



## MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

**TUESDAY, DECEMBER 11<sup>TH</sup>, 2018**

PUBLIC MEETING BEGINS AT **10:00 A.M.**

(TO ATTEND ELECTRONICALLY: CONTACT AIRPORT ADMINISTRATIVE ASSISTANT FOR INSTRUCTIONS)

CLOSED SESSION (IF ANY) BEGINS AT 9:30 A.M.

### **CALL TO ORDER**

**A. OPEN SESSION**

**B. CLOSED SESSION**

1. *(None)*

**C. PLEDGE OF ALLEGIANCE**

**D. ADDITIONAL AGENDA ITEMS (IF ANY):**

1. \_\_\_\_\_
2. \_\_\_\_\_

**E. CONFLICT OF INTEREST INQUIRY**

**F. APPROVAL OF AGENDA**

**G. APPROVAL OF PREVIOUS MEETING MINUTES**

1. Moore County Airport Authority Meeting **Minutes, November 13<sup>th</sup>, 2018.**

**H. PUBLIC COMMENTS – (See back page for Procedures)**

**I. PRESENTATIONS/GUEST SPEAKERS/OATHS OF OFFICE**

*(None)*

**J. PUBLIC HEARING**

*(None)*

**K. REPORT INQUIRIES (IF ANY)**

1. Manager's Report
2. **Financial Summary**
3. **Operation's Report**

**L. UNFINISHED BUSINESS**

1. Formal request to approve the Airfield Storm Drain Rehabilitation (Construction) **Grant Agreement.**
2. Formal request to approve the Master Plan Grant Agreement.
- 3.

**M. NEW BUSINESS**

1. Consider 2019 **NCAA Annual Conference** in Pinehurst.
- 2.

**N. ADDITIONAL AGENDA ITEMS ADDRESSED (IF ANY):**

1. \_\_\_\_\_
2. \_\_\_\_\_

**O. ANNOUNCEMENTS/COMMENTS**

1. Announce the Moore County Airport Authority meeting will be held at 9:00 a.m. in the Moore County Airport Terminal Conference Room on Tuesday, January 8<sup>th</sup>, 2019.

**P. ADJOURNMENT**

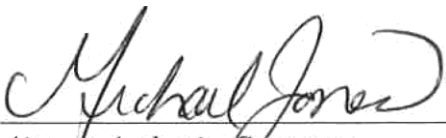
PROCEDURES FOR PUBLIC COMMENTS  
MOORE COUNTY AIRPORT AUTHORITY

*The Moore County Airport Authority is committed to allowing members of the public an opportunity to offer comments and suggestions. All comments and suggestions addressed to the Authority during the Public Comment Period shall be subject to the following procedures:*

- 1. The comment period will be limited to items not listed on the current Agenda. Comments related to any current agenda items will be heard at such time the Authority addresses the agenda item during the meeting and prior to any formal vote being held by the Authority.*
- 2. Any individual that wishes to speak will have five (5) minutes to make his/her remarks. Speakers are asked to state their identity for record before beginning remarks.*
- 3. The Authority reserves the right to respond to public comments, but is not required.*
- 4. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 5. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff*
- 6. Speakers shall not discuss any of the following:*
  - a. Matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;*
  - b. Political Issues;*
  - c. Closed Session matters.*

*Adopted, this the 8<sup>th</sup> day of November, 2016*

  
\_\_\_\_\_  
Airport Authority Chairman

  
\_\_\_\_\_  
Airport Authority Secretary



**Moore County Airport Authority**  
*Tuesday, November 13<sup>th</sup>, 2018*  
**Public Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority Meeting began at 10:00 a.m. on November 13<sup>th</sup>, 2018 in the Moore County Airport Terminal Conference Room.

