

Rutherford County

*Rutherford County Office Building
289 N. Main Street
Rutherfordton, NC 28139*



Meeting Agenda

Tuesday, August 18, 2015

4:00 PM

Rutherford County Airport Authority

I. Call To Order

II. Pledge of Allegiance

Agenda Approval

III. Public Comments

IV. Consent Agenda

Minutes of July 21, 2015 Regular Meeting

Attachments: 2015.07.21 Minutes

V. Financial Report

July Financial Report

Attachments: July Financial Report

VI. Airport Operations Report

VIII. New Business

Letter of Commitment for Airport Safety/Maintenance Project

Attachments: Cover Ltr- Letter of Commitment (Maintenance) 6-30-2015
Letter of Commitment (Maintenance) FINAL 6-30-2015

X. Adjourn



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-830, **Version:** 1

Meeting Date: August 18, 2015

Agenda Approval

Summary:

Agenda is presented to the Board for consideration.

Budget:

n/a

Contact Information:

Brooke Watson
Secretary to the Airport Authority
828-287-6061
airport@rutherfordcountync.gov

Recommended Motion:

Approve agenda.



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-831, **Version:** 1

Meeting Date: August 18, 2015

Minutes of July 21, 2015 Regular Meeting

Summary:

Minutes of July 21, 2015 are attached for the Board's consideration.

Budget:

n/a

Contact Information:

Brooke Watson
Secretary to the Airport Authority
828-287-6061
airport@rutherfordcountync.gov

Recommended Motion:

Approve July minutes.



Rutherford County Office Building
289 N. Main Street
Rutherfordton, NC 28139

Rutherford County

Meeting Minutes Rutherford County Airport Authority

Tuesday, July 21, 2015

5:30 PM

I. Call To Order

Chairman Michael Benfield called the July 21, 2015 meeting of the Rutherford County Airport Authority to order.

Present: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Greg Lovelace

Absent: Member Bryan King

II. Pledge of Allegiance

Chairman Michael Benfield led in the Pledge of Allegiance.

A. Agenda Approval

Member Greg Lovelace moved to approve the agenda and Vice Chairman Eddie Holland seconded.

Ayes: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Greg Lovelace

Noes: None

Absent:

III. Public Comments

Keith Hunter spoke about the EPA letter and the fuel containers needing repairs.

IV. Consent Agenda

Member Greg Lovelace moved to approve the Minutes of June 16, 2015 Regular Meeting and Vice Chairman Eddie Holland seconded.

Ayes: Chairman Michael Benfield, Vice Chairman Eddie Holland, Alan Toney, and Greg Lovelace

Noes: None

Absent: Member Bryan King

V. Financial Report

Airport Director Randy Patterson reported on the revenues and expenditures through June 2015. There were no questions about the financial report.

VI. Directors Report

VII. Old Business

Jimmy Luther and Joe Barkevich with WK Dickson presented the work authorization report to update the airport layout plan. Jimmy Luther stated that this report was grant eligible and the process will take 12 to 18 months to complete.

Member Greg Lovelace made a motion to approve the work authorization report to update the airport layout plan and for the Chairman to execute the document and Vice Chairman Eddie Holland seconded.

Ayes: Chairman Benfield, Vice Chairman Eddie Holland, Alan Toney, and Greg Lovelace

Noes: None

Absent: Member Bryan King

VIII. New Business

Airport Director Randy Patterson reported that the EPA performed an inspection in May and sent a report in June. Randy stated that there were two storage tanks that were removed per request and a new, 280 gallon, double wall kerosene storage tank has been installed. Randy reported that the employees had watched a couple of videos per request and will continue to follow up with future training. There will be a response letter sent to the EPA.

X. Adjourn

Member Greg Lovelace moved to adjourn and Vice Chairman Eddie Holland seconded.

Ayes: Chairman Benfield, Vice Chairman Eddie Holland, Lovelace, and Toney

Noes: None

Absent: Member Bryan King

Chairman, Airport Authority

Vice Chairman, Airport Authority

Attest:

Secretary to the Airport Authority



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-832, Version: 1

Meeting Date: August 18, 2015

July Financial Report

Summary:

The financial report is presented to the Board for review.

Budget:

n/a

Contact Information:

Randy Patterson
Airport Director
828-288-4017
randy.patterson@rutherfordcountync.gov

Recommended Motion:

Information only.

