

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

Date: January 11, 2016

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

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Jeff Kirby & Tim Gruebel – Parrish & Partners
Tom Mayberry – Pilot’s Association
David Smith – Bannertown Volunteer Fire Department
Salem Kirkman – Intern at RA-Tech Aviation

1. Meeting was called to order by Don Holder at 5:30 pm.
2. The minutes from the December 14, 2015 meeting were presented and reviewed by the Authority. Nolan Kirkman made the motion that the minutes be approved. The motion was seconded by Thomas Taylor and passed.
3. The financial report was reviewed without comment.
4. Dennis Jones presented the manager’s report for the previous month. Dennis reported that the house at 310 Holly Avenue has been rented.
5. Salem Kirkman presented a PowerPoint presentation with suggestions for renovations to the FBO. After several questions and a brief discussion, Tom Jackson made the motion to approve the renovations presented in the amount of \$21,359.75. The motion was seconded by Don Holder and was passed with Nolan Kirkman abstaining. The \$5,800 approved during the December 2015 meeting is included in the \$21,359.75.
6. Jeff Kirby updated the status of the runway extension project. Nolan Kirkman made the motion to authorize the chairman to accept/modify the grants to construct the Runway Extension Site preparation project in accordance with project budgets.
7. Thomas Taylor made the motion to approve a construction contract in the amount of \$3,437,514.50 with Sowers Construction for construction of the Runway Extension Site Preparation based on bids received on November 12, 2015. Greg Perkins seconded the motion and it passed.
8. Don Holder made the motion to approve Work Authorization No.6 with Parrish & Partners for professional services associated with project oversight of the Runway Extension Site Prep project. The motion was seconded by Nolan Kirkman and it passed.

9. A discussion was held with David Smith concerning various lease limits and site requirements. The authority is waiting on the fire department to supply site plan information.
10. Jeff Kirby briefed the members on funding that was not approved by the NCDOT for cutting trees on the south end of the airport. Jeff will continue to seek other options.
11. Chairman Springthorpe briefed the members on the status of the Hicks' law suits. The federal suit was dismissed in December 2015. It is uncertain at this time if Mr. Hicks will appeal. There are no updates on the FAA Part 16 complaint filed by Mr. Hicks.
12. Don Holder reminded the members of a monthly inspection that was previously implemented by the Authority. He suggested that each member rotate in their monthly inspections of the airport for deficiencies. Salem Kirkman is coordinating with the FBO to both create and later update checklists and inspection reports.
13. Thomas Taylor presented a quote for a stackable hangar door for hangar #2 (Mike Shields' hangar). The quote was only for the material and no installation. After a brief discussion and several questions, Thomas ensured the Authority that he will obtain the additional information needed.

There being no other business, the meeting was adjourned at 6:42 p.m.

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

Date: February 8, 2016

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

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Jeff Kirby & Tim Gruebel – Parrish & Partners
Tom Mayberry – Pilot’s Association

1. Meeting was called to order at 5:30 pm.
2. The minutes from the January 11, 2016 meeting were presented and reviewed. Thomas Taylor made a motion that the minutes be approved. The motion was seconded by Greg Perkins and passed.
3. Review of the financial report was deferred.
4. Dennis Jones presented the manager’s report. He reported that Dale Puckett completed repairs to the door on the Renfro hangar and serviced the doors on the other hangars. Snow removal had been accomplished by Loris Landscaping (runway) and Ra-Tech Aviation (parking lot). Dennis also reported the receipt of a \$600 security deposit and a \$200 pet charge from Esker Beck for 310 Holly Ave.
5. Jeff Kirby updated the status of the runway extension project. The grant paperwork for reimbursement by the FAA/NCDOT-DA is being processed. The survey is complete for rehabilitation of the northern portion of the ramp. There has been no contact by the Bannertown VFD regarding the site plan for their new station on Airport property. Parrish & Partners will contact the FAA regarding the proposed land swap with Holly Springs Baptist Church. Jeff indicated they were working on a plan to remove the trees on the south end of runway 36.
6. John Springthorpe indicated the annual financial audit is proceeding. The auditors have requested additional materials. He said he had not yet contracted David O’Neal at Leonard Buildings to discuss the possible land swap. John briefed the members on the status of the Hicks’ law suits. The federal suit was dismissed in December 2015. No appeal has been filed, so that action is complete. There has been no word from the FAA regarding the Part 16 complaint filed by Mr. Hicks.

7. Terminal renovations are scheduled with the contractors. We are waiting on the tile to arrive.
8. Don Holder indicated the forms for the monthly inspection will be available next month.
9. Thomas Taylor presented a cost of \$12,000 for a stackable door for hangar 2. Before purchasing the door, the Authority approved an ordinary and reasonable expense by Thomas Taylor to rent a lift to use to investigate the door mounting for the hangar.
10. The Authority directed the Chairman to submit a budget request to Surry County in compliance with the timetable established by the County.

There being no other business, the meeting was adjourned at 6:22 p.m.

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

Date: March 14, 2016

Members present: John Springthorpe, Chairman
Don Holder
Tom Jackson
Nolan Kirkman
Victor Zamora
Greg Perkins

Others present: John Spane - RA- Tech Aviation
Dennis Jones - RA-Tech Aviation
Seth Young - RA-Tech Aviation
Jay Williams - Lowe and Williams
Jeff Kirby - Parrish & Partners
Tim Gruebel - Parrish & Partners
Tom Mayberry

1. Call to order 5:30 p.m.
2. The minutes from the February 8, 2016 meeting were presented and reviewed by the Authority. The minutes were approved as presented..
3. Victor Zamora presented the financial report for the previous month, which was approved as presented.
4. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Dennis also reviewed several other items related to maintenance and upkeep at the facility, including the status of the renovation of the terminal building and a review of the collection of rent.
5. Tim Gruebel and Jeff Kirby reported on the following items related to the ongoing expansion project:
 - The 1st official construction date for the site prep was March 14.
 - Duke Power has presented a proposed alternate route for the electrical project. The price will not exceed the original estimate and if it can be completed for less than the estimate, the Authority will only be responsible for the actual cost.

