

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

APRIL 1, 2019
OTHERS PRESENT

David B. Newell, Sr.
Gordon Powell
Jimmy B. Clayton
Kyle W. Puryear - ABSENT
B. Ray Jeffers

Heidi York, County Manager
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in recessed session on Monday, April 1, 2019 at 6:00pm in the Commissioners' meeting room in the Person County Office Building for the purpose of holding its Strategic Plan Work Session #2 prior to its regular scheduled meeting at 7:00pm.

Chairman Newell called the recessed meeting to order. Vice Chairman Jeffers was absent for the Strategic Plan Work Session until 6:34pm. Commissioner Puryear was absent for both the Strategic Plan Work Session and the regular scheduled board meeting; he was at home recuperating from a recent surgery.

STRATEGIC PLAN WORK SESSION #2:

Assistant County Manager, Sybil Tate led the group in further discussing a Mission Statement, as well as reviewing the objectives generated at the Board's previous work session for its FY2020-2024 Strategic Plan.

It was the consensus of the Board to adopt the Person County Economic Development Commission Vision Statement as its own Mission Statement. It is as follows: "working to create opportunities for families and businesses to prosper and compete in a global economy."

The following objectives were discussed by the group as top priorities:

Objectives

1. Improve school facilities
2. Implement a K-14 workforce development program
3. Expand industrial site inventory
4. Quality of life and other ongoing projects

Strategies

1. Improve school facilities

Measure: % of deferred maintenance projects complete

- a. Hire debt consultant to develop plan for funding school infrastructure- FY20, \$35,000; Consultant to provide options, policies and scenarios based on data submitted by the Board of Education.
- b. Implement deferred maintenance projects each year- FY20-FY24, \$31M

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- c. Ask the Tax Administrator to present to the Board on establishing a school tax reflecting the General Fund appropriation (excluding sales and lottery funding for education) to show citizen's data that support the schools' operating expenses – FY20, \$0

2. Implement a K-14 workforce development program

Measure: # of 6th graders enrolled in workforce development program

Measure: # of PCC students enrolled in workforce development program

- a. Fund a workforce development feasibility study- FY20, \$25,000
- b. Begin implementation of the workforce feasibility study - FY21, \$?
- c. Develop a regional subcommittee with a regional workforce development focus- FY20, \$?
- d. Encourage the formation of a private, non-profit to allow for private sector investment into shared, modern facility- FY?, \$?

3. Expand industrial site inventory

Measure: Amount of tax revenue generated from new industrial park

Measure: # of jobs created from new industrial park

- a. Identify economic development opportunities and target sectors- FY20, \$23,000
- b. Conduct Phase I ESA on county-owned land adjacent to PC Airport for pursuit of aeronautical business/industry- FY?, \$? (The County Manager to check on the history of the site for further data).
- c. Establish a dedicated utility fund for water/sewer improvements beyond existing capacity and make annual funding contributions- FY?, \$?
- d. Address industrial development and transportation in the new land use plan- FY20, \$125K

4. Quality of Life/Ongoing projects

Measure: % of residents (including youth) rating Person County's quality of life as "good" or better

- a. Research options for implementing a litter collection program- FY20, \$0
- b. Staff to conduct analysis of surrounding counties' billboards regs- FY20, \$0
- c. Fund a long-term solid waste study (convenience center in NE and SW, curbside, etc)-FY21, \$?
- d. Collaborate with TDA to market Person County- FY20, \$?
- e. Collaborate with Uptown Roxboro Group to implement projects- FY20, \$?

A brief recess was announced by Chairman Newell at 6:54pm.

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Chairman Newell called the 7:00pm regular scheduled meeting to order. Commissioner Powell offered an invocation and Chairman Newell led the group in the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

A **motion** was made by Commissioner Clayton and **carried 4-0** to approve the agenda.

RECOGNITION:

PROCLAMATION FOR THE WEEK OF THE YOUNG CHILD:

Chairman Newell read and presented a Proclamation designating the Week of the Young Child to Ms. Charlene Whitt, representative staff of the Person County Partnership for Children.



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PUBLIC HEARING:

REQUEST TO ADD HESTON RD., A PRIVATE ROADWAY, TO THE DATABASE OF ROADWAY NAMES USED FOR E-911 DISPATCHING:

A **motion** was made by Vice Chairman Jeffers and **carried 4-0** to open the duly advertised public hearing for a request to add Heston Rd., a private roadway, to the database of roadway names used for E-911 dispatching.

GIS Manager, Sallie Vaughn stated a third residence was being added along a 1,450 ft. private driveway, which necessitated the naming of the driveway. Ms. Vaughn noted the owner of parcel A36 47 applied for permits to construct a new home accessed via private driveway, which is currently used to access two existing homes. The addition of that third residence activates a clause in the Ordinance Regulating Addressing and Road Naming, requiring the driveway to be named. Additionally, the existing homes are currently addressed as 692 Jasper Clayton Rd and 694 Jasper Clayton Rd and the new home will be located between them. This road will extend from the terminus of Jasper Clayton Rd. past the intersection with Clayton Hollow Rd. Owners of the existing homes and the new home agreed unanimously on the name Heston Rd. which is compliant with local ordinance. Adding this road name requires two residences to change their addresses. Property owners are aware and will have one year to incorporate their new address. Both the old addresses (Jasper Clayton Rd) and new addresses (Heston Rd) will be active in the 911 system during that time.

As required by North Carolina General Statute 153A-239.1(A), a public notice was published in the Roxboro Courier-Times. A sign advertising the public hearing was placed at the proposed roadway location approximately two weeks prior to this public hearing. Ms. Vaughn recommended Board approval of the roadway name, as presented.

There were no individuals appearing before the Board to speak in favor of nor in opposition to the request to add Heston Rd., a private roadway, to the database of roadway names used for E-911 dispatching.

A **motion** was made by Vice Chairman Jeffers and **carried 4-0** to close the public hearing for a request to add Heston Rd., a private roadway, to the database of roadway names used for E-911 dispatching.

