

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
NOVEMBER 15, 2006**

The regular monthly meeting of the CCAA was held on November 15, 2006, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, Denise Hall, Ed Ish, and Bob Kohler. Also present: Wayne Leary, Airport Manager. Excused Absences: Tom Brady and Jerry Old. Guest: Jack Kitchen.

1. **Call to Order** – Chairman Eure called the meeting to order.
2. **Welcome Guests** – Chairman Eure welcomed everyone.
3. **Additions or Deletions to the Agenda** – Mr. Kohler moved to approve the agenda. Mr. Ish seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Mr. Kohler moved to approve the October 18, 2006, minutes as submitted. Ms. Hall seconded the motion. Minutes were approved.
5. **Old Business**
 - **Status of New Credit Card Reader** – Mr. Leary related that further conversations with Fuel Master revealed that the software could be updated to accommodate the requests by the Authority. They are reviewing the airport fuel sales from the past to prepare a cost estimate for the new software. It appeared that going through Fuel Master would be a significant cost savings.
 - **Security Fence** – Mr. Leary related that there was concern that any security fencing installed at this point might have to be moved when the parallel taxiway is constructed. Also, there is insufficient funding budgeted to include gates. Mr. Kohler suggested that security fencing be postponed until the parallel taxiway design is in place. Also, security fencing will be more critical when passenger flights are in place as opposed to general aviation as presently exists.
 - **Relocation of Fuel Farm and Positioning of Parallel Taxiway** – Mr. Leary had met with DOA and they are holding firm on a 400 ft. separation for the parallel taxiway. They are anticipating that it will be completed within two years and indicated that matching funds will be provided.
 - **Small Commuter Air Service** – Even though the grant was not funded for a 12 airport on-demand charter service, the State plans to go forward with the program on a smaller scale, involving three airports, Currituck being one of them. SeaAir is already providing this service; however, Mr. Leary indicated that a Greenville, SC, firm is also interested.

- **FBO** – Mr. Leary reported that the client he has been negotiating with has determined that it needs 10,000 sq. ft. of hangar space as opposed to the 8,000 as planned. A long-term lease agreement is being worked out to bring to the Commissioners. There was discussion about another interested FBO sharing the space. It was emphasized that their business plan needed to be examined and approved before signing an agreement.
- **Hangar & Tie-Down Leases** – Ms. Hall expressed concern that hangar lease fees are lower than surrounding airports. Mr. Leary was polling other airports to determine their per square foot charges. Since leases are renewed in January, it was felt that new rates should be considered prior to the first of the year.
- **Secondary Containment Area for Tankers** – Mr. Kohler stated that this needs to be in the Master Plan and built.
- **Hangar Numbering** – Mr. Leary has contacted Public Works and a work order has been issued.
- **Regional Radar System** - Mr. Kohler asked about status of resolution supporting the radar system in Tyrrell County. Mr. Leary stated that Rick Barkes was putting together a draft letter of support.
- **Runway Ribbon Cutting** - Mr. Leary announced the ribbon cutting would be December 15. Aeronautics Council, Division of Aviation and Department of Transportation would be invited. There was discussion on advertising and Mr. Kohler suggested contacting the Public Information/Tourism Department. Other airport related activities were discussed for possible inclusion at the event. **(Note: This is to be rescheduled.)**
- **Relocation of Fuel Farm** – Mr. Leary indicated that the recommendation is to leave it as is, and just to update it.

Mr. Kohler suggested that all the proposed projects be prioritized and a ten year plan be adopted.

6. New Business

- **Charter Service** – Mr. Leary noted that those companies interested in participating in the on-demand commuter service would likely be bringing one of their planes to Currituck for a short visit in order to introduce themselves to local businesses and citizens.
- **Birds** – Ms. Hall related that she had received a complaint regarding birds on the runway. There was discussion on who to contact.

7. Consent Agenda

Fuel Report – It was noted that fuel sales were on track with past years. Mr. Leary related that a new shipment had just been received and, when the invoice comes in, hopefully, it can be priced more competitively.

8. Adjourn

There being no further business, Mr. Kohler moved to adjourn. Ms. Hall seconded the motion. The meeting was adjourned.