

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
August 19, 2009**

A regular meeting of the CCAAB was held on August 19, 2009, at the Terminal Building Conference Room. Members present: Marion Gilbert, Denise Hall, Jerry Malesky, Dave Messina, and John Snowden. Also present: Roger Lambertson, Airport Manager. Guests: Tonya Hampton and Shelly Reams from NCFlyPorts, Richard Todd, Darcie Messina, and Bruce Weaver from Kitty Hawk Kites. Absent: Commissioner John Rorer, Gary Bryan and Ed Ish.

1. **Call to Order** – Chairwoman Hall called the meeting to order.
2. **Welcome Members and Guests** –Chairwoman Hall welcomed members and guests.
3. **Additions or Deletions to the Agenda** – Ms. Gilbert moved to add Presentation by NCFlyPorts. Mr. Messina seconded the motion. Agenda was approved as amended.

4. Public Comment

Mr. Messina noted his fuel overcharge issue had been resolved in a timely and satisfactory manner.

Mr. Messina also reported that he had picked up several sheet metal screws outside the hangars and asked that lineman police the area further.

5. **Approval of July 22, 2009, Minutes** – Mr. Snowden moved to approve the July 22, 2009, minutes as submitted. Mr. Malesky seconded the motion. Motion carried.
6. **Presentation by NCFlyPorts** - Tonya Hampton introduced herself and Shelly Reams and gave an overview of the program. She distributed informational cards directing traffic to the website where air taxi service may be booked. She asked for suggestions from the members on businesses to contact for local support. Mr. Messina asked how successful the program had been so far and whether Travel and Tourism Dept. was promoting it. Ms. Hampton replied this was still a work in progress; however, Tourism was interested and a meeting was to be scheduled with the Director. Brochures were being distributed through the Visitors Centers. Ms. Reams related this is a three year program and whether the program will be successful should be obvious by that time. She distributed some marketing tools which she asked members to use to publicize the program and also asked for opportunities to speak to various organizations. There was discussion on the importance of promoting the airport in the county marketing campaigns and ads, and it was suggested that Veronica Brown be contacted. More information for the NCFlyPorts website was also requested.

Ms. Reams noted that September 30 was the deadline for requesting reimbursement for the \$5,000 in capital improvements relating to enhanced passenger service. Items had to be on order. There was discussion on approved expenditures; these

included a golf cart, ice machine, and security glass as had been previously considered.

7. Old Business

- A. Report on Terminal Building Locker Policy –** Mr. Lambertson distributed the following draft policy which had been reviewed by the County Manager and County Attorney:

POLICY FOR USE OF AIRPORT LOCKERS

At the Airport Advisory Board meeting on July 22, 2009 a new policy for use of the eleven lockers in the Airport Terminal Building was established.

- Lockers are the property of Currituck County and user must acknowledge that the Airport Manager or Lineman may enter the locker at any time.
- Lockers will NOT be utilized by airport tenants who have hangars.
- Seven lockers will be made available to tenants who have tie-downs. These are the seven lockers located in the hallway outside the pilot's lounge. A key to these lockers will be provided to the Airport Manager. Keys will be kept in a lockbox.
- Four lockers will be made available to transients/visitors. These are the four lockers located in the hallway outside the Airport Manager's office. A log will be maintained with information of those using the lockers including name, N number, local address, phone number and length of time locker needed. A lock and one key will be provided by the lineman on duty, with the second key to the lock being retained by the Airport Manager. Unless notified of the need for an extension, locks will be removed and contents bagged at the end of the time that locker was needed. Bagged contents will be retained for 60 days, and then disposed of.

I have been assigned locker No. _____ and acknowledge that it may be entered at any time by the Airport Manager or Lineman.

Signed

Date

Following review by members, Mr. Messina moved to approve the locker policy. Ms. Gilbert seconded the motion. Motion carried. Mr. Lambertson had letters ready to go out to tenants regarding the policy pending approval.

- B. Report on Scheduling and Rules for Use of Conference Room –** Mr. Lambertson pointed out the already-posted sign-up sheet and calendar for the purpose of reserving the Conference Room. Mr. Snowden requested that usage be tracked not only to document that the airport

building is being utilized but also to possibly contact individuals to express appreciation and solicit suggestions for improvement.