CONSIDERATION TO GRANT OR DENY REQUEST TO ADD HESTON RD., A PRIVATE ROADWAY, TO THE DATABASE OF ROADWAY NAMES USED FOR E-911 DISPATCHING:

A **motion** was made by Vice Chairman Jeffers and **carried 4-0** to approve adding Heston Rd., a private roadway, to the database of roadway names used for E-911 dispatching.

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INFORMAL COMMENTS:

There were no comments from the public.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

A **motion** was made by Commissioner Clayton and **carried 4-0** to approve the Consent Agenda with the following items:

- A. Approval of Minutes of March 18, 2019,
- B. Budget Amendment #16,
- C. Elliott Davis, PLLC Audit Contract for Fiscal Year 2019 in the amount of \$58,150,
- D. Elections Equipment and Software Lease 2nd Amendment in the amount of \$7,659.76, and
- E. Increase Thresholds for Daily Deposit from \$250 to \$500 and Purchase Order from \$500 to \$750 effective July 1, 2019.

UNFINISHED BUSINESS:

MOBILE DEVICE POLICY FOR PERSON COUNTY GOVERNMENT EMPLOYEES:


County Manager, Heidi York brought back the proposed Mobile Device Policy as directed by the Board at its March 18, 2019 meeting noting as technology continues to play an integral role in the delivery of government services, a new policy to address the best practices for managing mobile devices was needed. Ms. York reiterated that the proposed policy would safeguard county resources, while meeting regulations governing public information, IRS requirements, and Fair Labor Standards for employees as well as preserve public information while protecting individual's privacy. Ms. York said currently county employees who require the use of a mobile device in conducting day-to-day business receive a stipend for use of their personal phones. This new policy will have a county-owned phone assigned to a particular position if required for the function of the job. The phone is assigned to a position and remains the property of Person County. If an employee then receives a request for public information related to cell phone use, it is easy to separate business use. In addition, if an employee terminates in a position with the County, it is easy to discontinue access to County resources with a County-owned device.

Ms. York further noted that most other local governments have transitioned from stipend based cell phones to government-owned cell phones. The process of analyzing the use and need of mobile devices within our organization has allowed us to comply with regulations for usage. All employees are required to submit a request through their department head which is then reviewed by Human Resources and the County Manager.

Ms. York stated the projected financial impact is \$144,276 annually, with nearly 200 users including elected officials. While the Commissioners are included in the new policy to receive a county-owned cellular phone, because they are not classified as full-time employees, the Board can certainly exempt themselves as well as any other positions from the Policy.

In addition, the impact from the review of county employees requiring a cellular phone is an increase of \$22,590 annually with an additional 25 users.

A **motion** was made by Commissioner Clayton and **carried 3-1** to approve the Mobile Device Policy for Person County Government employees, as presented. Chairman Newell, Vice Chairman Jeffers voted with Commissioner Clayton's motion. Commissioner Powell cast the lone dissenting vote.

	<p align="center">Person County Government</p> <p align="center">STANDARD PROCEDURE</p>	
SUBJECT: Mobile Device Policy	Effective Date: 7/1/2019	
Department: Information Technology	Policy No.:	
Prepared by: Chris Puryear, IT Director	Revised:	
Approved by: Board of Commissioners 4/1/2019	# of Pages: 4	

PURPOSE:

Mobile devices are a critical and significant communications resource in conducting Person County Government business. As such, it is imperative to safeguard and maintain their operational effectiveness and appropriate use. This policy establishes criteria governing the authorized use of County-owned smartphones, tablets, and other (mobile) devices.

DEFINITIONS:

Mobile Device: A portable, wireless, computing device easily carried on one's person. Examples include but are not limited to: laptop computers, smartphones, and tablets.

Standard Phone: A cell phone with the standard features to allow voice calling.

Smartphone: A mobile phone offering advanced capabilities beyond a typical cell phone, often with PC-like functionality. These advanced capabilities usually include email and Internet functionality.

Personal call: A call made by a County employee that is personal in nature and not related to County business. The term personal call also includes personal text messages.

Emergency personal call: An infrequent personal call that is of an urgent nature where using a County owned cell phone is the best option available.

Encryption: Use of encoding electronic data to a secure form to protect it so it is unreadable to unauthorized persons.

OVERVIEW:

Cell Phones:

- County-owned cell phones, just like desktop computers, are the property of Person County Government. As such, there should be no expectation of privacy.
- Text messages will be archived as required by North Carolina Public Record Laws and are subject to review by administration at any time.
- Personal calls are discouraged. An exception is made for emergency personal calls.
- All business-related tasks which involve the use of a cell phone (calling, texting, etc.) should be completed on a County-owned device whenever possible to ensure compliance with North Carolina Public Record Laws.
- Shall be encrypted and managed by Person County's mobile device management platform for security and application deployment purposes.

Tablets and other Mobile Devices:

- Devices running Microsoft Windows must be encrypted and joined to and managed by Microsoft Active Directory as setup by Person County IT.
- All other devices shall be encrypted and managed by Person County's mobile device management platform for security and application deployment purposes.

ELIGIBILITY FOR COUNTY-OWNED DEVICES:

- **Cell phones** are linked to positions, not employees. The Human Resources department will maintain a list of positions that are eligible for either a standard phone or smartphone. The Human Resources department and the County Manager will determine if the position meets the requirements based on the information provided by completing the Request for County-Owned Cell Phone form. Below are the criteria used to determine if a position qualifies for a County-owned phone:

Standard Phone Criteria	Smartphone Criteria
30% or more of work hours are out of the office	30% or more of work hours are out of the office and email and calendaring are needed
On call 7.5 hours/month or more	Frequent need of email and calendaring on nights and weekends
Must be available 24/7 for public safety reasons	Need email and internet for public safety purposes
Grant Funded	Cellular data service needed to perform required job functions
	Grant Funded

- **Tablets and other mobile devices** are approved for use by County staff in the performance of their job duties. All provisions of this policy must be met in order for mobile devices to gain access to County resources.

