

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
October 15, 2008**

The regular monthly meeting of the CCAA was held on October 15, 2008, at the Terminal Building Conference Room. Members present: Chairman Tracy Eure, John Gross, Denise Hall, Dave Messina, Ken Norris, Jerry Old and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Guests: Robert Alphin, Michael Cherry, Chris Pope, Richard C. Webb, Chris Dailey, John Burton, Kenneth C. Ferrell, Sr., Larry Mangold, and Ryan Culpepper.

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. Old seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Mr. Old moved to approve the September 17, 2008, minutes as submitted. Ms. Hall seconded the motion. Minutes were approved.
5. **Crawford Fire Department Update** – Fire Chief Chris Dailey gave a power point presentation on the Crawford Volunteer Fire Department including pictures and history of the department's equipment. Chief Dailey reported that he had worked closely with Mr. Leary to plan for providing better coverage to meet the special needs of the airport. Since the airport has property around the Maple Fire Station, Chief Dailey expressed an interest in going back to Raleigh with Mr. Leary to meet with the NCDOT-AV to discuss the potential of working together with the State [as they have in the past] for planning assistance for expanding the fire station, potential sources for funding, and a direct linkage to the airport. Mr. Old made the motion that Mr. Leary arrange a meeting with DOT-AV to discuss the above topics. Mr. Winebarger seconded the motion. Motion carried. Ms. Hall asked if there were any paid firefighters and Chief Dailey explained the association between paid EMS and volunteer firefighters. There was also discussion on placement of and pipe size supplying fire hydrants. The fire department was commended for the work that they do as well as making their building available to the community.

Mr. Leary was asked about access to the local fire station regarding the master plan. He replied that the master plan was to be updated to incorporate the recent property acquisition and access would be addressed. He emphasized that NCDOT-AV should be in on any future plans.

He was asked when the Aeronautics Council meeting would be in this area. He replied that it would meet in Dare County in December. He has proposed a future meeting in the Extension building. The Council has expressed an interest in holding its meeting in Currituck in 2008. In the past Blackwater has also offered a tour and meeting facility to the Council.

6. Old Business

- **Hangar Construction Update** – Mr. Leary was pleased with the progress of the project and the contractor, Harrellsville Metal. He was sure the building would be completed by December 15.

He introduced Rick Webb to share with the members his views of what an aircraft owner would like to see in a corporate hangar to which he plans to move. Although the building will be insulated, he would like to improve his hangar, at his own cost, to include better lighting, HVAC, his own meter to pay the cost of electricity for these improvements, as well as a modular office/work room for tools and files. Mr. Leary related they had discussed an add-on space at the back of the hangar. He indicated that a longer lease would be needed due to his personal investment. At such time as the lease should be terminated, the improvements would revert to the county. Following discussion, Mr. Old moved to authorize Mr. Leary to negotiate a contract with Mr. Webb, incorporating the necessary changes to accommodate the client, to bring to the members for recommendation to the Board of Commissioners. The motion was seconded. Mr. Messina noted that the FAA required office space for hangars utilized by commercial aircraft. He advocated planning ahead for that. There was also discussion about providing separate meters for each of the five hangars as well as three-phase service and that this should be done during construction instead of after completion. The motion regarding lease negotiation on the floor was approved.

- **Hangar and Tie Lease Review Recommendation** – Mr. Leary noted that the naming of the county as co-insured requirements was not included in the tie-down lease and recommended the tie-down lease be amended to reflect the same requirement as the hangar lease. He noted that a separate commercial lease was needed.

Mr. Leary also recommended that the commercial hangar lease not mandate the number of aircraft which could be housed in the hangar. He also asked that the members go through the hangar lease for comments on the terms of the agreement.

Mr. Winebarger introduced a discussion on transient aircraft needing temporary hangar space. There was also discussion on allowing for aircraft leased to a corporation with regard to how the ownership would be listed. Mr. Winebarger was to assist with that language.

Members felt that the leases should provide for storage of vehicles while the aircraft is out. Some items were recommended for deletion. It was recommended that a sign/logo of an agreed upon size should be permitted. There was discussion about what would be permitted with respect to locks.

Mr. Leary was to revise and email to members for review.

Mr. Leary recommended that, due to the economy and the fact airports are being closed across the county, T-hangar lease rates remain at \$175/mo for the next 12 months, and existing corporate hangar lease rates remain at \$325/mo for the next 12 months. Regarding the new corporate hangars, the Finance department

had computed a per square foot rate in order to recoup the County's investment. Based on \$1.44 per square foot/per year, he recommended Hangar 1 be leased for \$475/mo (due to larger size and location) and Hangars 2-5 be leased for \$400/mo each. There was a motion and second to adopt these rates. Motion carried. Corporate leases would be for an extended time and provisions for rate increases will be written in the contract.

- **Rules and Regulations Reviews** – Mr. Leary requested that members review the existing rules and regulations prior to the next meeting and bring recommendations for amendments.
- **Committee Updates** – Mr. Gross and Mr. Winebarger reported on the first meeting of the focus committee for the overlay zone. It went well and members were supportive of the airport. Mr. Winebarger was complimentary of the Planning staff's process.

7. **New Business**

- **Vision 100 Report** – Mr. Leary noted the recent award of \$38,000. He also reported on \$5,000 available through the Small Community Air Service Grant that NCDOT-AV was awarded by the FAA for various items such as a website, internet service and marketing and a vending machine for cold plates and salads, The Small Community Air Service Grant is to provide on-demand air service at 11 airports in the State, which were selected by NCDOT-AV. Mr. Leary reported the first fuel sale from the truck the previous day. He also reported that he had charged a ramp fee for a couple of jets which landed and elected not to buy fuel. Members were supportive of this action. Mr. Winebarger asked when more signage would be placed on the highway. Mr. Leary already has some signs.

8. **Consent Agenda**

- **Fuel Report** –Jet A fuel prices were expected to decrease significantly with the next delivery.

9. **Adjourn**

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