**Authority Members Present:** Tom McPherson, Chairman  
Barry Lerman, Vice Chairman  
Mike Jones, Secretary/Treasurer  
Pat Corso, Member  
Don Delauter, Member

**Authority Members Absent:** (None)

**Authority Members Present  
Participating Electronically:** (None)

**Staff Present:** Ron Maness, Airport Manager  
Bobbie Cox, Operations Director  
Jane Long, Finance Administrator  
Gale Vencill, Finance Assistant

**Others Present:**

**CALLED TO ORDER** Louis Gregory, Moore County Commissioner  
Phil Greene, Total Flight Solutions  
Phil Werz, CVB  
Ted Owen  
Jim Epting  
Roland Carey  
Robert Kroll  
Charles Mirman

- A. Opened Session**
  - 1. Airport Authority Chairman, Tom McPherson, opened public session.
- B. Closed Session**
  - (None)
- C. Pledge of Allegiance was led by Chairman, Tom McPherson.**

**D. Additional Agenda Items Requested**

*(None)*

**E. Conflict of Interest Inquiry was made by Chairman, Tom McPherson**

*(None)*

**F. Approval of Agenda Presented**

1. Authority members reviewed the proposed meeting Agenda.

- Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority approved the Agenda as presented.

**G. Approval of Previous Meeting Minutes**

1. Moore County Airport Authority Meeting Minutes Presented: October 9<sup>th</sup>, 2018 & October 19<sup>th</sup>, 2018.

- Chairman, Tom McPherson, requested a correction be made to the October 19<sup>th</sup>, 2018 meeting minutes, to reflect a decision to include the potential sale of Airport Property in the Master Plan discussions.

- Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the October 9<sup>th</sup>, 2018 Moore County Airport Authority Meeting Minutes, and the October 19<sup>th</sup>, 2018 Special Meeting Minutes as amended by the Airport Authority Chairman.

**H. Public comments**

*(None)*

**I. Presentations/Guest Speakers**

1. Martin Starnes representative, Justin Allen, joined the meeting by Teleconference.

- Mr. Allen summarized to the Authority the findings of the 2018 Airport Audit. The Airport received an unmodified opinion. Mr. Allen explained the unmodified opinion as being the best opinion you can receive for an audit.
- Internal Financial Audits were discussed with a consensus to review internal controls during the annual planning meeting.
- Chairman, Tom McPherson, also provided additional explanation of the trends identified by the Audit Report.

**J. Public Hearing**

*(None)*

**K. Report Inquiries**

1. The Authority members reviewed/heard the following reports listed below:

- Airport Manager Reported:
  - 1) Administrative Assistant, Crystal Meyers, is out on medical leave.
  - 2) Efforts continue to market the Airport to the community and to promote Aviation among the local schools and youth organizations.
  - 3) Plans to attend a Business Advisory meeting at Union Pines High School on December 6<sup>th</sup>, 2018. An invitation was extended to the Authority Members.

- 4) Plans to attend an Aviation meeting in Raleigh that will be conducted by Keith Merritt on Legal Issues in Aviation, to be held on December 7<sup>th</sup>, 2018 at 10:30 a.m.
  - 5) Jared Penny, NCDOA, will visit the Airport on November 27<sup>th</sup>, to review the Airports goals and plans for the upcoming year. Talbert & Bright have also planned to attend. An invitation was extended to two Authority members.
  - 6) The Airfield Storm Drain & Pipe Rehabilitation, Construction Phase, Grant Project is moving forward and are awaiting the award letter.
  - 7) A memorandum of understanding with the Mill Creek Partners has been provided and the Airport is awaiting execution of the contract for the Harris Teeter request.
  - 8) Jared Penny, NCDOA, has the Work Authorization for the STI Project for the Ramp & Taxiway expansion project.
  - 9) The terminal renovation contract has been provided by the selected contractor for consideration.
  - 10) The roof repair on the old terminal building is underway and is awaiting completion before moving forward with the terminal renovations.
  - 11) Attorney, Keith Merritt, is still reviewing our minimum standards and working with NCDOA on the FAA request by Mill Creek Partners and will be providing his advice soon.
  - 12) The quarterly Base Customer meeting was held on October 18<sup>th</sup>.
  - 13) The Trunk-or-Treat event was a success, with an estimated 700 to 800 trick-or-treaters. Mr. Maness gave a special thank you to Total Flight Solutions and all the Base Customers that volunteered to participate in the event.
  - 14) The Young Eagles event flew 186 children on November 3<sup>rd</sup>.
  - 15) December 11<sup>th</sup>, 2018 will be the Base Customer Luncheon immediately following the Airport Authority Regular meeting.
  - 16) Mr. Maness thanked the Airport Authority members for their support and continued participation.
2. Financial Report was presented and summarized by Airport Manager, Ron Maness.
    - No comments/questions from Authority.
  3. Operations Report was summarized by Operations Director, Bobbie Cox.
    - Airport Manager, Ron Maness, updated the Authority on the old Terminal Roof Repair and Renovations. Mr. Maness reported the roof repairs are underway and the Terminal Renovations will begin once the roof repairs are completed.
    - Mr. Maness informed the Authority the submitted renovation bids were reviewed and a contractor has been selected.
    - By consensus the Authority authorized the Airport Manager to move forward with the renovations as soon as the roof repairs were complete.
  4. Airport Authority Chairman, Tom McPherson, indicated Robert Gray, with Strategic Planning Group, was requested devise an agenda for the Airport Authority Planning Meeting in January 2019.
    - Upon motion made by Secretary, Mike Jones, and seconded by Chairman, Tom McPherson, the Authority voted 5 to 0 to approve the Strategic Planning Group