- Tim will be meeting with Sowers Construction on Tuesday, March 15 to discuss coordination of the plan.
- Rachel with the Division of Aviation has given the Authority the option to rehab either the North or South end of the ramp. They hope to have the project ready to bid in April.
- The Fire Department has been sent the latest site plan this week.
- Representatives met with Rachel and have been encouraged to move forward with having the design for the expansion of the runway to include both widening and strengthening the runway.
- The acquisition of the Church property is moving forward. Parrish & Partners is coordinating with the surveyor and the preparation of the phase 1 assessment.
- Jeff and Tim reviewed the status of the outstanding Baker invoices related to the mitigation project.

6. John Springthorpe reported that the FAA has requested additional time to respond to the Hicks complaint.

7. The Airport Authority has submitted a NC sales tax refund request totaling in excess of \$20,000.00

8. John Springthorpe reported that the budget request for the next fiscal year has been submitted to the County. John briefly reviewed the scope of the request and the possible responses.

9. John Springthorpe noted that the Red Fez billboard was recently destroyed during a storm. Ed Woltz, the County Attorney, has advised the Authority and the Red Fez Club that the sign does not comply with current zoning regulations and may not be replaced. The sign has been removed.

10. There was general discussion regarding the taxiway offset. Jeff indicated that moving the taxiway is probably cost prohibitive, but he will speak with Rachel about whether it needs to be moved.

11. Tom Mayberry, with the Pilot's Association requested that a representative from the Authority attend the next meeting to discuss the master plan and the anticipated schedule for completion of the project.

There being no further business, the meeting was adjourned.

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

Date: April 11, 2016

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

Others present: John Spane - RA- Tech Aviation
Dennis Jones - RA-Tech Aviation
Jay Williams - Lowe and Williams
Jeff Kirby - Parrish & Partners
Tim Gruebel - Parrish & Partners
Tom Mayberry

1. Call to order 5:30 p.m.
2. The minutes from the March 14, 2016 meeting were presented and reviewed by the Authority. Nolan Kirkman mad a motion that the minutes be approved as presented. The motion was seconded by Greg Perkins and passed.
3. Victor Zamora presented the financial report for the previous month, which was approved as presented.
4. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Dennis updated the Authority regarding the status of the terminal renovations, reported that the SWPPP for the first quarter had been completed and reviewed rental income figures with the authority.
5. John Springthorpe reported that approximately 4 acres on Airport Road is being offered for sale at a price of \$150,000. After discussion, it was suggested that Jeff Kirby will request concurrence to add the property to the Airport ALP & begin the process of obtaining appraisals. Nolan Kirkman mad a motion that Jeff Kirby request concurrence to add the property to the Airport ALP & begin the process of obtaining appraisals. The motion was seconded by Greg Perkins and passed.
6. Tim Gruebel and Jeff Kirby reported on the following items related to the ongoing expansion project:

- Sowers is clearing trees and debris on the 36 end, and should be prepared to move dirt on Wednesday the 13th.
- Duke Power has deactivated and removed the old poles. We are currently waiting on the request for finding.
- The Apron rehab project is waiting on the formal report from geotech. Bidding is expected to begin in mid-late May.
- The Fire Department has been given an alternate site on the old Armenta property. This site is ready and “the clock is running”. As soon as the survey is complete, the Authority is advised to prepare a lease pursuant to the terms of the agreement.
- The updated appraisal on the Church property should be complete on Tuesday, April 12.
- Jeff reviewed Work Authorization #7, which covers 3 parts of the runway project. Jeff suggested that the Authority begin discussions with the DOT regarding approach lighting systems. The next step would be to forward information regarding the systems to Rachel at Division of Aviation.

7. There has been no activity on the FAA part 16 complaint with Billy Hicks.

8. There was brief discussion regarding the status of the annual audit.

9. There was no updated information on the potential purchase from Leonard buildings.

10. John Springthorpe reported that the County will hold their budget meeting on April 21.

11. There was discussion regarding the unpaid balance owed by Bobby Brown. Jay Williams will research the amounts owed.

12. Thomas Taylor reported on the process of retrofitting the hangar building for a standard door. Thomas will speak with Warren King regarding up fitting the truss to support the door.

13. Tom Mayberry, requested that he be allowed to hangar his plane in Mark O’Neal’s hangar (hangar 7) when Marks airplane is not occupying the space. Nolan Kirkman made a motion that the request be approved for 6 months upon receipt of a written request from O’Neal. The motion was seconded by Thomas Taylor and passed.

14. Tom Mayberry with the Pilot’s Association also extended an invitation to the Board to attend a cookout hosted by the association on April 21st.

There being no further business, the meeting was adjourned.

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

Date: May 9, 2016

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

Others present: John Spane - RA- Tech Aviation
Dennis Jones - RA-Tech Aviation
Jay Williams - Lowe and Williams
Jeff Kirby - Parrish & Partners
Tim Gruebel - Parrish & Partners
Tom Mayberry
Tommy Brintle
Seth Young

1. Call to order 5:30 p.m.
2. The minutes from the April 11, 2016 meeting were presented and reviewed by the Authority. Thomas Taylor made a motion that the minutes be approved as presented. The motion was seconded by Greg Perkins and passed.
3. John Springthorpe presented the financial report for the previous month on behalf of Victor Zamora, which was approved as presented.
4. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Dennis also updated the Authority regarding the status of the terminal renovations, general maintenance items, and rental receipts. There was additional discussion regarding a recent water leak and the city response.
5. Tim Gruebel and Jeff Kirby reported on the following items related to the ongoing expansion project:
 - Sowers has begun work on the site preparation. DENR has asked for the “hole” across the road/outside the project area to be filled. They are currently working on a plan to address this issue.
 - The Apron rehabilitation project is “pressing 90%”. There are currently 3 bid schedules prepared. This should maximize the amount of funding available for the project. Bids should go out at the end of the month pending Division of Aviation review and concurrence.

- There was some discussion about obtaining quotes to rehab the “non-covered” areas. Tim suggested that this be done after the bids are received so as to reduce any confusion or potential problems with the Division of Aviation.