PURCHASING:

All mobile devices as defined in this policy must be approved by and purchased through the Person County IT Department. Any mobile device not purchased through the IT Department will not be given access to secured County resources. At the request of a Department Head or Supervisor, Person County IT will quote the appropriate equipment through an approved vendor and forward that information to the necessary purchasing authority. Upon approval, the PO shall be forwarded to Person County IT for purchasing, setup, and delivery of the device(s).

USER RESPONSIBILITIES (include but are not limited to):

- Ensure adequate physical security of the device. This includes the physical safeguarding of the device and the use of encryption and a security passcode to access County data.
- Prevent the loss or compromise of County data. Do not copy or transfer County information from County applications, media, or devices to non-County applications, media, or devices.
- Keep County data and personal data separated.
- Report a lost, stolen, or compromised device immediately to the Person County IT Department so that appropriate security measures may be taken.

DEPARTMENTAL RESPONSIBILITIES:

- Request cellular device eligibility through the Human Resources department.
- Request purchases through the Person County IT department.
- Notify both Human Resources and Person County IT of any impending terminations as quickly as possible and maintain possession of the mobile device.
- Make monthly payments to the service provider for cellular service as necessary.
- Review monthly statements from the service provider to ensure appropriate use.
- Request applications to be pushed to mobile devices (purchased by the requesting department)

TERMINATION OF SERVICE:

The department shall immediately suspend or terminate the monthly service on County-owned cell phones if any of the following conditions exist:

1. When an employee is out of work for more than 30 days their cell phone privileges must be suspended. Human Resources will notify the responsible parties when these situations arise.
2. When the requirement and business need by the employee ceases to exist, as determined by the County Manager and HR Department.
3. When the employee is transferred from the position or terminates employment with the County.

All employees who wish to receive mobile device privileges from Person County Government under this policy must agree to abide by all of the provisions of this policy. Any employee found to be out of compliance with the provisions of this policy may have their mobile device privileges revoked and be subject to other disciplinary measures.

By signing on the line below, I _____ (please print)
acknowledge that I have read, understand, and accept the terms of the Person County
Mobile Device Policy as outlined on the previous pages. I also understand that by signing
this policy, I am in no way being guaranteed a mobile device or access to County
resources.

Signed by: _____
Employee Signature

Printed Name: _____

NEW BUSINESS:

A RESOLUTION TO AUTHORIZE EXECUTION OF A LEASE AND FIXED BASE OPERATOR AGREEMENT:

County Manager, Heidi York and General Services Director, Ray Foushee presented a Resolution to Authorize execution of a Lease and Fixed Base Operator Agreement. Ms. York noted that Person County leases the Person County Airport to a Fixed Base Operator to manage all activities at the Airport. In February 2009, the Board of Commissioners approved a Lease and Fixed Base Operator Agreement with Red Mountain Aviation, Inc. for a period of 10-years. This Lease and Agreement expired in March 2019 and is before the Board for renewal for an additional 10-year term from March 1, 2019 to February 28, 2029. The rental rate is \$7,719 per month plus a fuel flowage fee of six cents per gallon.

Ms. York summarized that the Agreement calls for the County to assume the cost for all utilities; provides reimbursement for costs of general liability insurance; and waives one month's rent as incentives. In addition, the County is responsible for maintenance of all paved areas, the exterior of all buildings and all major repairs to buildings, plumbing, electrical, and climate control systems. The County also provides for the mowing and ice and snow removal from the Leased Premises. The list of responsibilities of the Fixed Base Operator can be found on page 3 of the Agreement.

A **motion** was made by Commissioner Clayton and **carried 5-0** to adopt and approve a Resolution to Authorize execution of a Lease and Fixed Operator Agreement with Red Mountain Aviation, Inc., as presented.

A Resolution to Authorize Execution of a Lease and Fixed Base Operator Agreement

WHEREAS, the Person County Board of Commissioners desires to lease excess real estate owned by the County at the Person County Airport to a Fixed Base Operator.

NOW THEREFORE, BE IT RESOLVED by the Person County Board of County Commissioners that:

1. The property proposed to be leased as a part of the Fixed Base Operation at the Airport is described as follows:

The building known as the "terminal building", the fuel storage and dispensing facility, paved aircraft apron area, the maintenance hangar, all aircraft tie-downs located on the paved apron and thirty T hangers on Airport property, and the 15,600 square foot corporate hangar (formerly GTE); and,
2. The property described above is not needed now and will not be needed for the term of the proposed lease; and,
3. The proposed lease is for a 10-year period at a rental of \$7719 per month plus a percentage of fuel sales; and,
4. The proposed lessee is Red Mountain Aviation, Inc.; and,
5. The Chair of the Board is authorized to execute the attached lease.

Adopted, this the 1st day of April, 2019.



Person County Board of Commissioners

David B. Newell Sr.
David B. Newell, Sr., Chairman

Attest:

Brenda B. Reaves
Brenda B. Reaves, Clerk to the Board

April 1, 2019

**NORTH CAROLINA
PERSON COUNTY**

LEASE AND FIXED BASE OPERATOR AGREEMENT

THIS LEASE AND FIXED BASE OPERATOR AGREEMENT, effective as of the 1st day of March, 2019, by and between PERSON COUNTY, a body politic (the "County"), THE PERSON COUNTY AIRPORT COMMISSION (The "Commission") and Red Mountain Aviation, Inc., a North Carolina Corporation, ("Red Mountain Aviation")

WHEREAS, the County wishes to enter into a ten year lease agreement with Red Mountain Aviation for lease of a portion of the property upon which is constructed the Person County Executive Airport, ("Airport") and

WHEREAS, the Commission wishes to enter into a contractual agreement with Red Mountain Aviation to provide certain fixed base operator services at the Airport, and

WHEREAS, Red Mountain Aviation wishes to enter into such a lease agreement with the County and such a fixed base operator agreement with the Commission,

NOW THEREFORE:

I LEASE.