- C. **Report on Constructing a “Wash” Pad at the End of Hangar C** – Mr. Lambertson noted that a constructed wash pad would require expensive permitting and that an unofficial hose could be provided at the end of Hangar B.
- D. **Report on Policy on Long Term Parking** – Mr. Lambertson distributed the draft policy for review and noted it had been reviewed by the County Manager and County Attorney.

Ms. Gilbert moved to approve the policy. Mr. Snowden suggested adding the issuance of a pass to be displayed in the windshield. It was agreed that just a blank piece of colored paper would identify the vehicle to staff as permitted. Mr. Malesky suggested adding the item that parking is at the owner’s risk and airport/county is not responsible for damage. Mr. Gilbert amended her motion to include the items discussed in legal terms. Mr. Malesky seconded the motion. Mr. Messina suggested posting a sign notifying visitors to see the Airport Manager for long-term parking permit. The amended policy follows:

LONG TERM PARKING POLICY

Long Term is defined as 10 days or longer.

Pilots not having an empty hangar in which to leave a vehicle may leave a properly licensed and registered motor vehicle in the Terminal Parking Lot under the following guidelines.

- Park in the back row of parking places. If no spaces are available, see the lineman for instructions.
- Fill in the Long Term Parking Information Sheet (attached)
- Leave a set of keys with Airport Manager or Lineman. Keys will be kept in lockbox.
- Grant permission for the vehicle to be moved in case of emergency.
- Contact Airport Manager/Lineman for extension if vehicle is to be here longer than anticipated.
- Currituck County or Currituck Regional Airport is not responsible for any damage to or theft from vehicles left in the parking lot.
- An orange card will be provided to place on the dash board of the vehicle.

VEHICLE LONG TERM PARKING INFORMATION

NAME _____ DATE _____
ADDRESS _____
CITY _____
STATE _____ ZIP _____

VEHICLE MAKE _____ MODEL _____
VEHICLE COLOR _____ LICENSE NUMBER _____
STATE _____

INSURANCE INFO _____

LENGTH OF TIME TO BE LEFT IN LOT _____

CONTACT INFORMATION: HOME PHONE _____

CELL PHONE _____

BUSINESS PHONE _____

LOCAL CONTACT PERSON: HOME PHONE _____

CELL PHONE _____

PERSONS WHO HAVE PERMISSION TO USE YOUR VEHICLE

I give the Airport Manager or Lineman permission to move the above listed vehicle in case of an emergency.

I understand that Currituck County or Currituck Regional Airport is not responsible for damage to or thefts from my vehicle left in the parking lot.

Name Date

Keys accepted by:

Duty Lineman/Airport Manager Date

- E. **Report on Airport Staffing during Major Holiday Weekends** – Mr. Lambertson related that Mr. Scanlon was looking into the matter but he had not had an opportunity to get any feedback due to the lightning strike.
- F. **Report on Posting Emergency Numbers near Fuel Pumps** – Mr. Lambertson will take care of that. Pumps were inoperable until just recently.
- G. **Report on Planning for “Airport Days” Event** – Ms. Gilbert recommended that a sub-committee be appointed for public relations. She requested the following be appointed: from the Airport Board - John Snowden, Dave Messina, Marion Gilbert, with Denise Hall as an Alternate, and volunteers Greg Wirth, Bruce Weaver, Tracy Eure and representatives from the Chamber of Commerce and Tourism Board as well as partnering with NCFlyPorts representatives. Mr. Messina agreed to serve as a resource but declined to serve as a member due to planned travels. Ms. Gilbert related that the committee would do more than plan an “Airport Day;” it would plan events and activities designed to put Currituck Airport on the map and be more active in the community. Mr. Lambertson suggested adding the Airport Manager as an ex-officio member. Ms. Gilbert moved to appoint the list above as discussed. Mr. Snowden seconded the motion. Motion carried. Meetings of this sub-committee would be advertised.
- H. **Airport Amenities Utilizing \$5,000 NCFlyPorts Funding**– Mr. Lambertson obtained two quotes for golf carts from local vendors which

he distributed and reviewed. He had not had opportunity to investigate ice machine prices. There was discussion on the need for ice, particularly since the fuel truck lease was being discontinued and jets desiring single point refueling were the ones requesting ice. Mr. Lambertson offered to check into having a bagged ice vendor place a unit at the terminal building. There was further discussion on the golf cart. Mr. Messina mentioned the possible joint use of a cart belonging to the Sheriff's department. Mr. Lambertson was to check into that also. He also noted the need for a security door over the counter between the terminal building lobby and office area. It was suggested that this expense be submitted as a capital improvement in next year's budget. Decision on amenities was tabled until the next meeting. Mr. Lambertson reported that Jim Kunkler had offered a grill if it was determined that one would be used.

