

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
December 16, 2009**

A regular meeting of the CCAAB was held on December 16, 2009, at the Terminal Building Conference Room. Members present: Gary Bryan, Denise Hall, Ed Ish, Jerry Malesky, and John Snowden. Also present: Commissioner John Rorer and Roger Lambertson, Airport Manager. Guests: Dickie Todd. Absent: Marion Gilbert and Dave Messina.

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** – New Business Item A, Discussion on Runway Taxiway Project, was moved under Item C, Priority of Airport Projects. Mr. Ish requested addition of New Business Item F. Discussion on items relative to Nicholson's Point. Mr. Ish moved to approve the agenda as amended. Mr. Snowden seconded the motion. Agenda was approved.
4. **Public Comment**
There was none.
5. **Approval of October 21, 2009, Minutes** – Mr. Malesky moved to approve the October 21, 2009, minutes as submitted. Mr. Bryan seconded the motion. Motion carried.
6. **Old Business**
 - A. **NCFlyPorts Raleigh Meeting – Future of program** – Mr. Lambertson reported that the Division of Aviation is very supportive of the program. However, it is due to expire January 2011, at which time decisions must be made as to the future of the program which everyone agrees has not been successful to date. There were four options discussed, although no decision was made, (1) walk away from the program; (2) agree that not enough time had been given and ask for more money from the charters; (3) agree that not enough time had been given and ask for more money from the counties; or (4) agree that not enough time had been given and ask for more money from the Division of Aviation. Mr. Lambertson suspected that a combination of funding sources would be requested to keep the program going another couple of years. More data was being gathered to determine if NCFlyports was being utilized.

Mr. Lambertson noted that the picture of the Currituck golf cart was shown at the meeting as an example of amenities that could be purchased with the \$5,000 NCFlyports funding. He had submitted the request for the cart and ice machine which had also been installed. NCFlyports has also agreed that the balance may be applied to the security gate recently installed in the terminal building.

There was further discussion about the use of NCFlyports, particularly regarding the fares.

- B. Policy for Long-Term Transient Parking** – Mr. Lambertson distributed a draft of the Transient Parking at Currituck Regional Airport as reviewed and revised by the County Attorney. Mr. Snowden moved to accept and recommend to the Board of Commissioners the revised draft Transient Parking at Currituck Regional Airport policy. Mr. Bryan seconded the motion. Motion carried unanimously.

DRAFT
TRANSIENT PARKING AT CURRITUCK REGIONAL AIRPORT

Any aircraft that has not contracted for hangar or tie-down space is permitted to park in a designated transient parking space for no more than seven days in a 60 day period.

The fee for exceeding the seven day period, without being granted an exception, is \$7.00 per day to be paid to Currituck County. An individual has the option to pay \$10.00 for an entire month if he/she would park in the non-transient tie down area. The owner/operator will be required to sign a short form holding the county harmless from any and all liability or loss as a result of parking in the non-transient tie down area.

If any aircraft is expected to be at the airport for longer than 30 days, the owner/operator is required to sign a longer term lease.

Violation of this section may result in removal and storage of the aircraft at the expense of the owner or operator, denial of use of the Airport, termination of lease agreements, and/or civil or criminal action for trespass.

This policy will be incorporated in the Airport Rules and Regulations during the next update of that document.

- C. Internet Services/WiFi for Terminal Building** – Mr. Lambertson reported that there is WiFi access available through Hughes Net. Mr. Snowden suggested that this capability be noted on the airport website as well as the availability of the use of the golf cart.

7. New Business

- B. Locked Bathroom Doors at Hangars** – Mr. Lambertson explained the doors are unlocked in the morning; however, the type of lock requires that the mechanism be manually unlocked before leaving and closing the door. Signs have been posted to remind occupants to leave unlocked. He was to look into a different type of lock which would automatically unlock when the door is opened from the inside.

- C. Priority of Airport Projects**
 - A. Discussion on Runway Taxiway Project**

Mr. Lambertson related that the County Manager had asked Department Heads to submit 2-3 projects they would like to put forth for the Board of Commissioners consideration as the BOC would be prioritizing projects for funding. Grants for taxiway and apron improvements totaling \$1.55 million could be forfeited if not completed by June 30, 2011. The county is also eligible for Vision 100 funds in the amount of \$166,000, some of which will be used for security cameras. There was discussion on possible use of occupancy tax for county matching funds since improvements would be for the purpose of travel and tourism. However, Commissioner Rorer felt that other projects should be pursued in the meantime to attract more traffic to the airport. Ms. Hall suggested compiling a list of projects and prioritizing them prior to the next board meeting.