preparation of an Agenda for the Airport Planning Meeting, not to exceed \$4K, plus expenses.

**L. Unfinished Business**

1. Requested approval of the Final Project Ordinance & Resolution for the Storm Drain Rehabilitation Design and Bidding, Project # 36237.67.8.1 (Close-out).
  - Upon motion made by member, Don Delauter, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the Project Ordinance & Resolution to be placed on the Moore County Commissioner's Agenda for Close-out.
2. Report Runway 5 Obstruction Survey.
  - Airport Manager, Ron Maness, explained the FAA survey in 2016 indicated there were lighting obstruction at the end of the Airport Runway 5 and had raised the approach minimums. Another survey was conducted and the findings indicated the lighting was below by approximately three feet from the FAA findings. The results will be presented to the FAA in efforts to have the approach minimums reduced.

**M. New Business**

1. Requested approval for FY2018 Non-Primary Entitlement Match.
  - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the match for the FY2018 Non-Primary Entitlement Funds.
2. Requested approval for a Budget Transfer of 2018 Non-Primary Entitlement Match to Fund 640, Capital Projects.
  - Upon motion made by member, Pat Corso, and seconded by member, Don Delauter, the Authority voted 5 to 0 to approve the Budget Transfer of NPE Match to Fund 640 Capital Projects.
3. Requested approval of the Safety, Preservation, & Maintenance (SPAM) Program Contract with NCDOT/NCDOA.
  - Upon motion made by Secretary, Mike Jones, and seconded by member Don Delauter, the Authority voted 5 to 0 to approve the SPAM contract with NCDOT/NCDOA.

**N. Additional Agenda Items**

1. *(None)*

**O. Announcements/Comments**

1. The Moore County Airport Authority meeting will be held Tuesday, December 11<sup>th</sup>, 2018 at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport, with the Airport Authority Luncheon to be hosted immediately following the Authority Meeting.
2. Member of the Public, Charles Mirman, inquired about Personal Property Taxes paid to the County by Airport Tenants being returned to the Airport. Authority Chairman, Tom McPherson, requested Airport Manager, Ron Maness, make further inquiries into the

current status and report the findings at the next Authority meeting.

3. Secretary, Mike Jones, requested a report from Total Flight Solutions Flight Program with Sandhills Community College Program and the 141 Certification.
  - Phil Greene reported having 2 SCC students enrolled with one having soloed.
  - Mr. Greene also informed the Authority the FAA has indicated another inspection would take place before the 141 could be awarded.
4. Congratulations were given to Don Delauter on his 60<sup>th</sup> Wedding Anniversary.

**P. Adjournment**

1. Chairman, Tom McPherson adjourned Open Session.

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Thomas McPherson, Chairman  
Moore County Airport Authority

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Mike Jones, Secretary  
Moore County Airport Authority

