control of the hangar for 20 years. After the initial term, ownership of the building would revert to the Authority. The tenant would have the option of a 15 year renewal option at the then market rate for the lease. The tenant would have the option of installing a fuel farm for Jet A, although it is hoped that they may reach an agreement to share the fuel farm at the adjoining corporate hangar. Thomas Taylor made a motion that the request be approved. The motion was seconded by Billy Hicks and passed. John Springthorpe abstained from voting.

There being no further business, Don Holder adjourned the meeting.

5. John Springthorpe reported that he had been advised that there would be additional delays in the bidding of the expansion project due to a letter received from the State Contract Officer.
6. John Springthorpe also presented an e-mail for Baker-Smith regarding the status of the expansion project. There was general discussion on this matter.
7. The Authority reviewed the redesigned sign for the Airport and voted to make minor changes to the layout of the sign. Nolan Kirkman made a motion to approve the purchase of the sign at a cost of approximately \$2,396.00. The motion was seconded by Billy Hicks and passed.
8. Jay Williams reported on the status of the RFP for engineering services. The deadline for submissions is August 1, 2013.
9. Dennis Jones reported on the scope of the routine maintenance program for hangar doors, and any exceptions to the program.
10. John Springthorpe reported that the County Commissioners had approved ½ of the requested budget amount (\$205,556.00) for the 2013-2014 fiscal year, with the remainder to be funded in September of the following year.
11. John Springthorpe advised the Authority that the Airport had spent approximately \$7,000.00 on expenses related to the legal matters involving Billy Hicks and Mike Venable. Greg Perkins made a motion that the Authority approve a budget amendment to appropriate \$20,000.00 to cover legal costs related to litigation. The motion was seconded by Victor Zamora and passed.
12. John Springthorpe presented a final draft of the RFP for the new FBO contract. There was discussion regarding the need to add language stating that the FBO was responsible for overseeing the mowing at the facility. Greg Perkins made a motion that the RFP be approved with the addition of the mowing language and that the RFP be advertised in the Mount Airy News and such other trade publications with a deadline to respond of August 31. The advertising budget will not exceed \$1,200.00. Billy Hicks seconded the motion, which passed.
13. The Authority was advised that the City Engineer has agreed to bury the water line beside the entrance to the Airport. There was additional discussion regarding the trailer lots and Jay Williams was asked to check on the status of those lease agreements.
14. A question was raised regarding whether a lease had been obtained for Jerry Gordon/Hangar 3 when he took possession of the hangar. Jay Williams will check on that matter.
15. The Authority received a request from Dennis Angel to store an additional aircraft in his hangar. Billy Hicks made a motion to approve the request, which was seconded by Greg Perkins and passed.
16. Dennis Jones present the managers report. Specific items of interest/discussion included:
  - the Airport will need a load of fuel prior to the next meeting

- there was discussion regarding the need for a tug. Dennis was asked to investigate all alternatives to the tractor capable of pulling/moving 20k lbs.
- there was a brief discussion regarding quotes for pest control services

Following this, the meeting was officially adjourned.

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

Date: September 30,2013

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

Others present: John Spane - RA- Tech Aviation  
Dennis Jones - RA-Tech Aviation  
Karel Van Der Linden - Fly High Aviation  
Mari-Elena Baldwin - Fly High Aviation  
Jack Robertson - Fly High Aviation  
Randy Goins  
Dennis Angel  
Jay Williams - Lowe and Williams  
Mike Hayes/Haynes  
Tom Jackson  
1 representative from the Mount Airy News  
1 other unidentified individual

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

2. John Springthorpe advised those in attendance that the purpose of the Special Meeting was to give those individuals/organizations presenting proposals for the new FBO Contract the opportunity to meet the Board and deliver a “sales pitch”. Each presenter was given 25 minutes to use as they deemed appropriate, with approximately 5 minutes to switch over between presenters.

3. The Authority recognized Randy Goins as the first presenter:

Mr. Goins outlined his educational background and described his interests and/or desires related to the operation of the Airport.

Mr. Goins indicated that he wished to add or expand the following at the Mount Airy/Surry County Airport:

- an on field restaurant or grill
- an aircraft brokerage service and sales operation
- an aircraft detailing service
- expand the monthly fly ins
- add rental car operations
- add local travel services

Mr. Goins also outlined his goals for the maintenance operations at the Airport which included the goal of improving existing service. Mr. Goins wishes to implement a program that includes such things as maintenance agreements to cover routine needs, comprehensive engine overhaul services and aircraft restoration services. Mr. Goins also indicated his desire to add an avionics shop to the maintenance operations.