Mr. Snowden moved to schedule a work session on Wednesday, January 13, at 7:30 pm to create a list of airport projects in priority order to be further discussed at the January 20 Airport Advisory Board meeting and presented to the Board of Commissioners for discussion at their January retreat. Mr. Ish seconded the motion. Motion carried unanimously. Mr. Lambertson was to receive project suggestions from members and prepare a list for review prior to the work session.

- D. Possible Stimulus Funding** – John Massey with Talbert & Bright had informed Mr. Lambertson of possible stimulus funding for runway resurfacing. He had flown in and photographed the runway. Mr. Lambertson was to contact Mr. Massey to see where Currituck was on the list.
- E. Fuel Report** – Mr. Lambertson noted that November sales were down, largely due to bad weather. [Link for November Fuel Report](#)
- F. Discussion on items relative to Nicholson's Point** – Mr. Ish expressed concern about lights reflecting on the water due to the fact that this subdivision will be just south of the runway centerline and adjacent to the Currituck Sound. Commissioner Rorer assured him this had been addressed through the UDO.

8. Member Comment

Mr. Snowden suggested keeping an eye on activities at the Elizabeth City airport with a view to attracting some of those businesses to Currituck.

He also expressed concern with the development of the adjacent industrial park. He felt that any businesses should be aviation friendly.

He suggested a joint meeting with the Economic Development Board. Ms. Hall was also in favor of a joint meeting. Commissioner Rorer related that joint meetings had been discussed not only with the Airport Board but with Tourism Advisory Board and the Chamber committee on governmental affairs. Mr. Snowden felt that liaisons should attend the various board meetings to assure cooperation among the boards. He particularly felt that a joint meeting with Travel and Tourism should be scheduled regarding the promotion of NCFlyPorts.

Following further discussion on a joint meeting with the ED Board, it was agreed that Ms. Hall and Mr. Snowden would attend the next ED meeting and invite them to a joint meeting.

Mr. Snowden also expressed concern with growth of vegetation at the airport end of the second culvert from US 158 under Maple Road. He suggested requesting DOT to cut it down before it grew to a size to prove hazardous to the airport.

Following a brief discussion regarding Currituck airport being the gateway to the outer banks, Mr. Snowden moved to recommend that the airport call letters be changed from KONX to KOBX. Mr. Ish seconded the motion. Motion carried unanimously.

9. **Airport Manager's Comments**

- A. **Golf Cart and Ice Machine** – Mr. Lambertson reported the golf cart had been in service for a month. However, it did not come with a windshield and he planned to have one installed. Suggestions for vendors were offered by members. A sign would also be applied noting that the golf cart was funded by NCFlyPorts. A similar sign would be applied to the ice machine, which was also in place.
- B. **Counter Security Gate** – Gate was installed and complete.
- C. **AWOS** – AWOS has been repaired. Sensor was replaced and temperatures are being reported correctly.
- D. **Fire Truck Radio** – County Manager denied request as fire departments should have funds available in their budget for their equipment; however, a radio had been donated to the fire department.
- E. **Airport Rules and Regulations** – Mr. Lambertson had not had opportunity to update but would do so.
- F. **Re-partitioning A1T/A6T** – Mr. Lambertson was preparing a Request for Proposals; however, some materials were already on hand.
- G. **Security Cameras** – Mr. Lambertson has earmarked \$15,000/\$1,500 from Vision 100 funding for the cameras. Finance Director is to determine if funds are already on hand or if application needs to be made for new funds. This will be for an 8-10 camera system with monitor in outer office behind security gate accessible by a laptop.

Mr. Snowden asked if security gate was funded by NCFlyPorts. Mr. Lambertson responded that the balance not funded by NCFlyPorts would be paid from the capital improvement line item. Mr. Snowden made a statement for the minutes that if the fire department had the courtesy to buy the foam truck for the airport, the county should have had the common decency to provide the radios from the capital improvement budget.

Mr. Lambertson remarked that it had been a good meeting and it would be nice if all meetings could be limited to an hour and a half.

10. Announcements

There were none.

11. Adjourn

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