Mr. Lambertson related that Commissioner Rorer had asked about the fuel purchase/sales report; however, Finance had not had opportunity to prepare it. They had been helping him with the lightning recovery.

8. New Business

A. Report on Lightning Damage and Repair Status – Roger Lambertson – Mr. Lambertson distributed the following report and reviewed damage:

LIGHTNING STRIKE DAMAGE AND REPAIR

During the late hours (between 11 PM and midnight) of Wednesday, August 5, 2009, the Airport Terminal Building received a direct hit lightning strike. It hit the vertical radio antennae and blew it off the roof onto the ramp on the west side of the building. As a result we had damage as follows:

Base radio was fried and power supply out of commission. Power supply repaired (blown fuse) and radio and antenna ordered from ICOM America at GSA rates. Marshall Cherry installed the antenna and checked out the system. Completed 8-17-09.

The fuel pumps were out of commission. Receipt printer, circuit boards, and remote Fuelmaster printer were destroyed. Lightning kit ordered and installed. Receipt printer back ordered. East Carolina Petroleum installed everything and got us up and running. We still seem to have a glitch with surging on the number 1 pump. East Carolina Petroleum will check it out. Fuel sales resumed on 8-14-09.

The circuit board for the vehicle gate into the hangar area was fried. The board was replaced and now is fine. Completed 8-13-09.

The phone system took a hit. Some phones were fried. Some lines were damaged. Larry Elmore trouble shot the system and replaced instruments that were bad. Embarq spent several hours here last Friday and repaired the phone lines that were out.

The circuit board controlling the door to the terminal building was fried and the door was locking at all times. The board was replaced and adjustments were made. Completed 8-19-09.

The Xerox copier was damaged. The copier function was repaired but the fax modem was fried. Xerox installed a new modem and the system works as it should. Completed 8-18-09.

Airport Manager's computer was fried. Dell replaced the mother board and power supply. Completed 8-11-09.

The AWOS was out. We recovered the ability to transmit on the AWOS frequency but could not access the system by telephone or internet. Several boards were replaced but we still can not access the information by internet. A new part is on its way and will be installed locally when it arrives. Phone system access was completed on 8-17-09.

The LNB on the Meteorology antenna on the roof was damaged. A new part was installed on completed on 8-17-09.

The computers and printer in the pilot's briefing area were destroyed. Replacements were installed on 8-17-09.

The Point of Sales (POS) machine in the manager's office was fried. A replacement was installed on 8-18-09. We sold JetA from the truck and recorded all needed data which was then put into the POS machine on 8-18-09.

The modem on the Manager's desk that connects the manager's computer to the FuelMaster system was fried. A replacement is on order and has not arrived yet.

The charger for the handheld radio was blown out of the socket and destroyed. We have not yet purchased a replacement. (End of Report)

There was discussion on disseminating emergency notices other than a NOTAM and AWOS message. Mr. Lambertson noted these suggestions.

- B. Proposal to Recruit Mechanic Services - David Messina – Mr. Messina proposed to lease half of the maintenance hangar and office and solicit a maintenance service to utilize the other half as needed. He requested a 10 year lease at \$200 per month. Mr. Lambertson recommended delaying action on the proposal until a permanent airport manager was hired. Ms. Gilbert recommended the proposal go to Legal for writing up (for liability purposes) before the Airport Board makes a recommendation. Mr. Snowden moved to accept the proposal as stated and recommend approval to the Board of Commissioners. Ms. Gilbert seconded the motion with legal involvement. Mr. Messina recused himself from the vote. Mr. Malesky had reservations about leasing the hangar for 10 years. Motion carried with two members (Mr. Snowden and Ms. Gilbert) for and one member (Mr. Malesky) against.**

9. Member Comment

Mr. Snowden asked whether WiFi was working. Mr. Lambertson noted that it was being used by others.

Mr. Snowden requested that the vines growing on the Airport sign be removed.

Mr. Snowden again requested a list of those using the airport/purchasing fuel for customer service/marketing purposes. Members agreed that a thank you could be very effective.

10. Announcements

Mr. Lambertson distributed the most recent hangar waiting list. He noted there were a few hangars still empty.

11. Adjourn

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