1. **PREMISES.** Subject to the terms and conditions hereinafter set forth, County leases to Red Mountain Aviation the following buildings, equipment and other property presently located at the Airport, (the "Leased Premises"):

- A. The building known as the "terminal building".
- B. The fuel storage and dispensing facility.
- C. The paved aircraft apron area.
- D. The maintenance hangar facility.
- E. Aircraft tie-downs located on the paved apron.
- F. Thirty T-Hangars on Airport property.
- G. The 15,600 square foot corporate hangar (formerly GTE)

2. **TERM OF LEASE.** The term of this lease shall be for a period of ten years commencing March 1, 2019 and terminating on February 28, 2029.

3. **INCOME.** With the exception of the amounts to be paid to County as defined in Paragraph 7 of Section III, Red Mountain Aviation shall retain all income from the operation of the Leased Premises including all food and drink concessions located on the Leased Premises.

4. **REPAIRS AND MAINTENANCE.** County shall be responsible for the maintenance of all paved areas, the exterior of all buildings and all major repairs to buildings, their plumbing, electrical and climate control systems the need for which is reported by Red Mountain Aviation to County's General Services Director.

Red Mountain Aviation shall be responsible for providing labor and materials necessary to maintain and repair all windows, doors, interior walls and shall provide labor and materials necessary to make minor repairs to the electrical, plumbing and climate control systems, such as replacement of air conditioning filters, light bulbs of all kinds, switches, fuses, repair of clogged drains.

Red Mountain Aviation shall be responsible for the labor and materials for repairs necessitated by the negligence of Red Mountain Aviation, its employees and agents.

Red Mountain Aviation agrees to surrender the Leased Premises at the expiration or earlier termination of the Lease Agreement in as good a condition as when received, excepting only deterioration caused by ordinary wear and tear, and damage by fire, wind, or other casualty of the kind insured against in standard policies of fire insurance and extended coverage.

5. **LITTER, MOWING AND SNOW.** Red Mountain Aviation shall be responsible for keeping the immediate area in and around the hangars and terminal building free of litter. County shall be responsible for mowing the Leased Premises.

Upon request by Red Mountain Aviation and agreement by the County, County shall be responsible for ice and snow removal from the Leased Premises.

6. **ALTERATIONS.** At its own cost, Red Mountain Aviation shall be entitled to make alterations, improvements and additions to the Leased Premises, provided that all plans are reviewed and approved by the County, but same shall remain on said premises upon termination of lease and shall become the property of County upon said termination.

7. UTILITIES. County shall provide water and sewer service for the Leased Premises. County shall assume the responsibility to pay for all the cost of utilities.

8. ACCESS. County and Commission shall at all times have the right to enter the Leased Premises for the purpose of inspection.

II FIXED BASE OPERATOR.

Subject to the terms and conditions hereinafter set forth, the Commission grants to Red Mountain Aviation the right to provide on the Leased Premises fixed base operator services and other services as provided below.

Red Mountain Aviation shall use and operate the Leased Premises for a fixed base aircraft operation to serve the Airport and is expected to provide the following services:

- ▶ Maintain fuel inventory, fuel trucks and provide fueling service for Avgas and Jet A fuel;
- ▶ Maintain a winter and a summer schedule for public hours seven days a week at the Terminal Building for at least nine hours a day October to April, and at least 10 hours a day May to September, excluding Thanksgiving Day, Christmas Day, Easter Sunday, and Independence Day, and post public hours in a location accessible to the public;
- ▶ Provide reception of customers and visitors, provide public waiting area; provide information to the public and respond to public inquires regarding local aviation and the local area;
- ▶ Provide public facilities available for pilots (i.e. flight planning amenities: access to weather information, telephone, computer with internet access, etc.);
- ▶ Provide at least one clean, well maintained, insured, courtesy vehicle;
- ▶ Maintenance of the public restrooms in the Terminal Building, and general maintenance/housekeeping of all leasehold areas;
- ▶ Trash collection and trash disposal for leasehold areas;
- ▶ Aircraft ramp services (towing, parking guidance, etc.) during public hours;
- ▶ Operation of Unicom radio, issues NOTAMs and other necessary public information involving the airport operations and status;
- ▶ Assign and collect fees for transient tiedowns;
- ▶ Collect permanent tiedown fees; manage T-hangars; monitor compliance with rental agreements in T-hangars and activities on airport grounds;
- ▶ Employ an adequate number of properly trained and/or certified personnel to provide satisfactory FBO service;

- ▶ Attend and participate in Airport Commission meetings;
- ▶ Complete weekly inspections of the airport area and its paved areas, lighting and landing systems, and other on-ground systems, and report (or remedy and report) any issues identified from these inspections to the County.
- ▶ Complete daily inspections of the runway, taxiway and apron pavements for foreign objects and debris;
- ▶ Submit written monthly reports to the County summarizing the weekly inspections listed above, plus information regarding the previous month's fuel sales, tie-down rentals, T-hangar rentals, corporate hangar rentals, and general airport operations;
- ▶ Monitor on-airport activity and report any potential security and safety concerns to designated County personnel for potential remedies;
- ▶ Operate at all times those portions of the airport and its facilities which are within the leasehold of the FBO which are necessary to serve the aeronautical users of the airport in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, State and local agencies for maintenance and operation. The FBO will not cause or permit any activity or action thereon which would interfere with its use for airport purposes;
- ▶ Furnish services to the public on a reasonable, and not unjustly discriminatory, basis to all users thereof, and charge reasonable and not unjustly discriminatory, prices for each unit or service.

Any other use of the Leased Premises shall be prohibited without the express written consent of the County and the Commission.

III TERMS AND CONDITIONS.

The following terms and conditions shall apply to and are a part of both the lease and the fixed base operator agreement as set forth above:

1. **STANDARD OF CARE.** Red Mountain Aviation shall at all times manage and operate the Leased Premises in a careful, safe, prudent and efficient manner in keeping with the standards of an airport of the size and value of the Airport and in accord with Federal, State and county law and procedures.
2. **SERVICES AND PERSONNEL.** Red Mountain Aviation shall at all times provide adequate services to those using the Airport at reasonable and established rates customarily used by airports of like size and characteristics in this State, and shall employ a sufficient staff

of experienced and capable personnel and furnish modern and adequate tools and equipment for such services.

