

**CURRITUCK COUNTY  
AIRPORT ADVISORY AUTHORITY  
MINUTES OF MEETING OF  
November 12, 2008**

The regular monthly meeting of the CCAA was held on November 12, 2008, at the Terminal Building Conference Room. Members present: Chairman Tracy Eure, John Gross, Dave Messina, Ken Norris, and Jim Winebarger. Also present: Wayne Leary, Airport Manager. Absent: Denise Hall and Jerry Old. Guests: Shelly Reams, Tonya Hampton, Darcie Messina 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** – Mr. Winebarger moved to approve the agenda. Mr. Norris seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Mr. Gross moved to approve the October 15, 2008, minutes as submitted. Mr. Winebarger seconded the motion. Minutes were approved.
5. **Small Communities Air Service Grant** – Shelly Reams and Tonya Hampton gave a presentation on their tasks regarding the Small Communities Air Service Grant. Ms. Reams related that their firm had been contracted to develop the program, website, and online booking engines for the air service being funded by the federal government. Marketing will be direct, utilizing a grass roots effort through word of mouth – from State transportation board, through airport boards, real estate agencies, trade shows, etc. They distributed various marketing tools planned to be utilized. Several meetings with Chambers of Commerce, airports, and civic associations had been scheduled to introduce the service to surrounding areas. Ms. Hampton introduced the website, [ncflyports.com](http://ncflyports.com), which will appear on all search engines. She related that more signage was needed to create an awareness of the presence of the airport. Information would be solicited from the Authority for inclusion on the website – attractions, FBO's, businesses. The site will also provide links to pilot information sites, links to event calendars, etc. There will also be video capabilities.

A scenario was shown of flights available between Currituck and Concord. A selection of nearby airports was displayed. All carriers are licensed for air taxi service. Various carriers were described and costs compared.

Suggestions were made to enhance the airport site, such as professional pictures of the staff and airport board as well as a webcam link.

The Chairman thanked Ms. Reams and Ms. Hampton for their presentation.

6. **Old Business**
  - **Hangar Construction Update** – Mr. Leary related that construction was going well. Three-phase power would be brought to the building but would delay

completion approximately a month. This section will be the first segment of a line that could create a loop circuit to Extension building for greater reliability.

- **Rules & Regulations Review** – Mr. Leary had recently received a copy of rules and regulations regarding operation of ultralights. He would forward to board for possible inclusion in airport rules & regulations. There will be a conference call with John Harris, the County Attorney, and Mr. Leary the following Wednesday regarding continuing Kitty Hawk Kites operations at Currituck Airport.
- **Corporate Hangar Lease** – County Attorney was reviewing.
- **Committee Updates** – Mr. Winebarger related that the last focus group meeting went well. Planning staff is looking at 50 years in the future and planning for a larger airport footprint.

## 7. New Business

- **Vision 100 Report** – Mr. Leary reported that the county has received \$38,000 for capital projects to be designated. He requested suggestions for capital projects.
- **Security of Terminal Building** – Mr. Messina expressed concern for security on holidays when school is out and building is unmanned. He witnessed visitors to the skate park jumping the fence to gain entrance to the terminal building.
- **Friends of the Airport** – Mr. Messina had talked with members and received pledges for TV. Also, he had a Christmas tree he would like to donate to decorate the Terminal Building.

## 8. Consent Agenda

- **Fuel Report** – 100 Low Lead price was \$4.35 gallon. The next shipment will be less expensive. Present Jet A price was \$3.54. The truck providing one point service was starting to be used more. Mr. Messina expressed the need for a golf cart or baggage cart to assist passengers. He also suggested placing a couple of chairs outside for waiting passengers as an added customer service feature. Mr. Winebarger felt this transportation courtesy would be a service which could be provided when another full time employee is hired.

## 9. Adjourn

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