

**MACON COUNTY AIRPORT AUTHORITY**  
**Minutes of the Meeting Held on November 29<sup>th</sup>, 2022**

The Macon County Airport Authority meets for its regularly scheduled meeting on November 29<sup>th</sup>, 2022 at 4:00 p.m. at the Macon County Airport. All members with the exception of Member Rhodes and Member Shuler are present. Also present are Stuart Sloan, Legal Counsel; FBO David Phillips; and Teresa McDowell, Clerk. Chair Schmitt welcomes all present and calls the meeting to order at 4:05 p.m.

**APPROVAL OF MINUTES FOR MEETING HELD OCTOBER 25<sup>TH</sup>, 2022:** After a brief discussion Member Horton makes a motion to approve the minutes for October 25<sup>th</sup>, 2022 as forwarded. Member Haithcock seconds the motion and it passes by unanimous consent,

**PUBLIC COMMENT SESSION:** None

**OLD BUSINESS:**

1. **ENGINEERS REPORT:** Mr. Luther has sent a brief report to the authority via e-mail. It states that the construction portion of the fuel farm project is projected to start in January, 2023, and he will keep the authority informed.
  
2. **REVIEW OF 5010 INSPECTION:** Chair Schmitt and FBO David Phillips: Mr. Phillips reports to the authority regarding items included in the 5010 Airport Data Collection Program to include:
  - a. The longitudinal cracking that was redeveloping with vegetation has been repaired;
  - b. The PAPIs have never been certified and are not operational;
  - c. The end of Runway 7 has a grade which rises up to six feet above the runway elevation, but this issue will never be changed via the demands of the EBCI during the initial runway extension.
  - d. Mr. Philip Cochran will be repairing the pavement lip at the end of Runway 7. Currently the lip exceeds the 3- inch maximum.
  - e. Taxi lights on Taxiway A and Taxiway B which were not operational have been repaired or replaced.
  - f. A corresponding taxiway light on Taxiway F has been replaced.
  - g. The helipad light has been replaced.
  - h. The beacon and windsock sensor have been replaced.
  - i. The helipad markings have been repainted.
  - j. All other markings have been repainted.
  - k. The windsocks and windsock pole have been replaced.
  - l. Watson Grading Company will be addressing the bump in the runway which occasionally causes an airplane nose wheel to bounce during take-off.
  - m. Pavement along the runway edge that was thin and is cracking and separating has been repaired.
  - o. The rusted fuel pumps and warning placards are to be replaced during the fuel farm construction project.
  - p. The emergency fuel shut off has been marked.
  - q. Obstructions caused by the fence surrounding the airport are unworkable and cannot be corrected.

Mr. Phillips will provide the department of Transportation with the 5010 report including corrections, repairs and replacements.

**NEW BUSINESS:**

1. **DISCUSSION OF INSURANCE PROPOSAL:** There is an extensive conversation regarding additional insurance that may be necessary to protect authority members from liability. It is discussed that the authority needs to be listed as an additional insured on the liability insurance provided by Drake Enterprises, but that an additional policy for Directors and Officers also needs to be purchased to protect the members. This type insurance will provide immunity for actions by authority members even if negligent, and is separate from the liability insurance currently provided. It is also discussed that Drake Enterprises needs to provide a Certificate of Insurance to the authority as directed in the lease. Member Horton asks Ms. McDowell to get in touch with Lisa Edwards regarding how other airports/authorities in North Carolina address this issue. It is also discussed that the parking lots, the tarmac, the runway and the taxiway are not included in the liability insurance policy.

2. **DISCUSSION OF FBO REQUIRED REPORTS/CORRESPONDENCE:** FBO Phillips discussed the difficulty he is experiencing in obtaining financial reports through the Drake Enterprises accounting department. Member Horton states that the accounting office staff should provide the reports, both monthly and bi-annually, per the lease agreement. He continues by stating it is important that the authority be informed of any financial issues on a regular basis. FBO Phillips states that he has an accounting meeting scheduled for next month. Member Horton continues by stating that a sub-lease with the terminal building's tenants need to be developed as soon as possible. It is determined that the tenants should be paying 50% of the utilities for the terminal building, that the upstairs cannot be utilized for public use, and that the lease should be renewable annually.

**OTHER BUSINESS:**

Ms. McDowell reports that she has been unable to schedule a catering company for the annual authority Christmas dinner. It is determined that the dinner will be postponed and that plans should be made to hold a dinner in the Spring of 2023.

There is a discussion regarding the status of Member Shuler, who has stated by e-mail she is resigning from the authority, but may consider staying on the authority if certain insurance matters are addressed. Member Horton and Haithcock agree that a letter from Member Shuler resigning is necessary and that she can be re-appointed if the insurance issue is addressed to her satisfaction.

There being no further business to discuss, Member Haithcock makes a motion to adjourn the meeting. Member Horton seconds the motion and it passes by unanimous consent. The meeting is adjourned at 5:20 p.m.

Respectfully submitted:

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Pete Haithcock, Secretary