## Expense and Revenue Comparison

Compare to 1 year ago

EXPENSES	CURRENT BUDGET	NOV 2018	YEAR TO DATE	Percent of Budget Used	YTD NOV 2017	DIFFERENCE
Operating Expenses - Administration	575,876	67,224.05	269,360.32	47%	262,096.57	7,263.75
Operating Expenses - Facility Maintenance	207,953	16,886.87	64,679.64	31%	77,339.90	(12,660.26)
Operating Expenses - Line & Customer Service	1,766,884	180,620.52	772,463.26	44%	618,819.77	153,643.49
Grant Match moved to fund 461	150,878	16,667.00	150,878.00	100%	0.00	150,878.00
Capital Outlay	100,000	0.00	33,658.00	34%	7,190.00	26,468.00
Total Expenses	2,801,591	281,398.44	1,291,039.22	46%	965,446.24	325,592.98
REVENUES						
FUEL: JET-A	1,516,156	149,054.15	738,202.97	49%	620,800.98	117,401.99
FUEL: 100LL	367,390	31,588.37	158,300.42	43%	149,644.76	8,655.66
HANGAR & FACILITY RENTAL	575,603	45,759.02	265,387.95	46%	262,810.61	2,577.34
AIRPORT SERVICES	79,250	9,028.81	41,599.75	52%	41,251.21	348.54
SHOP KSOP	5,000	119.57	828.76	17%	177.67	651.09
OTHER	258,192	4,258.40	14,045.38	5%	8,442.28	5,603.10
Total Revenues	2,801,591	239,808.32	1,218,365.23	43%	1,083,127.51	135,237.72
NET PROFIT (LOSS)	0	(41,590.12)	(72,673.99)		117,681.27	(190,355.26)

## NOTES

Bat-wing mower replaced	12,300.00
20-ton AC Unit replaced	21,358.00
Grant Match for Storm Drain Construction	134,211.00
Grant Match for FY2018 NPE Funds - Master Plan	16,667.00
Increase in Fuel Purchases YTD	133,527.77

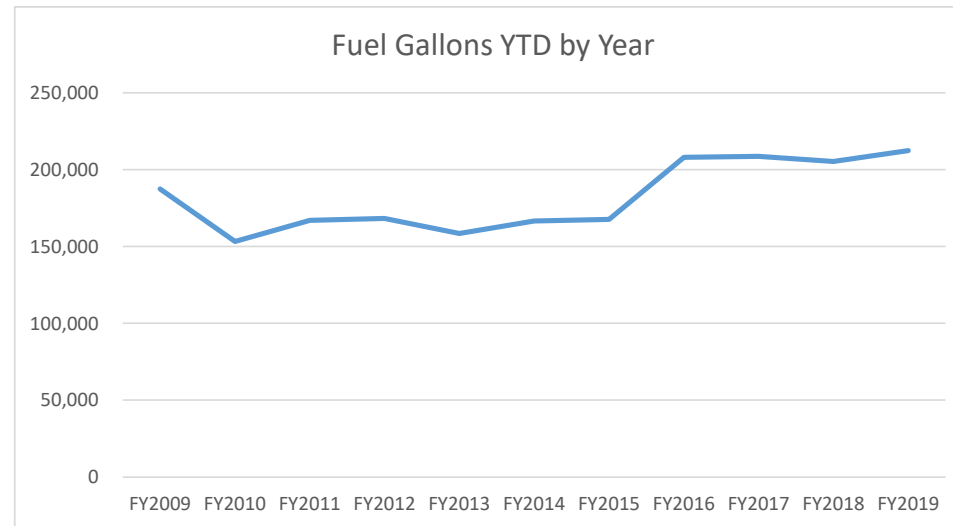


# MOORE COUNTY AIRPORT FINANCE MEASURABLES Nov-18

<b>Fuel Gallons Sold</b>	<b><u>2018</u></b>	<b><u>2017</u></b>	
100LL Gallons November	7,127	7,776	-8.3%
Jet A Gallons November	31,539	31,183	1.1%
Total Gallons November	38,666	38,959	-0.8%
100LL Gallons YTD (November)	35,768	34,908	2.5%
Jet Gallons YTD (November)	176,685	170,301	3.7%
Total Gallons YTD (November)	212,453	205,209	3.5%

## **Historical**

<b>Fuel Gallons Pumped YTD (November)</b>	
FY2009	187,376
FY2010	153,220
FY2011	167,011
FY2012	168,187
FY2013	158,532
FY2014	166,495
FY2015	167,520
FY2016	207,957
FY2017	114,768
FY2018	205,209
FY2019	212,453



<b>Landings</b>	<b><u>2018</u></b>	<b><u>2017</u></b>	
Total Landings November	594	617	-3.7%
Total Landings YTD	2,851	3,295	-13.5%