- There is nothing new to report on the Fire Department. They believe that the building material/components have been delivered and are still waiting on a site plan & survey for the attorney to prepare a lease agreement.

- The review appraisal on the church should be complete on Wednesday, May 11. The next step will be to extend the offer to purchase. Jeff & Nolan will communicate the offer to the Church.

- Jeff reported that he met with Rachel last week to discuss the funding of projects for the coming year. Jeff indicated that the potential to have several projects fully funded is very real. Currently, Rachel advises him that there are 3 projects that she has ranked as priorities. 2 of those projects are the Mount Airy apron rehabilitation and runway expansion projects.

- Jeff reported that Work Authorization #7 has been modified to include survey work and the needed work to begin evaluating or selecting an approach lighting system.

6. Tom Mayberry presented his request to share the O’Neal hangar as discussed the previous month. It was noted that the written request satisfied the conditions set forth in April and the request was granted for 6 months.

7. Tommy Brintle asked several questions regarding the potential to add bathroom facilities to the hangars occupied by Mr. Brintle and Tom Jackson. After discussion, Mr. Brintle indicated that he will proceed with well testing and have the appropriate plans drawn and permits issued for approval by the authority at a subsequent meeting. During discussion, it was specifically noted that although the Authority may approve the addition, all costs of construction, maintenance and upkeep of the improvement, including periodic testing or permits, shall be the responsibility of the tenant.

8. John reported the FAA has ruled for the Authority on all counts on the FAA part 16 complaint with Billy Hicks.

9. There was brief discussion regarding the status of the annual audit. All requested information has been provided to date.

10. John Springthorpe reported that Leonard Buildings is currently evaluating what impact the removal of the sheds on the Airport side of the building will have on their business operations. They will make a decision on the sale of property to the Authority based on that evaluation. John will follow up with Leonard.

11. John Springthorpe reported that the budget request was presented to the County on April 21.

12. John Springthorpe presented an updated grant agreement for review by the Authority. After discussion, the following was made:

A motion was made by Nolan Kirkman, member, and seconded by Thomas Taylor, member, for the adoption of the following resolution, and upon being put to a vote was duly accepted:

Whereas, a grant in the amount of \$60,982 has been approved by the Department based on the total estimated cost of \$67,758; 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 under this Grant Agreement or any mutually agreed upon modification thereof.

13. John Springthorpe reported that the owner of 282 Holly Ave has approached the Authority to see if the Authority is interested in acquiring that property. Greg Perkins made a motion that the Authority begin the process of preparing to make an offer on the property, including appraisals, survey and Phase 1 environmental. The motion was seconded by Nolan Kirkman and passed. Jeff Kirby will make the necessary arrangements for the required items.

14. John Springthorpe reported that the Airport Road property discussed previously has been acquired by a 3rd party. There was general discussion regarding properties which may become available in the future.

15. Elections for the officers for the upcoming year were held:

Chairman - Nolan Kirkman nominated John Springthorpe. The nomination was seconded by Thomas Taylor. There being no additional nominations, nominations were closed and John Springthorpe was elected unanimously.

Vice-Chairman - Thomas Taylor nominated Don Holder. The nomination was seconded by Greg Perkins. There being no additional nominations, nominations were closed and Don Holder was elected unanimously.

Secretary - Greg Perkins nominated Nolan Kirkman . The nomination was seconded by Thomas Taylor. There being no additional nominations, nominations were closed and Nolan Kirkman was elected unanimously.

Treasurer - Greg Perkins nominated Victor Zamora. The nomination was seconded by Nolan Kirkman. There being no additional nominations, nominations were closed and Victor Zamora was elected unanimously.

16. There was brief discussion regarding arrangements for the temporary gate to be used while the old gate is relocated. Jeff & Tim will work with Sowers on the gate.

There being no further business, the meeting was adjourned.

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

Date: June 13, 2016

Members present: John Springthorpe, Chairman
Don Holder
Greg Perkins
Victor Zamora

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Jeff Kirby – Parrish & Partners
Tom Mayberry – Pilot’s Association

1. Meeting was called to order at 5:30 pm.
2. The minutes from the May 9, 2016 meeting were presented and reviewed. On a motion by Greg Perkins, seconded by Don Holder, the minutes were approved.
3. The financial report was presented by Victor Zamora.
4. Dennis Jones presented the manager’s report.
 - a. He reported fuel sales for May were 2,100.9 gallons of Avgas and 2,323.4 gallons of Jet-A. A check in the amount of \$442.43 was deposited to cover the flowage fee.
 - b. Ra-Tech Aviation cleaned the gutters at 310 Holly Ave; had repairs made to the HVAC at 340 Holly Ave; ordered new lights for Hangar 7; and had Superior Service complete the annual tank tightness test on the fuel tanks.
 - c. The Division of Waste Management / UST Section completed their annual inspection of the fuel tanks with no issues found.
 - d. On behalf of the Airport Authority, Ra-Tech Aviation invoiced \$7,878 for hangar rent, \$3,150 for house rent and \$442.43 for flowage fees from Ra-Tech Aviation. After the \$75 utility credit deduction, the net invoicing was \$11,470.43.
5. Jeff Kirby updated the status of the runway extension project.
 - a. The runway extension site prep is going well. Sowers is doing a good job. They are working an issue with the telephone line for the Bannertown Volunteer Fire Department.
 - b. Rehab of the northern portion of the ramp is awaiting action by the Division of Aviation.
 - c. The Division of Aviation concurred with the appraisals and plan for property swap with Holly Springs Baptist Church. Nolan Kirkman will set up a meeting with the church deacons to seek their agreement.