RUTHERFORD COUNTY
 Airport - Revenue and Expense
 Report dates 07/01/2015 - thru - 07/31/2015

Account Number	Account Description	Period Activity		Period Activity		Fiscal Year to Date	Encumbrances	Available Budget	% Used
		Amended Budget	07/01/2014 to 07/31/2014	07/01/2015 to 07/31/2015	07/01/2015 to 07/31/2015				
13-4530-199-00-000	PETTY CASH OVER/SHORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4530-251-01-000	AV FUEL PURCHASES	300,000.00	0.00	32,574.52	0.00	267,425.48	0.00	10.86	0.00
13-4530-260-00-000	OFFICE SUPPLIES	1,500.00	143.48	-6.55	-6.55	1,506.55	0.00	-0.44	0.00
13-4530-260-02-000	SUPPLIES	2,000.00	0.00	18.46	18.46	1,981.54	0.00	0.92	0.00
13-4530-299-00-000	PUBLIC RELATIONS	500.00	0.00	138.15	138.15	361.85	0.00	27.63	0.00
13-4530-311-00-000	TRAVEL/EXPENSE REIMBURSEMENT	800.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00
13-4530-321-00-000	TELEPHONE	2,300.00	279.41	145.59	145.59	2,154.41	0.00	6.33	0.00
13-4530-325-00-000	POSTAGE	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00
13-4530-331-00-000	UTILITIES SEWER WATER ELECTRIC	8,000.00	139.66	615.54	615.54	7,384.46	0.00	7.69	0.00
13-4530-351-00-000	REPAIRS & MAINT AIRPORT	15,000.00	289.60	1,386.38	1,386.38	13,613.62	0.00	9.24	0.00
13-4530-352-00-000	MAINTENANCE TO EQUIPMENT	7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00
13-4530-353-00-000	MAINTENANCE TO VEHICLES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
13-4530-370-00-000	ADVERTISING	800.00	0.00	-13.50	-13.50	813.50	0.00	-1.69	0.00
13-4530-440-00-000	SERVICE & MAINTENANCE CONTRACTS	34,000.00	0.00	0.00	0.00	8,400.00	0.00	24.71	0.00
13-4530-451-00-000	PEROPERTY/OPERATIONS INSURANCE	7,949.00	0.00	0.00	0.00	7,949.00	0.00	0.00	0.00
13-4530-491-00-000	DUES & SUBSCRIPTION	500.00	40.00	0.00	0.00	500.00	0.00	0.00	0.00
13-4530-980-00-000	GENERAL FUND INDIRECT COSTS	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
13-4530-980-16-000	SAN SERVER UPGRADE ALLOCATION	26.00	0.00	0.00	0.00	26.00	0.00	0.00	0.00
AIRPORT		516,495.00	8,812.44	46,880.39	46,880.39	8,400.00	461,214.61	10.70	
Total Expense		516,495.00	8,813.52	47,027.49	47,027.49	8,400.00	461,067.51	10.73	
Airport Fund		0.00	-22,048.30	5,494.29	5,494.29	8,400.00	13,894.29	9.39	



Agenda Summary Sheet

Rutherford County Office
Building
289 N. Main Street
Rutherfordton, NC 28139

File #: ID 15-833, Version: 1

Meeting Date: August 18, 2015

Letter of Commitment for Airport Safety/Maintenance Project

Summary:

The letter of commitment for the airport safety/maintenance projects from the NCDOT Division of Aviation is presented to the Board for consideration.

Budget:

n/a

Contact Information:

Randy Patterson
Airport Director
828-288-4017
randy.patterson@rutherfordcountync.gov

Recommended Motion:

Approve the letter of commitment for the airport safety/maintenance projects.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

June 30, 2015

Re: NCDOT Division of Aviation Airport Safety/Maintenance Program

Dear Airport Sponsor:

Some years ago, the Division of Aviation (DoA) created the Airport Safety/Maintenance Program to apply available state funds to assist publicly owned and operated airports with airfield safety projects. This program has been a huge success and has been well received by many airports across our state. The purpose of this letter is to briefly update Sponsors on program abilities and to request completion of an updated Commitment letter that legally allows NCDOT to provide safety/maintenance services on your specific airport. **Airports are requested to provide a notarized Letter of Commitment by August 31, 2015 (or sooner if a maintenance project is scheduled for summer/fall 2015).**

