

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
March 11, 2009**

The meeting of the CCAAB was held on March 11, 2009, at the Terminal Building Conference Room. Members present: Chairman Jim Winebarger, Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, and John Snowden. Absent: Dave Messina. Also present: Commissioner John Rorer and Wayne Leary, Airport Manager. Guests: Debbie Rorer, Darcie Messina, Leland Gibbs, John Harris, and Bruce Weaver.

1. **Call to Order** – Chairman Winebarger called the meeting to order.
2. **Welcome** – Chairman Winebarger welcomed members, new members and guests.
3. **Approval of Agenda** – Ms. Hall moved to approve the agenda with amendments. Mr. Ish seconded the motion. The amended agenda was unanimously approved.
4. **Public Comment** – Ms. Gilbert requested that the date for next month's meeting be set. This would be discussed later in the meeting.

5. **Approval of Minutes** – This item was omitted. Continued to next meeting.

6. **Business Items:**

a. **Old Business**

- 1) **Review of County Ordinance** – Chairman Winebarger distributed copies of the January 5, 2009, ordinance and requested members to review.
- 2) **Review of proposed hangar**– Chairman Winebarger presented a revised hangar rate schedule that he developed with the County Manager. Following several suggestions and discussion, Ms. Hall moved to recommend to the Board of Commissioners that the hangar rates be set by the Airport Manager and County Manager and that the Airport Board not be involved in the process. Mr. Bryan seconded the motion. Motion carried unanimously. The Board recommended that the rates be reviewed at least annually.

Tie-Downs – There was a discussion on tie-down fees and members agreed that this fee should also be set by the Airport Manager and County Manager.

Operating agreement rates – Chairman Winebarger reviewed previous recommended rate. He referred to an agreement with **Kitty Hawk Kites** which was never fully executed and was actually higher than recommended at the last meeting. Ms. Hall moved to recommend the amended concessionaire agreement rate for Kitty Hawk Kites as presented. Mr. Snowden seconded the motion. Following discussion, motion carried unanimously. Chairman Winebarger was to discuss the rate with the County Manager as there were some questions over the numbers that were used in setting the rate.

Fixed Wing Flight School - Ms. Hall moved to recommend concessionaire's fees for flight schools as presented. Ms. Gilbert seconded the motion. Motion carried unanimously.

Rental Cars – Mr. Snowden moved to recommend that the County Manager review the concessionaire agreement with Enterprise to see if a portion of the proceeds collected for rental cars at the airport could be returned to the airport. Ms. Hall seconded the motion. Motion carried unanimously.

3) Airport Manager Report

Personnel – Robert Alphin will return to work on Tuesday, March 17. Interviews will be conducted for the second opening on Friday 13 by Human Resources Director Derinda Leary and the Airport Manager.

Budget – The budget was submitted for the years 2009-2010 and 2010-2011. After the rental rates are set, the Airport Manager will submit an amended budget.

Division of Aviation – Manager reported that Bill Williams, Director of Division of Aviation, who is an exempt employee, was dismissed without cause stated, and his last day is March 20.

NC Aeronautics Council – The March 17 meeting scheduled to be held in Currituck was relocated to Raleigh in light of the situation with Bill Williams. DOT officials believe that more of Bill's friends will be able to attend the meeting in Raleigh.

2009 Airport Conference – Mr. Leary announced that the conference will be held at the Embassy Suites Concord Resort & Spa from April 29 to May 1. It was recommended that the Manager and two or three of the Board Members attend in light of the economy rather than a larger number that have attended in the past. Members will let the Manager know by next Monday, March 16, if they can attend.

4) Fuel Report – There were no comments or questions.

b. New Business

1) Public Meeting Law – Chairman Winebarger distributed and briefly reviewed a handout regarding the public meeting law as drafted by Attorney General Roy Cooper.

2) Procedural Rules – The County Attorney recommended that the board adopt procedural rules. Chairman distributed a copy of BOC rules. He asked for review and discussion at a future meeting.

3) Recognition of former CRAAB members – Ms. Hall stated that she believed former board members should be recognized beyond the short letter that is sent out by the County. She made a motion that a certificate be presented by the Airport Board to former members, and the motion was seconded by Ms. Gilbert. Motion passed unanimously.

- 4) Security at the Terminal Building** - At the request of David Messina, Chairman Winebarger read an email suggesting that measures be taken to keep people from skate boarding in the terminal building and vandalizing the building. Mr. Messina described an incident which he witnessed on Saturday afternoon, March 7, before notifying the Airport Manager that he was locking the door. Mr. Leary noted measures which had been taken regarding locking the doors at 5:00. Chairman Winebarger concurred that the incident was unacceptable and asked the Airport Manager to report back to the Board next month on what actions had been taken.

Mr. Messina also requested in his email that the donation plaque for the flat screen TV be installed without further delay.

Chairman Winebarger mentioned requiring a background check for members serving on the Airport Board. He asked members to consider that.

- 5) Letter of Appreciation for Bill Williams** - The Board voted unanimously for the Airport Manager to write a letter of appreciation to Division of Aviation Director Bill Williams for service to the state and his support of the Currituck County Regional Airport.

- 6) Next Meeting Date** – The next meeting will be held as regularly scheduled on April 15.

Prior to adjourning, Mr. Harris had some concerns with the figure for the Kitty Hawk Kites operating agreement. He stated that KHK could not sign an agreement for the figure recommended. Chairman Winebarger agreed to bring the concerns to the County Manager.

7. Adjourn

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