- d. The appraisal for 282 Holly Ave is awaiting review before it is presented to the Division of Aviation.
6. John Springthorpe reported:
 - a. The annual financial audit is complete.
 - b. He received a response from David O'Neal of Leonard Building authorizing the Authority to perform the survey, environmental assessment and appraisal and detailing their concerns regarding the land purchase suggested by the Authority. Jeff Kirby indicated that he thought there were solutions for all of the concerns expressed by Leonard Building. On a motion by Victor Zamora, seconded by Don Holder, the Authority authorized the expenditure of no more than \$5,000 to accomplish the survey and appraisal of the Leonard Building property as directed by Parrish & Partners.
 - c. He met this afternoon with the finance committee of the Board of County Commissioners.
 7. The Authority received a request from Tommy Brintle and Tom Jackson to build restrooms in hangars 9 and 19, respectively. Representing both requestors, Tommy Brintle offered water test results showing the water from the existing well was acceptable. He indicated they would post "Nonpotable Water" signs which would eliminate the need for repeated testing. He said he and Tom would pay for all costs associated with the construction and maintenance of the restrooms and would not adversely impact use of the hangars for aircraft storage. He requested a 5-year lease in order to amortize the costs of construction for the restrooms and agreed to be responsible for all construction costs and any future costs associated with the additions. On a motion by Greg Perkins, seconded by Victor Zamora, the Authority authorized Tommy Brintle and Tom Jackson to construct, using only properly-licensed contractors in accordance with Surry County building and sanitation codes, restrooms in hangars 9 and 19, respectively, and directed the attorney to prepare new 5-year leases in which Mr. Brintle and Mr. Jackson accept full financial and legal responsibility for the modifications to the hangars without any right to sublet.
 8. On a motion by Victor Zamora, seconded by Greg Perkins, the Authority approved an amendment to the audit contract with Dixon Hughes Goodman to extend the performance period to June 30 because of the delays in completing the audit.
 9. Victor Zamora presented a proposed budget for fiscal year 2017, beginning July 1. On a motion by Victor Zamora, seconded by Greg Perkins, the Authority approved the budget as proposed.
 10. Jeff Kirby asked for the Authority's approval of Work Authorization #7 for the final design of the runway extension, widening and lighting. On a motion by Greg Perkins, seconded by Victor Zamora, the Authority approved Work Authorization #7 in the amount of \$329,128.
 11. Tom Mayberry reported that the Pilots Association will meet at the Airport on Thursday at 6:00 p.m.

There being no other business, the meeting was adjourned.

Mount Airy / Surry County Airport Authority
FY 2017 Budget

Income		
	Hangar Rent Income	121,836.00
	Operating Fee Income	<u>22,000.00</u>
	Operating Income	143,836.00
	Rental Property Income	37,800.00
	Surry County	705,472.00
	State & Federal	<u>7,469,056.80</u>
	Project Income	8,174,528.80
	Transfer From Reserves	<u>139,402.05</u>
	Total Income	8,495,566.85
Expenses		
	Professional Fees	20,000.00
	Management Fees	83,200.00
	Repairs & Maintenance	46,400.00
	Insurance	21,600.00
	Supplies	4,016.85
	Utilities	15,720.00
	Bank Charges	78.00
	Dues & Subscriptions	<u>1,400.00</u>
	Operating Expenses	192,414.85
	Rental Property Management Fee	2,400.00
	Rental Property Repairs & Maintenance	1,800.00
	Rental Property Insurance	<u>-</u>
	Rental Property Expenses	4,200.00
	Legal Expense	-
	Project Expense	<u>8,298,952.00</u>
	Total Expenses	8,495,566.85
	Net Income	(0.00)

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

Date: July 11, 2016

Members present: John Springthorpe, Chairman
Don Holder
Nolan Kirkman
Greg Perkins
Victor Zamora
Tom Jackson

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Jeff Kirby & Tim Gruebel – Parrish & Partners
Tom Mayberry – Pilot’s Association
Jay Williams - Attorney

1. Meeting was called to order at 5:30 pm.
2. The minutes from the June 13, 2016 meeting were presented and reviewed. On a motion by Greg Perkins, seconded by Don Holder, the minutes were approved with one correction to add Tom Jackson’s name to the list of members present.
3. The financial report was presented by Victor Zamora.
4. Dennis Jones presented the manager’s report.
 - a. He reported fuel sales for June were 1,976.1 gallons of Avgas and 4,863.6 gallons of Jet-A. A check in the amount of \$683.97 was deposited to cover the flowage fee.
 - b. Plumbing repairs were made to the outside faucet at 310 Holly Ave.
 - c. Mowing has been completed for June.
 - d. New lights were installed in Hangar 7.
 - e. The quarterly SWPPP was completed with no issues.
 - f. On behalf of the Airport Authority, Ra-Tech Aviation invoiced \$7,878 for hangar rent, \$3,150 for house rent and \$683.97 for flowage fees from Ra-Tech Aviation. Also received \$775.20 from Insteel for flowage fees. After the \$75 utility credit deduction, the net invoicing was ~~\$12,467.17~~ \$12,392.17.
5. Jeff Kirby updated the status of the runway extension project.
 - a. The runway extension site prep is moving along really well.
 - b. Runway extension detailed design is waiting for the survey.
 - c. Rehab of the northern portion of the ramp is awaiting action by the Division of Aviation.

- d. The appraisal for 282 Holly Ave is being prepared for submission to the Division of Aviation.
 - e. Survey has been ordered for Leonard Building and are waiting on a quote for the appraisal.
 - f. Appraisal has been ordered for the Love property.
6. John Springthorpe reported:
 - a. The Authority is up to date with all filings for the LGC and the NC Treasurer.
 - b. Bannertown Volunteer Fire Department has requested they be allowed to use all of the Armenta parcel instead of approximately 2/3 as previously discussed. This larger parcel is a substitute for the pad site north of the new ramp that was in the original plans. On a motion by Nolan Kirkman, seconded by Greg Perkins, the Authority approved leasing the entire Armenta parcel to the Bannertown Volunteer Fire Department.
 7. On a motion by Greg Perkins, seconded by Don Holder, the Authority approved an offer to purchase for 1.05 acres from Holly Springs Baptist Church. The purchase price is \$7,875 cash plus 0.46 acres of Airport Authority property adjacent to the church parsonage along Holly Springs Road. The attorney is directed to prepare the closing documents.
 8. On a motion by Nolan Kirkman, seconded by Victor Zamora, the Authority approved project 36244.49.6.2 for Environmental Mitigation Monitoring with an estimated cost of \$145,000, including the \$14,500 local match.
 9. On a motion by Nolan Kirkman, seconded by Tom Jackson, the Authority ratified the email vote on June 27, 2016 to lease the entire Armenta parcel to the Bannertown Volunteer Fire Department.
 10. The Authority discussed the request from the Bannertown Volunteer Fire Department for the Airport Authority to pay \$50,000 to \$55,000 for them to grade the Armenta parcel for their new building. The Authority directed the attorney to write a letter to the BVFD declining responsibility for the grading and suggesting the consider a special request to the Surry County Board of Commissioners.
 11. On a motion by Victor Zamora, seconded by Greg Perkins, the Authority approved project 36237.59.15.1 in the amount of \$332,000, including a \$33,200 local match, for the runway paving, lighting and widening design project.
 12. The Authority asked John Springthorpe to contact SIMCON to see if they could install a stackable door on Hangar 2.