3. DISCRIMINATION. Red Mountain Aviation agrees to operate the Leased Premises for the use and benefit of the public, to make available all facilities and services to the public without discriminatory or otherwise unreasonable charges or fees; however, Red Mountain Aviation shall be allowed to make reasonable and nondiscriminatory discounts, rebates or other similar types of price reductions to volume purchasers.

4. FUEL AVAILABILITY. Red Mountain Aviation will provide availability of fuel to users of the Airport twenty-four hours a day, seven days a week.

5. INSURANCE. Red Mountain Aviation agrees that at all times, hereafter, during the term of this lease, it shall maintain and keep in force a policy of \$1 million General Liability Insurance and adhere to Standard Tort Limits on all other coverages, provide Workers Compensation and Employers Liability Insurance of \$100,000 per employee, and provide Environmental Liability Insurance with \$1 million clean-up coverage. Red Mountain Aviation shall name County as an additional insured in said policy of insurance. The County will provide insurance for all buildings and fuel farm tanks. The County shall assume the responsibility to reimburse Red Mountain Aviation for all the cost of general liability insurance.

6. INDEMNIFICATION. Red Mountain Aviation will indemnify County and Commission and save them harmless from and against any and all claims, actions, costs, judgments, liens, or liability for loss of life, personal injury or damage to property arising out of or resulting from the negligence of Red Mountain Aviation, its agents, licensees, concessionaires or employees in Red Mountain Aviation's use of the Leased Premises.

7. PAYMENTS TO COUNTY. Red Mountain Aviation shall within the first fifteen days of each month pay to County the following based on monies collected by Red Mountain Aviation during the preceding month:

A. Fuel Flowage Fee.

\$0.06 for all the gasoline dispensed by Red Mountain Aviation during the month.

B. Monthly Rental in the amount of \$7,719 (\$92,628 per year). County and Commission shall waive one month's rent (\$7,719) each year for the term of this agreement; Red Mountain has determined the waived month of each year will be May.

Lessee shall maintain such records and books of account as may be necessary to document and justify all amounts payable to County under this lease, and shall maintain the same for at least three (3) years following the termination of this lease. County shall have a reasonable right of access to an inspection of all such books and records.

8. TAXES. Red Mountain Aviation agrees to pay any taxes which are properly assessed against it or its property located on the Leased Premises or arising out of business done on the Leased Premises.

9. ASSIGNMENT. Red Mountain Aviation shall not assign this lease and agreement without the written consent of County and Commission. County and Commission shall not unreasonably withhold approval.

10. NOTAMS AND NAVAGATIONAL AID FAILURE. Red Mountain Aviation shall report to the appropriate authorities and entities each situation at the Airport which is the proper subject of a Notice to Airmen and shall simultaneously notify of such notice the County's Airport Coordinator, Ray Foushee, 336-597-1735. The County will notify Red Mountain Aviation of any successor to Airport Coordinator.

Red Mountain Aviation shall report to the FAA and then to the Airport Coordinator, any defect or failure in any navigational aid on the Leased Premises.

11. QUIET ENJOYMENT. Red Mountain Aviation, upon performing the covenants and agreements of this Lease and Agreement shall quietly have, hold and enjoy the Leased Premises and all rights granted Red Mountain Aviation in this Lease and Agreement during the term hereof and extension hereto.

12. TERMINATION BY RED MOUNTAIN AVIATION. Red Mountain Aviation shall be entitled to declare this Lease terminated upon the occurrence of any of the following events:

- A. The permanent abandonment of the Airport.
- B. The lawful assumption by the United States Government, or any authorized agency thereof, of the operation, control or use of the Leased Premises or of the Airport, or any substantial part or parts thereof, in such manner as substantially to restrict Red Mountain Aviation for a period of at least ninety days from operating thereon.
- C. Issuance by any court of competent jurisdiction of any injunction preventing or restraining the use of the Airport and the remaining in force of such injunction for a period of at least ninety days.
- D. The default by County or Commission in the performance of any covenant or agreement herein required to be performed and the failure of County or Commission to remedy such default for a period of sixty days after receipt from Red Mountain Aviation of written notice of such default.

13. TERMINATION BY COUNTY AND COMMISSION. This lease and agreement shall be subject to cancellation by County and Commission in the event Red Mountain Aviation shall:

- A. Be in arrears in the payment of rent for a period of fifteen days after written notice of same from County.

- B. Make a general assignment for the benefit of creditors or file a voluntary petition in bankruptcy or if it is adjudicated a bankrupt pursuant to an involuntary petition.
- C. Not conduct business on the Leased Premises for a period of three days unless prohibited from doing so by action of the County or Commission.
- D. Default in the performance of any covenant or agreement contained herein (except payment of rent) and such default continues for a period of sixty days after written notice of same from County.

Upon the occurrence of any of the aforesaid events, County and Commission may, without prejudice to any other rights they may have, cancel and terminate this Lease and Agreement by giving Red Mountain Aviation written notice of its election to so do and upon such cancellation, County may take immediate possession of the Leased Premises and shall have the right to remove Red Mountain Aviation's personal property without liability for damage to same. All rent due hereunder shall be payable to the date of said termination.

Failure of County and Commission to declare this Lease and Agreement terminated upon default of Red Mountain Aviation, shall not operate to bar or destroy the right of County and Commission to cancel this lease for any subsequent violation of the terms hereof.

14. **GOVERNMENTAL AGREEMENTS.** Red Mountain Aviation is aware that County and Commission have in the past, and intend in the future, to enter into agreements with the United States of America and the State of North Carolina concerning the application for funds for improvements to be made at the Airport. This Lease is expressly made subject to all of said agreements now existing, or hereafter to be entered into, and it is agreed that as to any conflict between the terms of any governmental agreement and this lease, said governmental agreement shall control.

