

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
FEBRUARY 4, 2004**

The regular monthly meeting of the CCAA was held on February 4, 2004, at the Terminal Building Conference Room. Members Present: Tracy Eure, Chair, David Messina, Bob Kohler, Lewis Babb, Sr., Tom Brady, and Richard Turner. Absent: Jerry Old. Also present: Commissioner Paul Martin, County Manager Dan Scanlon and Wayne Leary, Economic Development Director.

1. **Call to Order** – Chairman Eure called the meeting to order at 7:00 PM.
2. **Additions or Deletions to the Agenda** – There were none.
3. **Approval of Minutes** – There was a motion and second to approve the minutes of the January 21, 2004, meeting as submitted. The minutes were approved.
4. **Old Business**

➤ **Runway Expansion Report**

Mr. Leary related that he had just received a draft from the engineer indicating there was the potential for drawing a perpetual easement for the Snowden property. If the County pays for the easement up front, it would be treated as a capital expense, which would still be eligible to grant money. If the easement payments were set up as an annual payment, then the payments would be an operating expense for which the County would be responsible. Timber issues were also close to getting solved. He has had approximately 20 corporate aircraft to express interest in locating in Currituck, as well as several private planes. This interest is due to the runway expansion and terminal building. Regarding the Air 21 funds mentioned the previous month, Congress has passed their budget with sufficient funds in the FAA operating budget to have \$150,000 earmarked for Currituck for the calendar year 2004. Since \$150,000 for 2003 was already committed, a total of \$300,000 would be available for engineering, environmental assessment work and capital improvement projects. Also, there was a new bill providing FAA matching funds to be used for hangars, as well as a proviso that rural airports may be eligible for 95/5% funds. Mr. Leary was planning to go to Raleigh the next day to work on the transfer of the airport property to the County.

There was a discussion on the need for more hangars, considering the interest of the corporate aircraft. Mr. Scanlon stated that there was the need to prioritize projects, even though Air 21 funds to build hangars would be a help. He stated that the Airport was going to be in competition with other county projects in the next few years-schools, for instance. At the present time, hangars and fuel sales

are not generating a profit. Various scenarios for obtaining more hangar space were discussed. Mr. Messina felt that an update of the airport master plan was needed to lay out the airport and identify projects needed and plans to accomplish these projects. He felt that more of the property should be dedicated to the airport than had been allotted on the 2000 plan which delineated a commercial business area adjacent to the airport. There was discussion on placement of corporate hangars while still allowing space for a parallel taxiway. It was the opinion that a new layout could be accomplished in a few weeks without having to contract for a new master plan. Mr. Kohler stated that he felt the authority should make recommendations to the Board of Commissioners. Mr. Scanlon asked that, since the budget process would be beginning during the next few months, the members should think about how they would want to see airport funds allocated. Corporate hangars seemed to be the number one priority, especially since they would be a revenue producing project.

5. New Business

- **Airport Staffing** – Commissioner Martin stated that he had introduced the subject at the Board of Commissioners retreat and the Board asked for recommendations from the Advisory Authority. Mr. Scanlon distributed a report on research done on surrounding airports regarding staffing, hours of operation, etc. The Board hoped that fuel sales would fund staffing. He went over proposed salaries, number of employees required for 7 days a week, full-time and part-time; however, he was unsure if two full-time employees could be justified since there did not seem to be enough duties to fill a 40-hour week. Mr. Messina had also researched the Chesapeake, Manteo and Elizabeth City airports and gave a report on his findings. There was further discussion on the need to have the terminal building open. Mr. Scanlon related that, although the building was used during First Flight, the County had not taken occupancy at that time and there were still some issues to be worked through before it could be fully open. The members agreed that there should be someone there from 8:00 until sunset. The number of workers required and cost was discussed. Mr. Scanlon asked them to start out with a minimum request to bring to the Board until demand is established. Mr. Brady remarked that if corporate aircraft were accommodated with hangars, there would be much more business created. Commissioner Martin asked when staffing would be implemented. Mr. Scanlon replied that the Authority needs to make a recommendation, get Board approval, and publish recruitment announcements before hiring could take place. Possibly the first of April.
- **Sun and Fun** – This 10-day event was discussed as an opportunity to advertise and attract aircraft to the Airport. Commissioner Martin didn't see a problem with opening the building for that event. However, he was unsure whether full-time people would be on board in time for the event. It may have to follow the same plan as the First Flight celebration.

- **SeaAir** – Mr. Babb asked about the commuter service he had seen advertised which would be using the Airport. Mr. Scanlon reported on the proposed operation.
 - **Recommendation to Board** – Mr. Scanlon reviewed points he had noted for staffing – 7 days a week, 8:00 AM-6:00 PM with added hours during daylight savings time, two staff people.
 - **Key Cards** – Chairman Eure asked when key cards would be available for pilots to be able to enter the building. Mr. Scanlon explained that the cards were ready and would be mailed to the pilot of record as soon as the system is working properly, possibly within the next few days. Mr. Messina suggested getting a list of partners in aircraft so they could also get a card.
 - **AWOS** – Mr. Scanlon explained that the installers had been waiting for a license number to complete the installation.
 - **Airport Conference** – Mr. Leary related that the conference would be at the Grove Park Inn in Asheville on May 12-14.
6. **Fuel Report** – Mr. Scanlon is working on a report to compare fuel sales for the past three or four years and hopes to have it ready for the next meeting. Mr. Messina stated that the timer on the Jet ‘A’ fuel pump needs to be extended.
7. **Other Business**
- **Economic Development Director** – Mr. Scanlon related that, when the current airport projects are complete (runway extension and land acquisition), Mr. Leary would be back to 100% economic development. He will still work with the Aeronautics Council. The County is in the process of hiring a County Engineer who, he hopes, will be able to take on some of the airport responsibilities. In the interim, Mr. Scanlon will be meeting with the Advisory Authority.

Adjourn

There being no further business, the meeting was adjourned.