

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
JANUARY 17, 2007**

The regular monthly meeting of the CCAA was held on January 17, 2007, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, John Gross, Denise Hall, Ed Ish, Bob Kohler, Jerry Old, and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Guests: David Messina, Leland Gibbs, Mario Asaro and Harvey Taylor.

1. **Call to Order** –Chairman Eure called the meeting to order.
2. **Welcome** – Chairman Eure welcomed everyone.
3. **Additions or Deletions to the Agenda** – Mr. Kohler requested the addition of NCAA Conference on April 18-20. Mr. Winebarger and Ms. Hall requested the addition of Discussion of Hangar Waiting List Policy and Hangar Conditions. Mr. Kohler moved to approve the agenda as amended. Mr. Winebarger seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Mr. Kohler moved to approve the December 20, 2006, minutes as submitted. Mr. Old seconded the motion. Minutes were approved.
5. **Election of New Officers** – Ms. Hall nominated Tracy Eure for Chairman. Mr. Old seconded the nomination and moved the nominations be closed; however, Mr. Kohler was also nominated. Mr. Eure was elected as Chairman and Mr. Kohler as Vice-Chairman.

6. **Old Business**

Mr. Leary commented on the following:

- **Status of New Credit Card Reader** – Eastern Aviation Fuels has been contacted and a representative will be visiting the airport to check the fueling equipment and to make recommendations on the credit card reader and establishing the airport as a Shell dealer.
- **Security Fence and Apron** – Work order has been submitted to the County Manager for signature to move forward.
- **Hangar Numbering** – Purchase order submitted for new, reflective lettering.
- **Hangar & Tie-Down Leases** – Mailed with letter dated January 11, 2007. The leases had been modified and approved by the Board of Commissioners to be executed for six months only. C.P. Warren was not sent a renewal lease and was given 30 days notice that his lease had been terminated due to his aircraft not occupying the hangar for at least a year. That hangar will be leased to the first person on the waiting list. Mr. Ish wanted to make a motion that anything to do with matters such as the termination of leases or changes to the waiting list be reviewed by the County Attorney and that the county always retains a parallel list to the one posted at the airport. The motion was seconded. There was

discussion on this duty being part of the Airport Manager's job description. Commissioner Gregory stated that once the list gets straightened out, the Airport Manager would be responsible for adding to the list and furnishing a copy to the County Attorney. Motion carried.

Ms. Hall moved that the hangars be inspected once a month to insure compliance with rules and regulations, proper tail number is in correct hangar, as well as to determine if everything is in good condition, such as doors working properly, and that a report be brought to the monthly Airport meeting. Mr. Leary related that, while he could perform the inspections, he did not have the authority to enforce any violations. Mr. Kohler recommended tabling until the Authority could review the Airport Manager job description. He further recommended that Ms. Hall withdraw her first motion and move that a letter be sent to the County Manager recommending that all the hangars be inspected and that a report of findings be forwarded to the Airport Advisory Authority. Ms. Hall so moved. Mr. Old seconded the motion. Motion carried.

- **Public Relations Committees & Other Committees** – Mr. Leary had discussed with the Public Information Officer publishing articles featuring the airport.

Public Relations, Safety, and Capital Improvements committees were formed, and Mr. Kohler suggested that committee reports be included on the March agenda. Mr. Kohler was also to contact Kristy Boughey, who had volunteered to help with public relations.

Ms. Hall felt that a group should visit other airports to see their hangars before making recommendations for fee changes. Mr. Eure, Mr. Ish and Mr. Leary were to go with Ms. Hall.

- **FBO** – Mr. Ish questioned whether a business plan had been submitted. One had not. Mr. Winebarger cautioned against placing too many restrictions or requirements on a potential FBO. He felt it is important to get someone in place. Mr. Leary related that not permitting fueling rights was a factor in being unable to contract with a FBO. However, he would pursue the execution of an agreement using an FAA approved FBO/Hangar Agreement with a six-month term.
- **T-Hangar List Policy** – Mr. Winebarger requested to withdraw this item until such time as the Airport Manager's position description is available to the members. He had some suggestions to clarify the wording of the policy.

7. **New Business**

- **Aeronautics Council Report** – Mr. Leary reported that the Division of Aviation is still working on promoting three airports for on-demand service. They will be assisting in developing a website with a 50/50 match. Since this will be targeting tourists, he will be requesting tourism dollars for the county match. DOA estimates the airports immediate needs to cost approximately \$20 million and seems to have no problem providing a 90% grant.
- **Work with Public Information Officer** – Mr. Leary would be requesting John Nixon to take some photographs at the airport for a news article.

- **NCAA Conference** – Mr. Leary encouraged all members to attend the conference. He will be getting a count and make reservations.
- **Budget** – Mr. Leary distributed a copy of the county airport budget and encouraged members to review and be active in the budget process. He asked for everyone's e-mail so he could forward an electronic copy to them.

8. Consent Agenda

Fuel Report – Mr. Eure directed attention to the fuel report. Sales were doing well.

9. Adjourn

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