15. **REPORTS AND RECORDS.** Within the first fifteen days of each month, Red Mountain Aviation shall provide to the Finance Office of County a monthly accounting of funds collected upon which are based the payments specified by Paragraph 7 above.

Within the first fifteen days of each calendar year, Red Mountain Aviation shall provide to the Person County Tax Collector, with a copy to the Airport Coordinator, a list of all aircraft based at the Airport and shall specify as to each such aircraft: (1) the name and mailing address of the owner, (2) make and model, and (3) estimated value.

16. **NOTICE.** Any notice required to be given under the terms of this lease may be made to Red Mountain Aviation by registered mail addressed to Red Mountain Aviation, c/o Bill Tougas, 385 Montgomery Drive, Timberlake, North Carolina, 27583, and as to County and Commission by registered mail addressed to County Manager, Person County Office Building, 304 S. Morgan Street, Room 212, Roxboro, North Carolina 27573, or at such other address as one of the parties may designate in writing to the other.

IN TESTIMONY WHEREOF, the parties to this Agreement have executed the same in duplicate originals, one of which is retained by each.

This the 2nd day of April, 2019.

RED MOUNTAIN AVIATION, INC.

WE Tougas
William E. Tougas, President

ATTEST: Debra N. Davis

PERSON COUNTY AIRPORT COMMISSION

This the 2nd day of April, 2019.

Henry Newell, Jr.
Henry Newell, Jr., Chairman

WITNESS: Amy Whiting

PERSON COUNTY, NORTH CAROLINA

This the 1st day of April, 2019.

David B. Newell, Sr.
David B. Newell, Sr., Chairman
Person County Board of Commissioners

ATTEST: Brenda B. Reaves
Brenda B. Reaves, NCMCC, Clerk to the Board

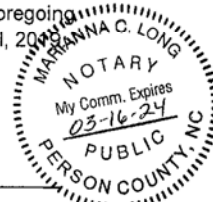
NORTH CAROLINA
PERSON COUNTY

I, Marianna C. Long, a Notary Public for said State and County, certify that William E. Tougas personally appeared before me this date and acknowledged that he is President of Red Mountain Aviation and that on behalf and with its authority, the foregoing instrument was signed in and attested by Debra Davis on this the 2nd day of April, 2019.

WITNESS my hand and official seal this the 2nd day of April, 2019.

Marianna C. Long
Notary Public

My Commission Expires:
03-16-24



NORTH CAROLINA
PERSON COUNTY

I, Marianna C. Long, a Notary Public for said State and County, certify that Henry Newell, Jr., personally appeared before me this date and acknowledged the due execution of the document in his capacity as Chairman of the Person County Airport Commission.

WITNESS my hand and official seal this the 2nd day of April, 2019.

Marianna C. Long
Notary Public

My Commission Expires:
03-16-24



NORTH CAROLINA
PERSON COUNTY

I, Marianna C. Long, a Notary Public for said State and County certify that Brenda B. Reaves personally appeared before me this day and acknowledged that she is Clerk of the Board of Commissioners of Person County, North Carolina and that by authority duly given and as the act of the County, the foregoing instrument was signed in its name by David B. Newell, Sr., Chairman of the Board of Commissioners, sealed with its seal, and attested by her as Clerk to the Board of Commissioners.

WITNESS my hand and official seal this the 2nd day of April, 2019.

Marianna C. Long
Notary Public

My Commission Expires:
03-16-24



APPROVAL OF PERSON AREA TRANSPORTATION SYSTEM SERVICES ON DAYS THE COUNTY IS CLOSED AND PROPOSED RATES:

Public Transportation Director, Glen LaBar presented to the Board proposed rates for the Person Area Transportation System (PATs) to provide transportation services for dialysis patients on certain county approved holidays as outlined below. Mr. LaBar stated to ensure costs are covered for the additional service times on these dates, he requested a special rate be adopted. Transportation services will be coordinated with Roxboro DaVita, the Department of Social Services (DSS) and PATs. Mr. LaBar requested Board approval, effective immediately, to provide transportation services on the following:

- Martin Luther King Jr Birthday
- President's Day
- Good Friday
- Memorial Day
- Labor Day
- Veterans Day
- Saturday after Thanksgiving
- The day after Christmas Day

Mr. LaBar stated PATs will not provide services on New Year's Day, Independence Day, Thanksgiving, Black Friday, Christmas Eve and Christmas Day.

Mr. LaBar proposed the following rates for the days noted above:

Zone	One Way Rate	Round Trip Rate
1	\$8.00	\$16.00
2	\$8.50	\$17.00
3	\$9.50	\$19.00
4	\$10.00	\$20.00
5	\$11.50	\$23.00
6	\$12.00	\$24.00

A **motion** was made by Commissioner Clayton and **carried 4-0** to approve Person Area Transportation System (PATs) rates, as presented, to provide transportation services for dialysis patients on certain county approved holidays.

RECOMMENDED CAPITAL IMPROVEMENT PLAN FOR FY2020-2024:

County Manager, Heidi York and Finance Director, Amy Wehrenberg presented to the Board the Recommended Capital Improvement Plan (CIP) for FY2020-2024 for review and feedback.

Ms. York stated the CIP is a planning tool for implementing large, capital projects and includes projects costing \$50,000 or greater from county departments, Piedmont Community College and Person County Schools. In past versions of the CIP, the capital needs for the Museum and the Senior Center, as county-owned facilities, have been included.

This document paves the way for the Recommended Budget as it will provide an estimate of funding needed for capital projects and anticipates impacts on operating costs as well. These capital projects span the next five fiscal years with the upcoming fiscal year (FY2020) being the only year where a funding commitment is needed from the Board.

According to the Board's Budget Calendar, the CIP is scheduled to be adopted at the Board's meeting on April 15, 2019

The following pages depict the Recommended Funding Schedule. Ms. York asked the Board to further discuss and provide feedback to staff.