With regard to flight training, Mr. Goins intended to expand the types of flight training offered at the airport. In addition, he intended to install a flight simulator at the terminal building for use by instructors, and want to work on the development of a professional pilots program to be implemented at Surry Community College.

After completing his presentation, Mr. Goins responded to questions from Authority members. In response to questions, the following supplemental answers were received:

- he would like to locate the restaurant in the terminal building, but would like to expand it, along with his operation into the “blue hangar”
- he estimated that the initial capital outlay for the programs that he desires to implement to be a minimum of \$175,000.00. He did not or was unable to provide an answer with regard to where the funds would originate.
- When asked whether Mike Venable was part of his business plan, he stated that there were not specific plans to include Mr. Venable as an employee
- When asked about staffing, Mr. Goins indicated that he anticipated moving his home office to the Airport, and that he expected to be there roughly 5 days per week. Two days were reserved for travel with his full time job. Staff would cover any hours that he was not available.

4. The Chair recognized Fly High Aviation for the second presentation. Fly High was represented by 3 individuals at the meeting. Mr. Karel Van Der Linden briefly described their experience and qualifications. In outlining their operation, Mr. Van Der Linden indicated that they place a heavy emphasis on technology and marketing. In addition, they have developed web based software specifically for FBO use which is designed to track critical data and assist with management of airport facilities.

Among their accomplishments at the Davidson Co. Airport they noted that :

- they have experienced a 67% increase in fuel sales over the past 3 years

- the have opened a maintenance facility at the airport
- they have expanded flight school operations at the facility

Mari-Elena Baldwin summarized the Fly High marketing strategy. They intend to place emphasis on the development of a website and a facebook presence in an effort to promote transient traffic and local tourism. Local events and fly-ins would also be heavily promoted to increase airport traffic.

For day to day operation, they would expect to have their Senior Staff train local crew to oversee operations at the airport. They also recommended the purchase or lease of a fuel truck to expand operations.

The currently have working relationships with Superior Aero and a Flight School based out of the Davidson County/Lexington Airport. They would expect to continue those relationships at the Mount Airy Airport. Initially, there would not be any flight school or maintenance operations based in Mount Airy, and services would be provided on an on call basis.

In reponse to questions regarding maintenance, the Authority was advised that the on-call service would be provided 24 hours per day and that Superior Aero has 5 mechanics and should be able to provide service to the Airport in a timely manner.

5. The Chair recognized John Spane with Ra-Tech for the final presentation. Mr. Spane summarized their proposal. The flight school would continue to function and would have on 172 available for training and another available as a backup. In addition, 2 mechanics are available by appointment and would maintain some regular hours throughout the week.

Mr. Spane indicated that they proposed no significant changes to the existing program.

During Mr. Spane's presentation, Dr. Tom Jackson spoke adamantly in support of Ra-Tech.

Mr. Spane completed his presentation by stating that they had been at the airport for 5 years and have shown a willingness to adapt to changes and would like to continue that relationship.

There being no other business, the meeting was adjourned.

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

Date: October 14, 2013

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

Others present: John Spane - RA- Tech Aviation  
Dennis Jones - RA-Tech Aviation  
Karel Van Der Linden - Fly High Aviation  
Mari-Elena Baldwin - Fly High Aviation  
Randy Goins  
Jay Williams - Lowe and Williams  
Jason Elliot - Baker Smith  
Jeff Kirby  
Mick Metcalf - Talbert & Bright  
13 other individuals were present

1. Call to order 5:00 p.m.
2. The minutes from the September 9 and September 30, 2013 meetings were presented and reviewed by the Authority. Don Holder made a motion that the minutes for both meetings be approved. The motion was seconded by Nolan Kirkman and passed.
3. The Chair advised the Authority members that the Treasurer was not available at that time and the matter of the monthly financial report was held open.
4. Dennis Jones presented the manager's report. He advised the Authority that the following items had been completed:
  - periodic SWPPP review
  - the beacon light has been repaired
  - termite treatment on the terminal building has been completed
  - semi-annual hangar maintenance has been completed

Mr. Jones then reviewed fuel pricing and inventory. He also advised the Authority that they would need to order Avgas within the next week.

5. Jay Williams reported that the Authority was still awaiting responses from the Fire Department and the Church regarding the acquisition of property related to the expansion project..

6. Jason Elliot presented the report on the bids received for the initial phase of the expansion project. After reviewing the summary of the respective bids, Baker Smith made the recommendation that the bid for the project be awarded to Smith Rowe, LLC pending approval from NCDOT. John Springthorpe made a motion that the bid be awarded as recommended by Baker Smith. The motion was seconded by Thomas Taylor, and was unanimously approved.