Each NC airport should understand its own responsibility to provide all needed maintenance. That said, DoA's Safety/Maintenance Program can potentially provide assistance in a manner of ways. DoA supports a dedicated Project Manager position who works with our regional Airport Project Managers to directly assist your facility in a number of ways, such as:

1. Prioritize additional DoA safety/maintenance state-allocations (currently \$1.0 million per year) that can fund specific projects, as warranted. These projects supplement airports' ongoing maintenance programs.
2. Assist airports to identify safety/maintenance needs.
3. Share favorable unit costs of DoA's maintenance contracts with airports. Within legal means, it is hoped that Airports might engage the DoA unit-cost contractors to apply their unit-cost and specification structures to maintenance projects that are funded directly by an airport (and for which DoA is not involved). This informal arrangement potentially benefits both the contractor and airport.

If your airport would like to be considered for continued safety/maintenance support projects by Division of Aviation, then NCDOT requires an on-file copy of a sponsor's Letter of Commitment. Receipt of the Commitment must be received before any NCDOT work can commence. Please note that this agreement has a five-year term to reduce the administrative costs of the program and improve the timeliness of project commencement; however an airport always retains its right to cancel the Commitment with a written letter. This Commitment does not obligate the Division of Aviation to a particular project, but it does allow us to expeditiously start a project once it has been identified and selected for funding.

Please return a hardcopy or electronic scan (.pdf format) of the adopted, notarized form to your appropriate Airport Project Manager. A mail or delivery address is listed below.

Northeast	Mr. Phil Lanier	planier@ncdot.gov	(919)814-0562
Southeast	Ms. Kristen Dwiggins	kdwiggins2@ncdot.gov	(919)814-0583
Northwest	Ms. Rachel Bingham	rsbingham@ncdot.gov	(919)814-0570
Southwest	Mr. Basil Yap	bkyap@ncdot.gov	(919)814-0554

Thank you for your cooperation in this process. Please contact me or your Airport Project Manager if you have any questions or comments regarding the Airport Safety/Maintenance Program. I can be reached or at (919) 814-0572 or at tedevens@ncdot.gov

Sincerely,



Thomas E. Devens, PE
Manager of Aviation Development

cc: Bobby Walston, PE, Director
DoA - Maintenance Project Manager
DOA - Airport Project Managers

The **LETTER OF COMMITMENT** in adopted form should be returned to the Division of Aviation's designated Airport Project Manager. General telephone number is: (919) 814-0550

Physical Address (for UPS and FedEx deliveries)

1050 Meridian Drive
Morrisville, NC 27560

US Mail Deliveries:

1560 Mail Service Center
Raleigh, NC 27699-1560

**LETTER OF COMMITMENT FOR
AIRPORT SAFETY/MAINTENANCE PROJECTS
(FIVE YEAR TERM)**

THIS COMMITMENT is made, this day of _____ (month, day, year),

from the _____,

(Official Airport Name)

which is hereinafter referred to as "Airport," and the

(Airport Owner)

which is hereinafter referred to as "Sponsor," to the North Carolina Department of Transportation (Division of Aviation), an agency of the State of North Carolina (hereinafter referred to as "Department"), for the purposes of future and as-yet unspecified safety or maintenance services performed by said Department.

WITNESSETH

WHEREAS, the Sponsor and the Department are concerned with maintaining the facilities of the Airport to enhance the safety of the traveling public and flight operations, and

WHEREAS, the Sponsor and the Department may mutually determine that certain paved surfaces and adjacent areas on the airport have aged and deteriorated and/or that other infrastructure is in need of maintenance, and

WHEREAS, pursuant to Article 7 of North Carolina General Statute 63, the Department is authorized to undertake safety improvements of these areas, on publicly owned and operated airports, and

WHEREAS, the Sponsor and the Department desire that the needed improvements be undertaken by the Department in conformance with the provision of North Carolina General Statute 63, and

WHEREAS, the Department requires a Commitment and Release of Liability statement to be on file, in order to provide and oversee maintenance and safety improvements on the operational surfaces.

NOW THEREFORE, the Sponsor does hereby commit to the following measures:

1. The Department, using NCDOT state forces and/or private contractor(s) under a Purchase Order Contract, may perform maintenance and safety improvements to the Sponsor's airport. This work may include, but not be limited to; Joint and Crack Sealing, Pavement Repairs and Patching, Surface Treatments, Maintenance Overlays,

Electrical, Grading, Drainage Improvements, Pavement Markings, or other infrastructure maintenance.

