

**CURRITUCK COUNTY  
AIRPORT ADVISORY AUTHORITY  
MINUTES OF MEETING OF  
FEBRUARY 21, 2007**

The regular monthly meeting of the CCAA was held on February 21, 2007, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, John Gross, Denise Hall, Ed Ish, Jerry Old, and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Excused Absence: Bob Kohler. Guests: Bill Philbrick, Allen Bethea, Bobby Dupree, Gary Ambrose, and Leland Gibbs.

1. **Call to Order** –Chairman Eure called the meeting to order.
2. **Welcome** – Chairman Eure welcomed everyone.
3. **Additions or Deletions to the Agenda** –
4. **Approval of Minutes** – Ms. Hall moved to approve the January 17, 2007, minutes as submitted. Mr. Old seconded the motion. Minutes were approved.
5. **Old Business**

Mr. Leary commented on the following:

- **Status of New Credit Card Reader** – A representative from Eastern Aviation Fuels had flown in and looked over the system. A proposal was being drawn up to have Currituck become a branded Shell dealer. A different credit card processor would be installed which will accept Shell aviation cards as well as other aviation cards. Reduced credit card fees, better services and tracking data are also expected. The proposal was to be forthcoming soon. As a condition of becoming a branded dealer, MOGAS is to be eliminated when current supply is depleted.
- **Security Fence and Apron** – Work orders have been signed for the security fence. Air21 grant forms have been submitted and approved for use of these funds for the fence. Advertising for bids would be imminent with construction to, hopefully, begin within 60 days on the western side of the airport. Fence is to be 8 ft. high with barbed wire on top.

A wildlife survey has been conducted by the USDA and Mr. Leary distributed copies for consideration at the next meeting.
- **FBO** – The agreement had been reviewed by the County Attorney and a meeting was held with Allen Bethea and Bill Philbrick. It was anticipated that the agreement would be signed and submitted to the County Manager for execution the next day. Mr. Leary introduced Mr. Bethea and Mr. Philbrick and related that their business is called Currituck Aero.
- **Hangar Numbering** – Gary Ambrose was thanked for working with the county in getting the lettering for the doors. The lettering will be installed as soon as weather permits washing the doors.

- **Committee Updates** – This was to go over the volunteers to make sure the committee list was complete.

Public Relations – Ms. Hall, Chair, Mr. Eure and Mr. Gross

Safety – Mr. Kohler, Chair, and Mr. Ish

Capital Improvements – Mr. Winebarger, Chair, Mr. Ish and Mr. Old

- **T-Hangar List** – Mr. Leary had just picked up a current list. After reviewing it, he planned to e-mail or mail to members. Likewise, the policy updates. He stated that maintaining the waiting list would now be his responsibility.
- **Apron Status** – Mr. Winebarger asked about status of the apron expansion. Mr. Leary responded that a work order had been issued, construction to start after fencing. The apron was in the final engineering design stage and should be started by late spring/early summer. Also, as of July, AV100 funds of \$150,000 should be available for construction of another T-hangar. He also related that the State was moving forward with the promotion of on-demand commuter services and would be providing 77% funding for a website and, eventually, on-line reservations.
- **Impact to Airport** – Mr. Winebarger suggested that other department budgets be reviewed with respect to possible impact on airport operations; for example, any proposed improvements by Parks and Recreation. Members agreed that further expansion or improvement to any of the structures/park areas adjacent to Airport Road should be curtailed due to the impending construction of a parallel taxiway.

## 6. **New Business**

- **Budget** – Mr. Leary distributed materials showing requests for salary increases for staff as well as increased hours due to the probability of Kitty Hawk Kites moving and responsibility of more grass to be mowed by staff. In addition the grass needs to be mowed more often to better control wildlife encroachments on the runway. Other items were reviewed.

Mr. Old moved to recommend the budget for approval. Ms. Hall seconded the motion. Motion carried.

- **USDA Survey** – Mr. Leary directed attention to the wildlife survey. He noted that they recommended a stormwater management plan to eliminate standing water which would attract wildlife. Permits are being pursued.
- **NC Fuel Marketers Association** had sent an engineer, at the County's request, to assess the fuel system and make recommendations for a fuel containment plan. This would be done for the airport as well as the automotive fuel tanks for the same price.
- **Conference** – Mr. Leary asked for names of those planning to attend the NC Airport Conference.

**7. Consent Agenda**

**Fuel Report** – Mr. Eure directed attention to the fuel report.

- 8. Public Comment** – Gary Ambrose asked about stepping stones from the paved area to the driveway to help eliminate so much dirt being brought into the building. Mr. Leary was to take care of getting some pavers installed.

Mr. Ambrose asked about producing an airport chart. This would be looked into.

A third item Mr. Ambrose and Bobby Dupree suggested was some shelving for storage in the conference room as well as a pull-down screen. Mr. Leary related that he had also asked Mr. Dupree to give him some ideas for a secure sales area off the lobby. There was discussion on types of possible solutions.

**9. Adjourn**

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

**THE NEXT MEETING WILL BE ON THE 4<sup>TH</sup> WEDNESDAY, MARCH 28, 2007.**