7. Thomas Taylor presented 2 quotes from Mountain Kobota. He noted that the quotes were for a new tractor identical to the quote for the used tractor presented last month and that pricing for the new tractor was considerably less. Don made a motion to purchase the tractor at a cost of \$13,212.45. Nolan Kirkman seconded the motion which was voted on and passed.

8. John Springthorpe reported on the status of the pending litigation with Mike Venable and Billy Hicks.

9. Billy Hicks reported on the status of the Authority insurance policies. He advised the Authority that he believes that the Authority has the appropriate insurance in place and is adequately covered. Don Holder asked about D & O Insurance, which Mr. Hicks acknowledged it is not in place. He advised that Authority that he did not believe that such a policy could be obtained until the current litigation was resolved.

10. John Springthorpe advised the Authority the proposals from 3 consultants had been delivered to the Authority members and that the Authority anticipated making a decision on that matter at the November meeting. Don Holder asked about rates for the respective consultants. It was determined that to the extent that it might be allowable, the candidates would submit rate cards to the Attorney for the Authority.

11. John Springthorpe discussed the pending proposals from the candidates for the FBO position at the Airport. John briefly discussed the contents of the book distributed to the Authority members containing all of the responses to the RFP and the selection committee's analysis. John discussed variations between the responses and advised the Authority that after adjusting for variations, it was determined that Ra-tech was determined to be the low bidder. Based upon generally accepted practice with bids on public projects, the Committee negotiated a further reduction in the contract terms.

Victor Zamora asked for some additional clarification on the use of fuel farms.

Don Holder stated that he had reviewed the information and that he favored the selection of someone with experience and strong ties to the community.

Billy Hicks proposed that the remaining parties be allowed to "re-bid" based on the information related to the lowest bid received. He then made a motion that the 2 other candidates be



allowed to update their bids based upon the final package negotiated with Ra-Tech as the low bidder. The motion failed for lack of a second.

Nolan Kirkman discussed that the selection committee had attempted to negotiate changes to the proposal from the low bidder designed to create incentives for the FBO to improve customer service and performance. The underlying goal was to provide a framework that would encourage the FBO to improve performance.

Thomas Taylor made a motion that the committee's recommendations be adopted and the contract for FBO and Airport Manager be awarded to Ra-Tech under the terms negotiated by the selection committee. Don Holder seconded the motion which passed with 6 votes in favor and 1 vote against.

12. Thomas Taylor presented the draft of a proposed accident/incident procedures. Don Holder made a motion that the proposed procedures be adopted. The motion was seconded by Billy Hicks and passed.

13. The finance report was presented and reviewed for the previous month.

There being no other business, the meeting was adjourned.

## Minutes

Date: November 11, 2013

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

Others present: John Spane - RA- Tech Aviation  
Dennis Jones - RA-Tech Aviation  
Jay Williams - Lowe and Williams  
Jason Elliot - Baker Smith  
Jeff Kirby  
Mick Metcalf - Talbert & Bright  
Barbara Jones - City of Mount Airy  
Dennis Angel  
1 other individual

1. Call to order 5:00 p.m.
2. The minutes from the October 14, 2013 meeting were presented and reviewed by the Authority. Thomas Taylor made a motion that the minutes be approved. The motion was seconded by Don Holder and passed.
3. Dennis Jones presented the manager's report for the previous month and reviewed fuel inventory and pricing status with the Authority. There was discussion of the current shortage of Avgas and the projected issues with future deliveries. There was also a note that sales of Jet A increased significantly during the previous month as the result of several factors.
4. Jay Williams reported that we were still awaiting a response from the Attorney for the Fire Department and Baptist Church. Jay will follow up with the Attorney prior to the next meeting.
5. John Springthorpe reported on the status of the road project.
6. Jay Williams reported that the revised Hangar 3 lease was prepared and ready for signatures.
7. John Springthorpe reported that there was no new information on the pending litigation with Mike Venable and Billy Hicks.

8. John Springthorpe reported on the status of the draft of the new FBO contract is currently being reviewed and revised. The updated contract should be available for approval at the December meeting.

9. There was a brief discussion regarding the responses received from the RFP for Engineering Services. All of the Authority members received copies of the proposals prior to the meeting, as well as any supplemental correspondence received. The chairman asked the Authority members if any felt that they needed any additional information prior to continuing. All of the Authority Members indicated that they felt that had sufficient information to proceed. Billy Hicks indicated that he believed that the Authority would be best served by continuing their relationship with Jeff Kirby and Parrish and Partners and made a motion that the contract for Engineering Services be awarded to Parrish and partners. The motion was seconded by Don Holder, and passed without additional discussion.