There being no other business, the meeting was adjourned.

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

Date: August 8, 2016

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

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Tim Gruebel – Parrish & Partners
Jay Williams – Attorney
Martin Collins – City of Mount Airy
John Patrick & Ryan Patrick – Excessive Speed
Bryan & Tamson Beroth – supporters of Excessive Speed

1. Meeting was called to order at 5:30 pm.
2. The minutes from the July 11, 2016 meeting were presented and reviewed. On a motion by Greg Perkins, seconded by Nolan Kirkman, the minutes were approved after correcting the \$7,878 amount in item 4f to be \$7,953 and correcting the \$12,392.17 amount in the same item to be \$12,467.17.
3. Martin Collins, economic development official for the City of Mount Airy, introduced John Patrick of Excessive Speed. Mr. Patrick presented a request to rent the ramp, taxiway and runway for a weekend in the 2nd or 3rd week of April 2017. They “are trying to bring the latest Exotic and American Automotive Car Rally to North Carolina.” The event allows people to drive their cars in a controlled environment on the runway where they are free of obstructions and speed limits. The packet of information they provided outlines the safety measures and vehicle and driver requirements. They claim the last event had 132 racers and 3,200 spectators in attendance, making it a possibly significant tourist draw for Mount Airy. The Authority requested a list of contact information for the 9 airports where the event has been held, said they would investigate with the FAA any possible impacts such an event may have on the expansion project and would be prepared to respond at the next meeting. The fee that was mentioned was \$2,500 to \$5,000 per day.
4. The financial report included in the agenda package was reviewed by the Authority.
5. Dennis Jones presented the manager’s report.

- a. He reported fuel sales for July were 2,001.3 gallons of Avgas and 3,714.7 gallons of Jet-A. A check in the amount of \$571.60 was deposited on 8/8/16 to cover the flowage fee.
 - b. Mowing has been completed for July.
 - c. Sprayed around lights and taxiway for weeds in July.
 - d. Replaced bulbs on taxiway and runway lights.
 - e. On behalf of the Airport Authority, Ra-Tech Aviation invoiced \$7,953 for hangar rent, \$3,150 for house rent and \$571.60 for flowage fees from Ra-Tech Aviation. After the \$75 utility credit deduction, the net invoicing was \$11,599.60.
6. Tim Gruebel updated the status of the runway extension project.
- a. Held progress meeting with Sowers on the runway extension site prep. There is some work needed to repair damage caused by recent heavy rains.
 - b. Runway extension detailed design is going well, anticipate a 3-week runway closure.
 - c. Rehab of the north part of ramp – only 2 bidders (Carl Rose and APAC) at today's opening. Will re-advertise and re-open on 8/18.
 - d. Appraisal of 282 Holly Ave is waiting on DOA concurrence.
 - e. Met with appraiser for the Leonard Building appraisal and survey.
 - f. Love property – review appraisal is underway.
 - g. Division of Aviation has a project to refurbish/replace the rotating beacon.
7. Jay Williams reported:
- a. The documents are drafted for the closing with Holly Springs Baptist Church, anticipate closing week after next.
 - b. Drafted lease for Bannertown Volunteer Fire Department, will send to their attorney, David Hiatt.
 - c. Sent an email to David Hiatt declining the BVFD request that the Authority pay \$55,000 to grade the Armenta parcel.
 - d. Delivered new leases to the Authority for Hangars 9 and 19 incorporating the terms agreed to for the tenant restroom modifications. Hangar 9 rent is \$250 per month and Hangar 19 is \$500 per month.
 - e. Responded to the Request for Lien Agent Contact Information by providing the document to Tim Gruebel to pass to Sowers Construction as their responsibility.
8. John Springthorpe reported he responded by email to the letter dated July 7, 2016 from the Local Government Commission / NC Treasurer.
9. On a motion by Nolan Kirkman, seconded by Greg Perkins, the Authority approved the following resolution approving a grant agreement for project 36244.49.6.2 for Environmental Mitigation Monitoring:

WHEREAS, a Grant in the amount of \$130,500 has been approved by the Department based on total estimated cost of \$145,000; and WHEREAS, an

amount equal to or greater than 10 percent of the total estimated project cost has been appropriated by the Sponsor for this Project, NOW THEREFORE, BE AND IT IS RESOLVED THAT THE Chairman of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under the Grant Agreement or any mutually agreed upon modification thereof.

10. The Authority discussed the request by Dale Puckett, tenant in Hangar 10. Dale sold his aircraft a while back and purchased 2 shares in the club airplane. He asked that he be allowed to store the aircraft owned by Mayberry Aviation, Inc. (club airplane) in Hangar 10. Since Mayberry Aviation is not a party to the lease for Hangar 10 it is not possible to agree to the request. The Authority asked John Springthorpe to notify Dale Puckett and to prepare to rent the hangar to the person at the top of the Hangar Waiting List.
11. On a motion by Nolan Kirkman, seconded by Greg Perkins, the Authority voted to retain for use by the Authority in all future leases the office/storage room adjacent to Hangar 10. The rent for Hangar 10 without the office/storage will be \$200.
12. The Authority reviewed the quote from SIMCON for a stackable door on Hangar 2. There were questions about the concrete track not being protected by a metal channel and the price is too high. The Authority asked John Springthorpe to contact SIMCON to explore alternatives.