### **December 2018 Operations Report:**

1. On November 9<sup>th</sup> we ordered a new taildragger tow bar from Aircraft Spruce.
2. On November 9<sup>th</sup> Carthage Auto Glass replaced the glass panel in the door by the CSR desk.
3. On November 13<sup>th</sup> Resort Fire and Safety came out and started the yearly inspection on all the fire extinguishers.
4. On November 15<sup>th</sup> Gattis Construction Inc. came out and started the process of seal coating the administration roof.
5. On November 19<sup>th</sup> the North Carolina Department of Agriculture came out and checked the calibration of the Avgas fuel meter.
5. On November 20<sup>th</sup> we completed a purchase order for Central Security Systems Inc. to install a new EZ Loop Wireless Vehicle Detector system at our main security gate. The install was completed on November 30<sup>th</sup>.
6. On November 21<sup>st</sup> Resort Fire & Safety came out and completed the yearly fire extinguisher inspection.
6. On November 21<sup>st</sup> two hand held radios were purchased for the line department from Fleetconnect.

## **GRANT AGREEMENT**

STATE AID TO AIRPORTS

**AIRPORT:**     **MOORE COUNTY**

BETWEEN

THE N. C. DEPARTMENT OF TRANSPORTATION,  
AN AGENCY OF THE STATE OF NORTH CAROLINA

AND

**PROJECT NO:**   **36244.57.12.1**

**MOORE COUNTY AIRPORT AUTHORITY**

This Agreement made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and **MOORE COUNTY AIRPORT AUTHORITY**, the public agency owning the **MOORE COUNTY AIRPORT** (hereinafter referred to as "Sponsor").

### **WITNESSETH**

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties, and public airport authorities of North Carolina for the purpose of planning, acquiring, and improving municipal, county, and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **NOVEMBER 9, 2018** to the Department for State Financial Aid for the **MOORE COUNTY AIRPORT**; and

WHEREAS, a grant in the amount of **\$1,207,893** not to exceed **90 percent** of the non-federal share of the final, eligible project costs has been approved subject to the conditions and limitations herein; and

WHEREAS, the Grant of State Airport Aid funds will be used for the following approved Project (if a federal aid project, this scope shall also include any modifications thereto by the Federal Aviation Administration):

### **AIRFIELD STORMDRAIN REHABILITATION (construction)**

NOW THEREFORE, the Sponsor and Department do mutually hereby agree as follows:

1) That the Sponsor shall promptly undertake the Project and complete all work on the Project prior to the **17th** day of **MAY 2020**, unless a written extension of time is granted by the Department.

2) Work performed under this Agreement shall conform to the approved project description. Any amendments to, or modification of, the scope and terms of this Agreement shall be in the form of a Modified Agreement mutually executed by the Sponsor and the Department, except that an extension of time may be granted by the Department by written notice to the Sponsor.

3) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and sub recipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.

4) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of the Grant.

5) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.

6) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook, unless the Department issues a written waiver.

7) The Sponsor agrees to comply with the "Sponsor's Assurances" contained as a part of this Agreement.

8) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

**NCDOT SEAL**

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:**

BY: \_\_\_\_\_

Deputy Secretary for Multi-Modal Transportation

ATTEST: \_\_\_\_\_

**SPONSOR:**

**SPONSOR SEAL**

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

STATE OF NORTH CAROLINA, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the State aforesaid, do hereby certify that  
\_\_\_\_\_ personally came before me this day and acknowledged that he  
is \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Sponsor)

(hereinafter referred to as "Sponsor"), and by authority duly given and as an act of said Sponsor, the foregoing instrument was  
signed by him, attested by \_\_\_\_\_ of the Sponsor, and the  
(Name and Title)

Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Signature)

My Commission expires: \_\_\_\_\_

**SEAL**

## **RESOLUTION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_ for the adoption of the following resolution, and upon  
(Name and Title)

being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of **\$1,207,893** has been approved by the Department based on total estimated cost of **\$1,342,104**; 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 \_\_\_\_\_  
(Title)

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.

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I, \_\_\_\_\_, of the  
(Name and Title)

\_\_\_\_\_ do hereby certify that  
(Sponsor)

the above is a true and correct copy of an excerpt from the minutes of the

\_\_\_\_\_ of a meeting  
(Sponsor)

duly and regularly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SPONSOR SEAL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Of The: \_\_\_\_\_

## **SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS**

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

## **SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION**

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook.

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE\WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

### Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
  - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
  - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.



## Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer's Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
  - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
  - b. Technical Specifications – electronic copies: MS Word File and PDF format
  - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

B-12. The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

NCDOT Title VI Assurance (1050.2A, Appendices A & E)

i. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**(1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the

exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- ii. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

NCDOT Title VI Nondiscrimination Program (23 CFR 200.5(p))

The North Carolina Department of Transportation (NCDOT) has assured the US DOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, (or religion, where applicable) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

- i. During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. (*USDOJ Title VI Legal Manual, VI(F)*)
- ii. Subrecipients (e.g. cities, counties, LGAs, MPO/RPOs) may be required to prepare and submit a Title VI Program to NCDOT, which may include Title VI Nondiscrimination Assurances and/or agreements. Subrecipients must also ensure that their contractors and subrecipients comply with Title VI. (23 CFR 200.9(b)(7)) Contractors and subrecipients comply with Title VI. (*23 CFR 200.9(b)(7)*)
- iii. If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (23 CFR 200.9(b)(15))

## **SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT**

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with The Compliance Supplement (Supplement) is based on the requirements of the 1996 Amendments and 2 CFR part 200, Subpart F, which provide for the issuance of a compliance supplement to assist auditors in performing the required audits, the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

- (1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.
- (2) The Project has received an appropriate environmental finding.
- (3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:
  - a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List
  - b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.
- (4) Additional information shall be provided as requested.
- (5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.
- (6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

**SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION**

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

**SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32**

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

**Revised 4/21/2017**





## NORTH CAROLINA AIRPORTS ASSOCIATION

November 19, 2018

Greetings:

On behalf of the NCAA Conference Committee and the NCAA Board of Directors, I'm pleased to tell you we have a fantastic program brewing for the 2019 NCAA Conference to be held on March 17-19, 2019 in Pinehurst, North Carolina at the Pinehurst Golf Resort & Spa. This year's theme NC Airports – Taking off, by Design! is a theme associated with the incredible support that our industry has been receiving through targeted Federal, State, and Local funding initiatives. What an appropriate time to re-focus on the importance of capital project delivery for airports.

Our Keynote Speaker, Mr. Adam Steltzner – authored The Washington Post's #1 Leadership book of 2016 "The Right Kind of Crazy: A True Story of Teamwork, Leadership and High Stakes Innovation". In 2012, Steltzner made history as the lead engineer of the team that landed the Mars rover, Curiosity on Mars. Steltzner draws from his experiences to deliver insight on the power of human curiosity, the importance of fostering a culture of collaborative innovation and proves that with the "Right Kind of Crazy" we can significantly expand boundaries and achieve the impossible. This exciting session is sure to get your creative juices flowing and will kick off the conference by leading us into specially planned presentations and panels that will detail many aspects from the Plan, Design, and Build continuum that the two day agenda will follow.

Our opening day luncheon will provide us with the FAA overview of airport planning and we will hear all of the latest from the NC Division of Aviation during our closing day luncheon.

Plan to bring your spouses and join us for a great evening at the banquet dinner with entertainment by North American's Most Award-Winning Speaker, Mr. Steve Gilliland – "Enjoy the Ride".

We highly encourage Exhibitor and Sponsor Participation in the conference as the State of North Carolina has vaulted into an industry leader position for Airport support by recognizing the Economic Impact of airports to the local and state economies they serve. Exhibitor and Sponsor opportunities can be found on the website at [www.ncairports.org](http://www.ncairports.org) / click on convention – exhibitor – sponsor – register. Airports look to our conference to gather new information on what is available to them for services, technology, paving, construction, marketing, operational needs, and more.

We look forward to seeing you in Pinehurst, NC in March of 2019! If you have any questions, please do not hesitate to contact our Association Business Manager, Lisa Edwards listed below.

Regards,

Andrew Shorter  
NCAA Vice-President  
Conference Committee Chairman

Association Business Manager Mailing Address: NCAA,  
c/o Lisa Edwards, 66 Castellan Dr., Greer, SC 29650,  
→ Phone: 828-808-5502 → Fax: 888-819-6951,  
→ Email: [ledwards@ncairports.org](mailto:ledwards@ncairports.org)  
Association Registered in Fayetteville, North Carolina

**NCAA 40th ANNUAL CONFERENCE**  
**“NC Airports – Taking Off, By Design!”**  
**Pinehurst Golf Resort & Spa**  
**Pinehurst, North Carolina**



The North Carolina Airports Association would like to invite you to attend the 40th Annual Conference in Pinehurst, NC. “NC Airports – Taking Off, by Design!” is a theme associated with the incredible support that our industry has been receiving through targeted Federal, State, and Local funding initiatives. Therefore, 2019 is a year to re-focus on the importance of capital project delivery on airports by walking through unique portions of the process featuring the “Plan, Design, and Build” stages as the conference progresses. Now is the time to embrace the linkage between planning and execution of projects in order to propel our dynamic industry into the future... for the benefit of our local communities, for the State of North Carolina, and for the nation’s system of airports.