The Board discussed the proposed \$54,000 Feasibility study for Piedmont Community College's (PCC) request for an advanced manufacturing technical STEM center. Assistant County Manager, Sybil Tate noted the study would address the level of need, facility space, and cost analysis. Ms. York offered to invite PCC President, Dr. Pamela Senegal to the Board's next meeting on April 15, 2019 to which the Board consented.

The Board discussed the County's current debt analysis. Ms. Wehrenberg noted the debt to assets ratio for 2018 was 16%. As interest rates are forecasted to increase and new debt is issued, it is anticipated that this percentage will continue to climb. Ms. Wehrenberg explained the debt service ratio is calculated as annual debt is divided by the total expenses noting general accounting guidance discourages this ratio from being higher than 15%. Person County's debt service ratio is at 4% as compared to benchmarked counties of similar population at 8%. Ms. Wehrenberg stated Person County is in a favorable position to take on more debt. There were no proposed financings in the CIP.

**Person County
Capital Improvement Plan (CIP)
2020-24
Recommended - Funding Schedule**

Sources of Revenue:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL REVENUE SOURCES
Revenues:							
General Fund Contribution	2,105,856	4,669,176	2,874,998	1,859,776	1,204,026	1,039,608	13,753,440
CIP Project Fund Balance	330,000	360,000	-	250,000	475,000	300,000	1,715,000
Airport Project Fund Balance	-	1,323,000	-	-	-	-	1,323,000
City of Roxboro Contribution - Permitting Software	-	22,625	-	-	-	-	22,625
Library Development Trust Fund	136,329	-	-	-	-	-	136,329
Stormwater Fees	-	-	1,122,500	892,500	892,500	892,500	3,800,000
Public Safety Comm System, County & School Building Improvements - Fund Balance	100,000	-	-	-	-	-	100,000
Debt Proceeds - Public Safety Comm System, County & School Building Improvements	4,400,000	-	-	-	-	-	4,400,000
Total Sources of Revenue:	7,072,185	6,374,801	3,997,498	3,002,276	2,571,526	2,232,108	25,250,394
Project Costs for County:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Information Technology:							
Server Expansion	83,000	130,358	-	-	-	-	213,358
Permitting Software	-	184,500	-	-	-	-	184,500
General Services:							
New Roof - Bushy Fork	52,523	-	-	-	-	-	52,523
PCOB elevator modernization	86,015	-	-	-	-	-	86,015
HVAC System - Huck Sansbury Gym	95,000	-	-	-	-	-	95,000
Enhanced Camera System - LEC	-	55,000	-	-	-	-	55,000
New Roof - Grounds Maintenance	-	104,614	-	-	-	-	104,614
New Roof - Animal Services	-	224,162	-	-	-	-	224,162
New Roof - Board of Elections	-	130,292	-	-	-	-	130,292
New Roof - Helena (old) Gym	-	-	227,627	-	-	-	227,627
New Roof - Mayo Park Buildings	-	-	96,482	-	-	-	96,482
New Roof - EMS	-	-	155,442	-	-	-	155,442
New Roof - Helena EMS/Sheriff Satellite Station	-	-	105,500	-	-	-	105,500
New Roof - Inspections	-	-	-	212,417	-	-	212,417
New Roof - Emergency Communications (911)	-	-	-	71,520	-	-	71,520
New Roof - Museum Complex	-	-	-	383,424	-	-	383,424
New Roof - Library	-	-	-	-	-	83,838	83,838
Emergency Management Services:							
Public Safety Communication System Upgrade							
Tower Construction	739,938	-	-	-	-	-	739,938
VIPER Radio Units	951,765	-	-	-	-	-	951,765
VHF Equipment	1,174,459	-	-	-	-	-	1,174,459
Planning & Consulting	199,197	-	-	-	-	-	199,197
Administration expenses	500	-	-	-	-	-	500
Issuance costs	69,036	-	-	-	-	-	69,036
Contingency funding	100,000	-	-	-	-	-	100,000

Person County
Capital Improvement Plan (CIP)
2020-24
Recommended - Funding Schedule

	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Project Costs for County:							
Economic Development:							
Fiber project							
Construction	1,451,566	789,063	-	-	-	-	2,240,629
Recreation, Arts & Parks:							
Kirby Auditorium - seating replacements	110,273	-	-	-	-	-	110,273
Huck Sansbury - bleachers replacement	70,000	-	-	-	-	-	70,000
Bushy Fork - light replacement	-	57,739	-	-	-	-	57,739
Huck Sansbury - playground surface replacement	-	-	205,330	-	-	-	205,330
Athletic fields - light replacement	-	-	50,000	49,500	55,000	52,000	206,500
Person Industries							
Feasibility Study - PI merger/upgrade	-	-	-	-	50,000	-	50,000
Airport Construction Projects:							
Executive Hangar construction	-	3,600,000	-	-	-	-	3,600,000
Public Library:							
Library renovations	136,329	-	-	-	-	-	136,329
Stormwater:							
Stormwater BMP	-	-	1,122,500	892,500	892,500	892,500	3,800,000
Set-asides for future projects	-	-	-	-	-	-	-
Total County Projects:	5,319,601	5,275,728	1,962,881	1,609,361	997,500	1,028,338	16,193,409