There being no other business, the meeting was adjourned.

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

Date: September 12, 2016

Members present: John Springthorpe, Chairman
Don Holder
Nolan Kirkman
Greg Perkins
Victor Zamora
Tom Jackson

Others present: John Spane - RA- Tech Aviation
Dennis Jones - RA-Tech Aviation
Jay Williams - Lowe and Williams
Jeff Kirby - Parrish & Partners
Tom Mayberry
John Patrick
Ryan Patrick
Joseph Wilburne

1. Call to order 5:30 p.m.
2. The minutes from the August 8, 2016 meeting were presented and reviewed by the Authority. The motion was made to approve the minutes by Greg Perkins, seconded by Don Holder and the minutes were approved.
3. Victor Zamora presented the financial report, which was approved as presented. Victor specifically noted that we are currently waiting on funds from the Division of Aviation/NC-DOT to pay Sowers for work done to date.
4. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Dennis also updated the Authority regarding the following items:
 - a. discussed having the power running to the office/storage space associated with hangar 10 connected to the meters associated with the open t-hangars in the same building
 - b. discussed the need to “seal” to office/storage space adjoining hangar 10 to exclude birds and other animals
 - c. discussed the status of the cable in hangar 5. The cable does not appear to be degrading, but should be monitored for any changes. The FBO was instructed to monitor and inspect the cable on a monthly basis

d. the Manager advised that Bobby Koelher has requested that his name be removed from the hangar waiting list and that his deposit be refunded. The refunding will be issued and noted accordingly

5. The Authority considered & discussed the request made by Excessive Speed at the previous meeting.

- John Springthorpe reviewed the feedback received from the FAA & NC-DOT
- John Patrick with Excessive Speed presented printed material related to compliance questions
- John Springthorpe noted that prior to hosting an event of this type the Airport would need to obtain approval from the FAA and Division of Aviation, neither of which appear to be receptive at this time
- Excessive Speed was encouraged to follow up with the Authority after the completion of the expansion project

6. Jeff Kirby reported on the status of the expansion project. Jeff advised the Authority on the following items:

- the runway extension detailed design project is moving forward
- all of the documentation has been submitted to the Division of Aviation on the 282 Holly Ave acquisition. We are currently waiting on concurrence.
- The survey on the Leonard property is complete and Parrish & Partners are currently discussing the best approach moving forward with the appraiser
- all documentation has been submitted on the Love property acquisition and the Authority is currently waiting on concurrence for the Division of Aviation

7. There was discussion regarding the BTVFD site. Jeff advised the Authority that they would need to disconnect water service to the building in the near future. Jay Williams was instructed to contact with David Hiatt to see if they would consent to disruption of the service.

8. Tom Jackson reported that the renovations in his and Tommy Brintle's hangars had stalled.

9. Jay Williams re-posted on the status of the acquisition of the Church property. Jay and his staff will move forward with the acquisition as quickly as possible.

10. John Springthorpe reported that a request for a surplus vehicle has been made with the County.

11. Parrish & Partners reported that there were 2 bids submitted on the ramp rehab project. Both bids were high. Parrish and Partners recommended that the Authority reject both bids and wrap the project into next year to be done concurrently with the runway expansion. Jeff believes that if included with the larger project, there should be additional bidders and the Authority should save a significant amount of money. Nolan Kirkman made a motion to accept the recommendation of Parrish and Partners and reject the current bids for the ramp rehab project. The motion was seconded by Greg Perkins and passed.

12. John Springthorpe presented the Audit contract for the upcoming year. Victor Zamora made a motion to approve the contract for 2016 at an amount of \$21,000. The motion was seconded by Greg Perkins and approved.

13. John Springthorpe presented the Grant Agreement for paving, lighting, strengthening and widening design. Nolan Kirkman made a motion the Authority approve the following resolution:

Whereas, a grant in the amount of \$142,073 has been approved by the Department based on the total estimated cost of \$157,859; and Whereas, an amount equal to or greater than 10 percent of the total estimated project cost has been appropriated by the Sponsor for this Project. NOW THEREFORE, BE AND IT IS RESOLVED THAT THE Chairman of the Sponsor he 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 under this Grant Agreement or any mutually agreed upon modification thereof.

The motion was seconded by Don Holder and passed.

14. Don Holder reported that he had received a quote to replace the openers on the Hangar 2 door with 3/4 liftmaster motors, new switches, tracks, bulbs and fixtures at a cost of \$7,700. Once ordered, it will take approximately 5 weeks to receive the new motors. There was general discussion about having the switches replaced with momentary contact switches to improve the safety. Nolan Kirkman made a motion that the Authority approve an expenditure of not more than \$8,500 for the project as outlined by Don with the addition of momentary contact switches and that the Authority approve a corresponding budget amendment. The motion was seconded by Victor Zamora and passed.

There being no further business, the meeting was adjourned.

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

Date: October 10, 2016

Members present: John Springthorpe, Chairman
Don Holder
Nolan Kirkman
Greg Perkins
Victor Zamora
Tom Jackson

Others present: John Spane - RA- Tech Aviation
Dennis Jones - RA-Tech Aviation
Jay Williams - Lowe and Williams
Jeff Kirby - Parrish & Partners
Joseph Wilburne - Parrish & Partners
Larry Johnson - Surry County Commissioner

1. Call to order 5:30 p.m.
2. The minutes from the September 12, 2016 meeting were presented and reviewed by the Authority. The motion was made to approve the minutes by Nolan Kirkman, seconded by Don Holder and the minutes were approved.
3. Victor Zamora presented the financial report, which was approved as presented. Victor specifically noted that applications 1-4 to pay Sowers for work done to date have now been processed and Sowers has been paid. Victor also advised the Authority that there would be some changes to the monthly report to reflect the receivable from the County for its portion of the project expense.
4. Dennis Jones presented the managers report for the previous month and reviewed fuel inventory and pricing status with the Authority. Dennis also updated the Authority regarding the following items:
 - a. the electric service for the office/storage space is scheduled to move to another meter at a cost of \$295
 - b. he reviewed the estimates for sealing and insulating the storage space to prevent animals from entering the space and minimize humidity issues for document storage. No action was taken on this item
 - c. mowing has been completed for the month
 - d. he reviewed plumbing repairs made at the 219 Airport Rd property
 - e. the cable in hangar 5 has been re-inspected with no change in its condition
 - f. the quarterly SWPPP has been completed