2. The Sponsor would expect notification from the Department prior to any work being performed.
3. The Sponsor hereby assures the Department that the title to the pavement and adjacent areas are vested under the Sponsor and hereby authorizes the Department and authorized Contractor(s) to enter onto the premises of the Sponsor and accomplish any of the work items as described in Paragraph 1 above.
4. The Sponsor agrees to provide a duly authorized representative who will be present and/or available at all times work is in progress (including nights and weekends, as applicable) to monitor project operations and assist the Department's representative.
5. The Sponsor agrees to provide a duly qualified operator who will monitor the airport's UNICOM radio transceiver at all times work is in progress (including nights and weekends, as applicable) and will issue airport advisories as necessary on the UNICOM radio transceiver.
6. The Sponsor agrees, when needed, to formally close any runway, taxiway, or apron at all times work is in progress on that pavement and to take appropriate steps to prohibit use of such areas by aircraft and/or ground vehicles.
7. The Sponsor agrees to issue and keep current the necessary Notices to Airmen (NOTAMS) through the Federal Aviation Administration (FAA) until all work is completed and the Department's representative notifies the Sponsor's representative that the affected areas may be returned to service.
8. The Sponsor agrees that the Department may, in its sole discretion, determine the design, scope of work, materials to be used, and methods of accomplishing this safety improvement project.
9. To the maximum extent allowed by law, the Sponsor shall indemnify and hold harmless the Department and its officers and employees from all suits, actions, or claims of any character because of injury or damage received or sustained by any person, persons, or property resulting from work performed under this Commitment or on account of, or in consequence of any negligence in safeguarding the performance of said work.
10. The Sponsor agrees that, at its sole and unlimited discretion, the Department shall have the right to immediately stop all work being performed should the Sponsor not comply with provisions pursuant to this Commitment.
11. The Sponsor understands that for the Department to perform maintenance or safety services, the Airport and Sponsor must be in good standing on all State and Federal

Grant Requirements and Assurances before any project shall be performed under this Commitment.

12. Subject to the provisions of paragraph 10 above, this Commitment will expire in five years. Subject to the provisions of paragraph 10 above, this Commitment may be terminated by either the Department or the Sponsor by providing written notification of termination. The effective date of termination pursuant to this paragraph shall be the date of receipt of the notice of written termination by the non-terminating party.

IN WITNESS WHEREOF, the Sponsor has executed this Commitment on the date first written on Page 1 of this document.

FOR THE LOCAL AIRPORT SPONSORING AGENCY

Signed: _____

Title: _____

Official Sponsor: _____

Attest: _____

SEAL OF THE SPONSOR

The LETTER OF COMMITMENT in adopted form should be returned to the Division of Aviation's designated Airport Project Manager. General telephone number is: (919) 814-0550

Physical Address (for UPS and FedEx deliveries)

1050 Meridian Drive
Morrisville, NC 27560

US Mail Deliveries:

1560 Mail Service Center
Raleigh, NC 27699-1560

Resolution of the Sponsor

A motion was made by _____
(Name and title)

and seconded by _____
(Name and title)

for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS _____ (hereinafter referred
(Airport Owner)

to as "Sponsor") the North Carolina Department of Transportation (hereinafter referred to as
"Department") requires a Commitment and Release of Liability statement to be on file, in order to
provide and oversee maintenance and safety improvements on the operational surfaces of the
_____; in accordance
(Official Airport Name)
with the provisions of North Carolina General Statute 63.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED, that the

_____ of the Sponsor be and is hereby authorized
(Title of Airport Official)
and empowered to enter into a Commitment and Release of Liability with the Department,
thereby binding the Sponsor to fulfillment of its obligation as incurred under this resolution and
its commitment to the Department.

I, _____, of the
(Name and title of Public Notary

_____, do hereby certify that the above
(Name of Sponsoring Agency)
is a true and correct copy of the minutes of _____

(Name of Authorizing Board
_____, held on _____
of the Sponsoring Agency) (Date of Meeting)

WITNESS my hand and the official seal of the Sponsor.

This the day of _____(month, day, year).

NOTARY S E A L Signed: _____