

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
July 22, 2009**

A regular meeting of the CCAAB was held on July 22, 2009, at the Terminal Building Conference Room. Members present: Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, Dave Messina, John Snowden and new member Jerry Malesky. Also present: Commissioner John Rorer, Commissioner Chairman Owen Etheridge, Roger Lambertson, Airport Manager, and Dan Scanlon, County Manager. Guests: Richard Todd, Greg Wirth, Debbie Rorer, Mrs. Ish, and representatives from Kitty Hawk Kites.

1. **Call to Order** – Vice-Chair Hall called the meeting to order.
2. **Welcome Members and Guests** – Vice-Chair Hall welcomed new member Jerry Malesky, Interim Airport Manager Roger Lambertson and other members and guests.
3. **Additions or Deletions to the Agenda** – Mr. Snowden moved to delete item 7.A. from the agenda since the Board of Commissioners had already approved the plan. The motion was seconded and passed. Mr. Snowden moved to add to Old Business a discussion on requesting an airport audit. The motion was seconded and passed. Agenda was approved.

4. Public Comment

Mr. Messina advised of an overcharge on fuel for his personal aircraft on July 3 and requested reimbursement. It was suspected that the problem was due to low fuel at the pump.

5. **Election of Chair** – Mr. Messina nominated Denise Hall as Chair. Ms. Gilbert seconded the nomination. Ms. Hall was elected as Chair.

Mr. Ish moved to fill the Vice-Chair position left by Ms. Hall. Mr. Snowden seconded the motion. Motion carried.

Mr. Ish nominated Marion Gilbert. Mr. Snowden seconded the motion. Ms. Gilbert was elected as Vice-Chair.

6. **Approval of June 17, 2009, Minutes** – Ms. Gilbert moved to approve the June 17, 2009, minutes as submitted. Mr. Bryan seconded the motion. Motion carried.

7. Old Business

- A. **Recommendation on Maple/Barco Small Area Plan – Deleted**
- B. **Report on Status of Bird Proofing of Hangars** – Mr. Lambertson reported that the project was approximately half finished. Aluminum strips were being installed on the outside and, to determine that the strips were not interfering with the opening and closing of the sliding doors, the doors were having to be unlocked and opened.

As a result of the bird proofing, the Crawford Fire Chief expressed concern that the hangars would be air tight, causing potential fume buildup resulting in potential explosion. Therefore, James Mims, Fire Marshal, a Building Inspector, Lineman Glenn Brinkley and Mr. Lambertson conducted an inspection the previous Friday. Mr. Mims concluded that the hangars would not be air tight. However, as a result of the inspection, the Fire Marshal and Inspector determined there were discrepancies noted in most hangars, particularly relating to fire extinguishers and extension cords, and had submitted a report. Mr. Lambertson distributed a letter he had prepared to be sent to each hangar lessee regarding the report. He requested that any members leasing a hangar take note and correct any pertinent discrepancies. He requested that they call him with any questions.

Mr. Scanlon related there was an issue with using hangar B-1-C for maintenance since it was not fireproofed. Fireproofing was believed to be expensive. Although A1-A6 was smaller, it was grandfathered and would not require further expense to allow for maintenance and annuals. There was discussion regarding these issues. Mr. Ish moved to change the recommendations to reflect that B-1-C would be available for transient storage use only and, if not already under contract, hold out A1-A6 for maintenance. Mr. Bryan seconded the motion. Motion carried.

- C. Report on Results of Survey on Airport Amenities** – Mr. Scanlon reported there was no one item that was deemed as the number one priority. Mr. Messina expressed the advantage of a golf cart or luggage cart for visitors. An APU (auxiliary power unit) and tug were also discussed. Mr. Todd questioned offering amenities to transients who did not purchase fuel or pay a landing fee. Ms. Hall mentioned that had been discussed at a previous meeting.

Mr. Snowden moved to have the Airport Manager investigate cost for a golf cart and cost for an ice machine and bring back to the board for recommendations. Mr. Messina seconded the motion. Motion carried.

Mr. Snowden moved to investigate initiating a landing fee based on weight to be waived with fuel purchase. Mr. Bryan seconded the motion. Motion carried. Fees would also be waived for those leasing hangars and tie-downs.

- D. Discussion of Airport Audit** – Mr. Snowden questioned the communication of board recommendations to the Board of Commissioners. Following discussion of several items, Ms. Gilbert moved that she research the minutes from January 2009 forward and provide a list of recommendations to Commissioner Rorer which he would relate to the full BOC during the Commissioners' Comments item. Mr. Messina seconded the motion. Motion carried.

8. New Business

- A. Discussion on Use of Lockers** – Mr. Scanlon distributed a list prepared by Mr. Lambertson showing 11 lockers and locker users, if known.

Following discussion, Mr. Snowden moved to recommend that the Airport Manager and County Attorney draft a policy for locker use and that any unidentified lockers, after three months' notice, be opened and the contents locked away elsewhere until claimed. He amended the motion to designate the lockers for tie-down lessees (7) and transients (4). Hangar lessees would not be eligible for lockers. The motion was seconded. Motion carried.

- B. Discussion on Cooking in Conference Room** – Mr. Scanlon related the reason for the discussion item was that apparently food was being fried, causing grease buildup in vents, etc. There was no problem with holding the gatherings. He asked if the board had any recommendations. Mr. Messina noted these get-togethers were no longer taking place. It was suggested that a sign be posted to indicate “microwave cooking only.” Any additional measures were to be left to the discretion of the Airport Manager.
- C. Discussion on Scheduling and Rules for Use of Conference Room** – Mr. Scanlon related that Mr. Lambertson was preparing a web-based calendar to allow for reservations through the Airport Manager by those who have concession agreements as well as community groups.
- D. Discussion on Constructing a “Wash” Pad at the End of Hangar C** – Mr. Scanlon reported that a Hangar C tenant had requested to be able to wash his plane in front of his hangar. Because of space, this brought up the concern of blocking the area from other tenants. Mr. Ish moved to install a hose bib for a wash area on the runway side of Hangar C. Mr. Snowden seconded the motion. Motion carried.
- E. Discussion on Policy on Long Term Parking** – Following the discussion, staff was to prepare a policy and bring back to the board for consideration.
- F. Discussion on Airport Staffing during Major Holiday Weekends** – Mr. Messina expressed the need for a staff person's presence during holidays. The County Manager was to look into it.
- G. Discussion on Posting Emergency Numbers near Fuel Pumps** – Mr. Messina stressed the importance of having emergency numbers posted at the fuel dispensing site. The Airport Manager was to handle that.
- H. Planning for “Airport Days” Event** – Several types of events to promote the airport were discussed. Ms. Gilbert agreed to form a subcommittee to look into the various activities and bring back recommendations.

9. Member Comment

Mr. Snowden suggested creating a database of visitors' N#s or fuel receipts for the purpose of sending visitors a letter thanking them for their patronage.

Mr. Snowden also suggested approaching the State about cutting the trees at the end of Maple Road.

Mr. Messina suggested that an anchor, such as UPS, was needed at the airport.

10. Announcements

- A. Pass card available at Emergency Management. Call for Appointment (232-2115 – ask for Mary Beth or Tonya).

11. Adjourn

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