5. Jeff Kirby reported on the status of the expansion project. The following items were discussed:
 - a) the project is continuing to move forward and the contractor has now entered the 2nd phase related to the Site Prep portion;
 - b) the NCDOT board has approved combination of all 3 paving projects and the detailed design for the extension is moving forward;
 - c) Jeff presented a change order requested by the City of Mount Airy regarding the relocation of the water line. The cost of the change order is approximately \$10,725, but Jeff advised the Authority that the cost could be offset by savings in other areas of the project. Jeff recommended that the change order in the amount of \$10,725 be approved by the Authority. Victor Zamora made a motion that the change order as described by Jeff Kirby be approved. The motion was seconded by Nolan Kirkman and passed;
 - d) Jeff reported that they have received concurrence from DOT for the purchase of 282 Holly Ave. The attorney for the Authority will proceed with the required paperwork;
 - e) Jeff discussed the status of the Leonard property and summarized the discussions with the appraiser. There is no action to be taken at this time;
 - f) Jeff reported that they have received concurrence from NCDOT for the purchase of .37 acres of the Love property. The attorney for the Authority will proceed with the required paperwork;
6. Jeff Kirby advised the Authority that there have been arrangements made to have utilities in place for the old Bannertown Fire Department building while the new facility is being constructed;
7. Tom Jackson advised the Authority that the approved renovations for hangars 9 & 19 are on hold pending a decision on the installation of a new water line. New leases will be ready for execution upon completion of the work;
8. Jay Williams reported that the closing with the Holly Springs Baptist Church is complete;
9. Nolan Kirkman advised the Authority that the County has turned down the request for a surplus vehicle at this time. He requested that the Authority renew that request;
10. Don Holder reported that the new motors for Hangar 2 have been ordered. Because these are special order items, it may take up to 3 months for the motors to be ready;
11. Nolan reported that the fence work is scheduled to begin this week or next week. The contractor will leave a gap in the fence until the Love Property closes. The current design plan has the fence placed 3 feet within the property boundary. Nolan discussed the potential of moving the fence line further inside the boundary to make maintenance outside the fence easier. After discussion, Jeff Kirby suggested moving the fence 10-20 feet inside the boundary line depending on the presence of underground utilities. This would allow work crews to maintain the outside area with minimal difficulty and would provide potential space for recreational/green way development in the future if the County were inclined.

12. John Springthorpe presented a proposed policy on Ethics and Conflicts of Interest for consideration. John made a motion that the Authority adopt this policy. The motion was seconded by Victor Zamora and passed;
13. There was a brief discussion of the status of the funds currently due from the County;
14. There was brief general discussion of complaints recently received by the County Commissioners;
15. The Authority recognized Surry County Commissioner Larry Johnson. Larry briefly discussed the importance of interaction between the Authority and the County Commissioners, issues facing both boards and expressed his continued support for the Authority;
16. Jay Williams advised the Authority that with the property acquisition phase of the expansion project winding down, he did not believe that it was cost effective for him to attend every Authority meeting. He will be available as needed and/or at the Authorities' request;
17. Nolan Kirkman made a motion the Authority approve an offer of \$11,100 for the purchase of the Love property and direct Jay Williams and his staff to prepare an offer letter and contract. Don Holder seconded the motion which passed.
18. Nolan Kirkman made a motion the Authority approve an offer of \$110,000 for the purchase of 282 Holly Avenue and direct Jay Williams and his staff to prepare an offer letter and contract. Don Holder seconded the motion which passed.

There being no further business, the meeting was adjourned.

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

Date: November 14, 2016

Members present: John Springthorpe, Chairman
Don Holder, Vice-Chairman
Victor Zamora, Treasurer
Tom Jackson
Thomas Taylor

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Joseph Wilbourne – Parrish & Partners
Tom Mayberry – Surry County Pilots Association

1. The meeting was called to order at 5:30 pm.
2. The minutes from the October 10, 2016 meeting were presented and reviewed. On a motion by Don Holder, seconded by Tom Jackson, the minutes were approved.
3. The financial report for the period ending October 31, 2016 was presented by Victor Zamora.
4. Dennis Jones presented the manager's report.
 - a. He reported fuel sales for October were 1,891.5 gallons of Avgas and 674.6 gallons of Jet-A. A check in the amount of \$256.61 was deposited to cover the flowage fee.
 - b. Repairs to doors on Hangar 2 are complete.
 - c. Mowing has been completed for October.
 - d. There are mold concerns at 310 Holly Avenue.
 - e. The door cable on Hangar 5 was inspected with no changes noted.
 - f. On behalf of the Airport Authority, Ra-Tech Aviation invoiced \$7,928 for hangar rent, \$3,150 for house rent and \$256.61 for flowage fees from Ra-Tech Aviation. After the \$75 utility credit deduction, the net invoicing was \$11,206.91.
5. Joseph Wilbourne updated the status of the runway extension project.
 - a. Grading project is continuing, but may be halted due to waiting on the Bannertown VFD. The 2nd change order was approved by NCDOT-DA.
 - b. Runway extension detailed design is 60% complete and the drawings were submitted to NCDOT-DA.
 - c. The Leonard Building appraisal will have to be split into two appraisals, one for the land acquisition and one for the impact on the business at a total cost of approximately \$15,000.