10. John Springthorpe indicated that he had received an e-mail from Andy Critz inquiring whether the Authority had an existing policy for towing Aircraft and the use of the parking brake. John noted that he had advised Andy that the Authority did not have such a policy, but explained that the common practice is to leave the parking brake off and use chocks provided by the airport.

11. Billy Hicks advised the Authority members that he had received an application for D & O coverage. The application requires financial information on the Authority. Greg Perkins will complete the financial disclosure aspect of the application.

12. Greg Perkins presented the financial report for the previous month. Greg advised the Authority that the annual audit is nearly completed.

Don Holder asked a question regarding the budgeted increase in grounds maintenance and mowing cost. There was additional discussion regarding the additional mowing that is required and whether or not to bid the mowing when the existing mowing contract runs out.

13. John Springthorpe made a motion to take the Authority into closed session to discuss personnel matters. The motion was seconded by Greg Perkins and the motion passed.

The Authority returned to open session.

14. Nolan Kirkman reported that he and Don had attended the meeting in Dobson regarding the Regional RPO.

15. John Springthorpe discussed the submission of the 7 year TIP and the new procedures for future projects and expansion.

There being no other business, the meeting was adjourned.

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

Date: December 9, 2013

Members present: John Springthorpe, Chairman  
Thomas Taylor  
Don Holder  
Victor Zamora  
Nolan Kirkman

Others present: John Spane - RA- Tech Aviation  
Dennis Jones - RA-Tech Aviation  
Jay Williams - Lowe and Williams  
Jeff Kirby  
Dennis Angel

1. Call to order 5:00 p.m.
2. The minutes from the October 14, 2013 meetings were presented and reviewed by the Authority. Nolan Kirkman made a motion that the minutes be approved. The motion was seconded by Don Holder and passed.
3. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Other items discussed during the Manager's report included:
  - Pilots Assoc. Christmas Party
  - proposed mowing contract
  - the spring was replaced on hangar 2 door
  - runway repairs made by Mark O'Neil on 12/6
  - discussion regarding Mayberry Auto
  - review of outstanding receivables
4. Jay Williams reported that he has been in contact with David Hiatt regarding the Fire Department and Church. He has re-sent the proposed contract on the Fire Department to David and has requested again that David provide a written response regarding the property acquisition from the Church.
5. John Springthorpe led a brief discussion on the status of the Cook property.
6. Jeff Kirby reported on the status of the expansion project. Relevant steps/actions were as follows:

- 11/12 - Scope of Services submitted
- 11/15 - all of the preliminary documentation was signed and sent to Raleigh
- 11/18 - documentation received in Raleigh
- 12/5 - package resubmitted
- 12/9 - received call requesting additional materials to support package

Jeff also reported that they have discussed projected start dates with the contractor who has indicated a preference to begin in January.

7. John Springthorpe reported that there was new information on the pending litigation with Mike Venable and reviewed the proposed settlement. He noted that the insurance company has chosen to settle the suit and while several members indicated their disappointment with the settlement, the Authority is obligated to follow the recommendations made by the Carrier.

8. There was discussion regarding the draft of the new FBO contract. After general discussion, the contract was approved with the following modifications:

Paragraph 2.5 would be amended to include that offices, break area and the restrooms in the description of the lease for the Spencer's hangar, but should specifically exclude the fuel farm.

Paragraph 2.7 should be amended to include "suitable aircraft with a minimum of 4 seats".

Nolan Kirkman made a motion to approve the contract with those changes. The motion was seconded by Thomas Taylor and passed.

9. John Springthorpe reported on the Billy Hicks resignation letter.

10. There was discussion regarding the availability of the Doug Cook property. Nolan Kirkman made a motion directing Jeff Kirby to obtain any needed appraisals on the property and prepare an appropriate offer. The motion was seconded by Dan Holder and passed.

11. Nolan Kirkman reported that he had been approached by Pike Electric regarding having an area outside of the fencing timbered. There was discussion regarding the advantages and disadvantages. Jeff Kirby advised them that a permit is not required as long as there is no digging. Nolan will follow up with Pike and report back.

12. The proposal from Don Andrew for an updated mowing contract was reviewed. Thomas Taylor made a motion that the proposal be accepted and the contract renewed. The motion was seconded by Victor Zamora and passed.

13. A question was asked regarding snow removal. John Spane will put together a list of contractors.

There being no other business, the meeting was adjourned.