

**CURRITUCK COUNTY  
AIRPORT ADVISORY AUTHORITY  
MINUTES OF MEETING OF  
AUGUST 15, 2007**

The regular monthly meeting of the CCAA was held on August 15, 2007, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, John Gross, Denise Hall, Ed Ish, Ken Norris, and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Excused Absence: Jerry Old. Guests: Leland Gibbs and Peter Bishop, Economic Development Director.

1. **Call to Order** – Chairman Eure called the meeting to order.
2. **Welcome** – Chairman Eure welcomed everyone. Mr. Leary introduced Peter Bishop, Economic Development Director.
3. **Additions or Deletions to the Agenda** – Mr. Gross moved to approve the agenda. Mr. Winebarger seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Ms. Hall moved to approve the July 18, 2007, minutes as submitted. Mr. Gross seconded the motion. Minutes were approved.
5. **Old Business**

Mr. Leary commented on the following:

- **Fence Update** – There was one short section of mesh to go up which would be completed any day. Manual gates were up. Electronics were being installed for the electronic gate. John Caldwell with DOA will be visiting in near future to check out the fence. Mr. Winebarger requested completion date and that Mr. Leary assure that contract specifications were met.
- **Apron Expansion Update** – A contract had been signed with RPC. The work was expected to commence before the end of August to be completed in approximately 60 days.
- **Mower Update** – A formal purchase order had been submitted and the John Deere 7420 tractor and CX20 mower were expected to be delivered within a few days. Mr. Winebarger suggested purchasing an extended service warranty. Mr. Leary was to look into it.
- **Fire Training Report** – The two-day event was a great success with participation by County fire and emergency personnel as well as Elizabeth City Fire Department, US Coast Guard, and Norfolk Fire Department. Mr. Leary had been contacted by Eastern District Airport Advisory Board about providing the same program to other airports. There was the possibility of holding a training program in Edenton. Mr. Leary commended Dave Messina and Jim Winebarger on the great job they did facilitating the exercise. Mr. Winebarger suggested writing a letter of thanks to Mr. Messina.
- **Parking Update** – Mr. Leary noted that when the apron expansion project is complete, there will be adequate space for tie downs spots. Perhaps assigned

spaces can be implemented. There will also be more parking spaces for vehicles behind the hangars.

➤ **Committee Updates -**

There were none.

**6. New Business**

- **Hangar Construction** – Mr. Leary had met with Bill Williams, Division of Aviation. Vision 100 grant funds were discussed and Mr. Williams related that the DOA preferred use of these funds for corporate hangars. He will be putting that in writing. Mr. Leary, at the County Manager's request, asked for a recommendation from the board. There was discussion on the need for T-hangars also and the likelihood of building those in the near future. The question was asked if the new Board of Commissioners would be receptive to leasing property for a T-hangar building to be constructed by a private company.

Mr. Winebarger moved to recommend to the County Commissions that they direct staff to pursue the Vision 100 money from the State aviation department and focus on building a corporate hangar as soon as possible. Ms. Hall seconded the motion. Motion carried.

There was further discussion on leasing property to a private investor to build T-hangars. Mr. Ish moved to meet in a work session to explore the subject further. Ms. Hall seconded the motion. Motion carried. Work Session was scheduled for September 5\* at 7:00 pm.

- **Economic Development Director** – Mr. Leary introduced Peter Bishop who gave a brief description of his background and plans for promoting economic development in the County.

**7. Consent Agenda**

**Fuel Report** – There was discussion on problems with the aging Fuelmaster system and possibly getting new equipment. Mr. Winebarger moved to request Airport Manager address with County Manager to pursue replacement of equipment in as expeditious a manner as possible. Ms. Hall seconded the motion. Motion carried.

**8. Adjourn**

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

\* Because the 5<sup>th</sup> falls in the week of Labor Day, the work Session was rescheduled for September 12 at 7:00 pm after adjournment.