- d. Acquisition of the Love property and 282 Holly Avenue are in the hands of the Authority attorney.
6. The Authority directed Ra-Tech to check the gutters and downspouts on 310 Holly Avenue and to contact Serve Pro or other reputable contractor to address the mold in the house.
7. It was noted that the new Bannertown VFD building is closed in, so they may be able to occupy it in December. This will allow the grading project to proceed.
8. The crew car has oil in the water, suggesting a blown head gasket. The Authority directed Ra-Tech to get a quote from Mount Airy Tire or other reputable vendor to repair the car.
9. On a motion by Thomas Taylor, seconded by Don Holder, the Authority approved spending no more than \$1,800 for long-arm bush hogging of the south end of the runway and the area along the west side of the runway as proposed by Lowe's Mowing Service.
10. On a motion originally made by Nolan Kirkman, and seconded by John Springthorpe, the Authority confirmed the email vote to "Acquire the 0.37 acres of the Love property at the appraised value of \$11,100 and pay CRV Group, LLC \$1,110 for their First Right of Refusal."
11. The Authority discussed, and declined to proceed with, the offer by Rick Vaughn to sell his First Right of Refusal for the remaining portion of the Love property for 10% of the purchase price of the property.
12. It was noted that the dirt bank at the Airport Road entrance has failed, exposing water pipes coming onto the Airport. The Authority directed Ra-Tech to contact NCDOT regarding the state providing a solution to the problem that is within their right of way.

There being no other business, the meeting was adjourned.

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

Date: December 12, 2016

Members present: John Springthorpe, Chairman
Don Holder, Vice-Chairman
Nolan Kirkman, Secretary
Tom Jackson

Others present: John Spane & Dennis Jones - RA- Tech Aviation
Jeff Kirby, Derek and Joseph Wilbourne – Parrish & Partners
Tom Mayberry – Surry County Pilots Association
Rick and Richard Sowers – Sowers Construction
Larry Johnson – Surry County Commissioner

1. The meeting was called to order at 5:46 pm.
2. The minutes from the November 14, 2016 meeting were presented and reviewed. On a motion by Don Holder, seconded by Nolan Kirkman, the minutes were approved.
3. The financial report for the period ending November 30, 2016 was discussed.
4. Dennis Jones presented the manager's report.
 - a. He reported fuel sales for November were 1,770.9 gallons of Avgas and 1,982.1 gallons of Jet-A. A check in the amount of \$375.30 was deposited to cover the flowage fee.
 - b. Dale Puckett notified Ra-Tech that he will no longer be doing the annual maintenance or repairs to hangar doors.
 - c. Overhead Door replaced a broken cable in Hangar 14.
 - d. Overhead Door provided an estimate of \$135 an hour, plus parts, to perform the annual door maintenance. The Authority recommended getting a quote for the work from Daryl Beamer.
 - e. Overhead Door inspected the cable in Hangar 5 and reported that the cable appeared to be flawed, no concerns noted, just should be checked frequently for any changes. They provided a quote of \$476 to replace the cable in Hangar 5.
 - f. NCDOT was contacted about the failed bank at the entrance on Airport Drive. They made repairs to the bank.
 - g. Mowing of the bank along Howard Woltz Jr. Way is complete for November.
 - h. Serve Pro was contacted to investigate the mold at 310 Holly Ave. The Authority recommended Advanta (Ken Klamfoth) as an alternative.
 - i. The gutters were inspected and cleaned at 310 Holly Ave.
 - j. The Plumber replaced leaking underground filter housing.

- k. On behalf of the Airport Authority, Ra-Tech Aviation invoiced \$7,928 for hangar rent, \$3,150 for house rent and \$375.30 for flowage fees from Ra-Tech Aviation, flowage fees of \$1,045.38 from Insteel and \$2,000.00 from Renfro for their annual fuel farm use. After the \$75 utility credit deduction, the net invoicing was \$14,423.68.
5. Jeff Kirby updated the status of the runway extension project.
 - a. Grading project was okay until the rain started.
 - b. Reviewing comments received from NCDOT-DA on the 60% complete designs for the runway extension.
 - c. Parrish & Partners met with Surry County Planning to discuss zoning of the runway extension property.
6. In regard to the Bannertown Volunteer Fire Department appearance before the Surry County Board of County Commissioners, Commissioner Larry Johnson said, "Surry County is responsible and will see it gets paid."
7. Acquisition of the Love property and 282 Holly Avenue are in the hands of the Authority attorney. Payment was made to CRV Group, LLC for the First Right of Refusal on the Love parcel and the offer to purchase was re-mailed to the owner of 282 Holly Ave.
8. Jeff Kirby provided an estimate for the appraisal of the Leonard property in the amount of \$4,500 plus coordination costs. The higher costs are due to the unknown scope of assessing the business activities that may be impacted by the Authority's acquisition of the small strip of land adjacent to the Leonard building. The Authority directed the chairman to notify Leonard that the Authority will seek a waiver from the FAA and will not pursue acquisition of the strip of land at this time.
9. No progress on repairs to the crew car, waiting on Thomas Taylor. The Authority suggested using Stop Leak.
10. Commissioner Johnson reported that there was a conflict of interest with the county attorney, so another attorney was engaged to draft the new agreement with the city.
11. On a motion by Don Holder, seconded by Nolan Kirkman, the Authority approved the labor rates for land acquisition services by Parrish and Partners, LLC.
12. On a motion by Don Holder, seconded by Nolan Kirkman, the Authority approved the first amendment to the lease agreement with Springthorpe Holdings, LLC. John Springthorpe abstained from the vote.
13. For project 36244.49.6.4, a motion was made by Don Holder, Vice-Chairman and seconded by Tom Jackson, Member for the adoption of the following resolution, and upon being put to a vote was duly accepted: WHEREAS, a Grant in the amount of \$105,570 has been

approved by the Department based on total estimated cost of \$117,300; and WHEREAS, an amount equal to or greater than 10 percent of the total estimated project cost has been appropriated by the Sponsor for this Project. NOW THEREFORE, BE AND IT IS RESOLVED THAT THE Chairman of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

14. Rick Sowers spoke to the Authority saying the grading could have been done by now except for the Bannertown VFD and the relocation of the electric and telephone utility lines. He asked if he could keep dirt on site, saying ST-4 is full. Since he has negotiated rights to put dirt off-site, the Authority declined saying they did not want to have to move it twice by leaving it on Authority property now.

There being no other business, the meeting was adjourned.