**Person County
Capital Improvement Plan (CIP)
2020-24
Recommended - Funding Schedule**

Project Costs for County:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Project Costs for PCC:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Piedmont Community College (PCC):							
Main Power Switch replacement	113,450	-	-	-	-	-	113,450
Telephone System replacement	72,649	57,592	57,592	9,600	-	-	197,433
Early College - POD Building	161,740	79,000	79,000	79,000	79,000	79,000	556,740
Computer Server room - AC unit and generator	74,640	-	-	-	-	-	74,640
Feasibility Study - Advanced mfg tech/ STEM center	-	54,000	-	-	-	-	54,000
Information technology upgrades	-	100,000	80,000	50,000	50,000	40,000	320,000
Enclose selected walkways	-	-	100,000	100,000	-	-	200,000
Enviro controls for buildings	-	-	250,000	250,000	-	-	500,000
 New Roof- Building L & covered walkways	-	-	217,556	-	-	-	217,556
Building S - generator	-	80,000	-	-	-	-	80,000
Campus safety and security lighting	-	50,000	60,000	60,000	-	-	170,000
Chiller units	-	-	250,000	250,000	-	-	500,000
Set-asides for future projects	-	-	250,000	-	-	-	250,000
Total PCC Projects:	422,479	420,592	1,344,148	798,600	129,000	119,000	3,233,819
Project Costs for Public Schools:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Public Schools:							
South Elementary - valve replacement	180,000	-	-	-	-	-	180,000
Northern Middle - fire alarm upgrade	151,710	-	-	-	-	-	151,710
Stories Creek Elementary - cooling tower replacement	110,000	-	-	-	-	-	110,000
Helena Elementary - cooling tower replacement	110,000	-	-	-	-	-	110,000
New Roof - Early Intervention	207,000	-	-	-	-	-	207,000
Northern Middle - HVAC rooftop units	411,395	-	-	-	-	-	411,395
Earl Bradsher - interior painting	-	80,000	-	-	-	-	80,000
Southern Middle - fire alarm upgrade	-	200,000	-	-	-	-	200,000
North, NE, Woodland, Oak Lane - ADA improvements	-	398,481	-	-	-	-	398,481
New roof - North End Elementary	-	-	649,056	-	-	-	649,056
New roof - Southern Middle - storage/dugouts/restroom/booth	-	-	41,413	-	-	-	41,413
New roof - North End Elementary	-	-	-	119,315	-	-	119,315
New roof - South Elementary	-	-	-	-	1,145,026	-	1,145,026
New roof - North Elementary	-	-	-	-	-	965,609	965,609
New roof - Southern Middle School	-	-	-	-	-	119,161	119,161
Set-asides for future projects	160,000	-	-	475,000	300,000	-	935,000
Total Public Schools Projects:	1,330,105	678,481	690,469	594,315	1,445,026	1,084,770	5,823,166
Total Project Costs:	7,072,185	6,374,801	3,997,498	3,002,276	2,571,526	2,232,108	25,250,394

Person County
Capital Improvement Plan (CIP)
2020-24
Recommended - Funding Schedule

Project Costs for County:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
Sources of Revenue for Operating Impact Costs:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL REVENUE SOURCES
General Fund Revenues	380,421	714,703	686,288	672,248	715,318	687,056	3,856,034
Total Sources of Revenue for Operating Impact Costs:	380,421	714,703	686,288	672,248	715,318	687,056	3,856,034

Operating Impact Costs:	Current Year 2018-19	Planning Year 2019-20	Planning Year 2020-21	Planning Year 2021-22	Planning Year 2022-23	Planning Year 2023-24	TOTAL PROJECT COSTS
IT: Permitting Software							
New maintenance contract	-	52,309	52,309	52,309	52,309	52,309	261,545
IT: Server upgrade							
Software and licenses	-	-	4,900	4,900	19,122	4,900	33,822
Maintenance on hardware	-	-	5,775	5,775	8,663	8,663	28,876
Renewal on back up software	-	2,948	2,948	2,948	2,948	2,948	14,740
Fiber Maintenance							
Maintenance and repair	13,066	13,066	13,066	13,066	13,066	13,066	78,396
Equipment and warranty	-	20,000	-	-	-	-	20,000
Monitoring	-	5,600	5,600	5,600	5,600	5,600	28,000
Parks and Recreation							
Bushy Fork light replacement	-	-	(250)	(250)	(250)	(250)	(1,000)
Public Safety & Broadband Towers Project							
Debt Service payments	349,175	540,400	526,360	512,320	498,280	484,240	2,910,775
Lights maintenance	12,000	12,000	12,000	12,000	12,000	12,000	72,000
Electricity & fuel	4,400	4,400	4,400	4,400	4,400	4,400	26,400
Insurance	1,780	1,780	1,780	1,780	1,780	1,780	10,680
Airport Executive Hangar							
Utilities- electricity	-	1,200	2,400	2,400	2,400	2,400	10,800
Lease	-	-	(6,000)	(6,000)	(6,000)	(6,000)	(24,000)
PCC Telephone System							
Maintenance upgrade	-	-	-	-	40,000	40,000	80,000
PCC Early College- POD Building							
Custodial employee	-	33,000	33,000	33,000	33,000	33,000	165,000
Maintenance and custodial supplies	-	8,000	8,000	8,000	8,000	8,000	40,000
Utilities	-	20,000	20,000	20,000	20,000	20,000	100,000
Total Operating Impact Costs:	380,421	714,703	686,288	672,248	715,318	687,056	3,856,034

Note: Item highlighted below is a project associated with a proposed debt financing.

2018-19 Public Safety & Broadband Towers Project

The County entered into an installment purchase contract for \$4.4M on May 10, 2018 to finance a portion of the construction of two public safety communication towers and purchase and installation of related facilities and equipment, rooftop HVAC units and fire alarm system replacements for Northern Middle School, installation of a new HVAC system for the Huck Sansbury Gym, roofing replacement for Early Intervention and Family Services, cooling tower replacements for Helena and Stories Creek Elementary Schools, and heating and cooling unit valve replacements at South Elementary School. These costs are listed in the FY 2018-19 since the work for the majority of these projects did not commence until the current year.

April 1, 2019

CHAIRMAN'S REPORT:

Chairman Newell had no report.

MANAGER'S REPORT:

County Manager, Heidi York had no report.

COMMISSIONER REPORT/COMMENTS:

Commissioner Powell reported that the Person County Little League Opening Day went well. Commissioner Powell acknowledged Mr. Ric Bruton, Person County's local Cardinal Innovations Healthcare representative, who was present in the audience.

There were no reports or comments from Commissioner Clayton or Vice Chairman Jeffers.

ADJOURNMENT:

A **motion** was made by Commissioner Powell and **carried 4-0** to adjourn the meeting at 7:45pm.

Brenda B. Reaves
Clerk to the Board

David B. Newell, Sr.
Chairman