**AGENDA**

**Sunday, March 17, 2019**

**8:00am-7:00pm** Registration  
**10:00 am-10:45 am** Golf Tournament Sign-In  
**11:00 am** Golf Tournament Shot Gun Start  
**6:00pm-7:00pm** Opening Reception w/Exhibitors  
**7:00pm** Evening on Your Own

**Monday, March 18, 2019**

**7:30am-8:45am** Breakfast w/Exhibitors  
**8:00am-5:00pm** Registration  
**9:00am** Opening Ceremonies  
**9:00am** **Spouse Program**  
**9:30am-10:15am** **General Session I**  
**“The Right Kind of Crazy: A True Story of Teamwork, Leadership and High Stakes Innovation”**  
**Speaker: Adam Steltzner - Explorer of the solar system, student of human nature, engineer, writer, speaker and general loose cannon.**  
**10:15am-10:55am** Coffee Break w/Exhibitors  
**11:00am-12:00am** **General Session II**  
**“Planning - Do’s and Don’t’s and What’s in Store for Tomorrow’s Planning”**  
**Speakers: TBD**  
Master Planning Process; Understanding the common pitfalls to planning and also reviewing some top tips to determine the path to glory! The session will also cover how the planning process may be expected to change as time marches on.  
**12:15pm-1:30pm** **Luncheon**  
**“FAA Planning Highlights Overview”**  
**Speaker: TBD-FAA**  
**1:45pm-2:45pm** **Break out Session 1**  
**“Environmental Planning and NEPA”**  
**Speaker: TBD**  
Discover the new environmental permitting concerns as well as reviewing the most recent “How To” tips of the day.  
**1:45pm-2:45pm** **Break out Session 1I**  
**“Finance the Plan”**  
**Speakers: TBD**  
Every good plan requires funding to put it into action. Hear from experts about all of the funding and finance decisions that must be considered before the ink on your plan has dried.  
**2:45pm-3:30pm** Coffee Break w/Exhibitors  
**3:45pm-4:45pm** **General Session III**  
**“Design” - Understanding the Requirements**  
**Speaker: TBD**  
Come hear the top ten ways that you can be successful during the design phase of your project. Understanding the requirements up front will smooth out the process during execution to deliver a top notch project.

**Monday, March 18, 2019 (Continued)**

6:00pm-7:00pm Reception w/Exhibitors  
7:00pm-8:30pm Banquet  
8:30pm-9:30pm **Entertainment – North America’s Most Award-Winning Speaker  
Steve Gilliland – “Enjoy the Ride”**

**Tuesday, March 19, 2019**

7:30am-9:00am Breakfast w/Exhibitors  
8:00am-11:45am Registration  
9:00am-10:00am **General Session IV**  
**“Build” – Delivery Methods – Things you always wanted to know about Construction Management at Risk**  
**Panelists: TBD**  
How is the selection made – Budget, Economic conditions, Available contractors, New regulations, New AC’s, Bonding, Insurance, Complexity  
10:00am-10:45am Coffee Break w/Exhibitors  
11:00am-12:00pm **Break out Session III**  
**“Project Case Study – Small Airport”**  
**Speakers: TBD**  
Learn what went well or what may not have gone as planned in this session covering a compelling small airport project.  
11:00am-12:00pm **Break out Session IV**  
**“Project Case Study- Large Airport”**  
**Speakers: TBD**  
Learn what went well or what may not have gone as planned in this session covering a compelling large airport project.  
12:15pm-1:45pm **“Luncheon”**  
**Speaker: Bobby Walston & TBD**  
Hear the latest from the NCDOT, Division of Aviation  
2:00pm-3:30pm **General Session VII**  
**“Hear From the Experts on a “Soup-to-Nuts” Discussion Regarding Airport Project Planning and Execution”**  
**Panelists: TBD**  
Make Sure You Stay for the High-Powered Wrap-Up That Will Tie Everything Together!  
3:30pm **Conference Adjourns**