

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
May 20, 2009**

A regular meeting of the CCAAB was held on May 20, 2009, at the Terminal Building Conference Room. Members present: Chairman Jim Winebarger, Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, Dave Messina, and John Snowden. Also present: Commissioner John Rorer, Commissioner Chairman Owen Etheridge, Dan Scanlon, County Manager, and Eric Weatherly, County Engineer. Guests: Leland Gibbs, Tom Brady, O. McCoy, and Gary Ambrose.

1. **Call to Order** – Chairman Winebarger called the meeting to order at 7:15 pm following a walking tour of the airport facilities.
2. **Welcome** – Chairman welcomed members and guests, and recognized Chairman Etheridge and County Manager Scanlon.
3. **Approval of Agenda** – Mr. Snowden moved to add Discussion and Possible Action on County Attorney's Report as Item 6.a.4. under Old Business. Ms. Gilbert seconded the motion. Motion carried. Ms. Hall moved to approve the agenda. Mr. Snowden seconded the motion. The agenda was approved.
4. **Public Comment** – Chairman opened the floor for public comment.

Leland Gibbs referred to his statement distributed at the last meeting and expressed his dissatisfaction with recent events which changed the airport from the friendly place it used to be to a place where no one wants to be.

Tom Brady stated that he had worked hard to attract corporate aircraft to the airport; and to have a business and the owner's name listed in the newspaper because he was one week late on his hangar rent was unacceptable and an embarrassment.

There being no further comments, Chairman closed the public comment period.

5. **Approval of Minutes** - Ms. Gilbert moved to approve the April 15, 2009, minutes as submitted. Ms. Hall seconded the motion. Minutes were approved.
6. **Business Items**

a. Old Business:

1. **Corporate hangars** – Mr. Ish questioned whether corporate hangars would be reserved exclusively for larger aircraft. He felt that consideration for any hangar should be given to those on the waiting list. There was some discussion on the definition of "corporate." Chairman noted that at the May 12, 2009, special meeting, the Airport Board had voted to authorize the County Attorney's office to administer the leasing of hangars. He had also requested the County Attorney to verify that no conflict with terms of Division of Aviation funding was occurring by allowing smaller aircraft to be housed in the larger hangars.

Mr. Scanlon related that the County Attorney's office was attempting to lease the hangars by working down the waiting list. If two or three small aircraft owners wanted to share a large hangar, it was the plan to permit that. Commissioner Rorer noted that all tenants and aircraft would be listed on the lease and all parties would be required to sign.

Mr. Snowden questioned the availability of a large hangar for an aviation related business if all hangars were leased for general aviation. Mr. Scanlon related staff's idea of leaving a space vacant for weekly rental to anyone requiring space for maintenance or repair of aircraft with the possibility of also storing the tractor, until such time as the area may be needed by an aviation related business. Mr. Messina related that, although nesting of planes is a common practice, the vote by the BOC was with the stipulation that the new hangars would be occupied by larger aircraft. He felt that, if any other plan was put in place, it should also be done by BOC action. Ms. Hall suggested a month-to-month rental for nesting with the understanding that there could be a time when a corporate jet may require the hangar.

Mr. Scanlon gave the report on hangar leases to date. With the exception of A1 & A6, Hangar A was full. Most contracts had been signed and returned. Contracts had been sent out for Hangar B with the exception of the end units. One contract had been signed for Hangar C and 1 more was expected, leaving 3 vacant. He noted there was one tenant with an issue to go before the BOC. Those tenants with delinquent payments were now current. People on the waiting list were being contacted and contracts were getting ready to go out.

Mr. Ish suggested one C building hangar be kept available for transit aircraft in case of emergency and that the availability be advertised. This same hangar could also be used temporarily for aircraft maintenance and county equipment storage.

Mr. Messina expressed the need for an on-site mechanic and that a large hangar should be provided for same. He felt this opening should also be advertised.

Chairman stated that another 10,000 sq.ft. building would be desirable in the future for FBO and county use.

Mr. Snowden moved to hold one end unit open in Hangar B for transient, commercial, etc. use, and replace the wall between A1 and A6 to accommodate two small aircraft. Ms. Hall seconded the motion. Motion carried.

Mr. Scanlon would authorize the County Attorney to move forward with leasing Hangar C spaces.

2. Security – Ms. Gilbert felt the gates had been addressed by Mr. Weatherly. Chairman asked for clarification on required heights of fences, since they varied. He also reintroduced the suggestion of background checks of members to see if there was any interest in

pursuing that. Mr. Messina was concerned about those who may have access to the hangars.

Mr. Scanlon related that all hangars would be re-keyed with only three keys available for each. One would be kept by the Airport Manager, one in Public Works and the third by the lease signer. He was recommending a once-a-month inspection to determine compliance with the hangar lease rules and regulations by the tenant (for safety and security) as well as to determine if the space was being properly maintained by the County as the landlord. A log would be maintained listing the inspector and the findings. A key would be accessible to emergency responders. Surprise inspections were discussed and Mr. Scanlon stated it was not the intention of County staff to police the area. Appropriate staff would be called in if irregularities were noted as a result of regular inspections. The past few weeks had been a learning experience for both the Airport Board and the County. New rules and regulations would need to be put in place for the Airport Manager and operations would move forward.

3. Waiting list / Regulations – Chairman had emailed the most recent documents which had been approved by the Airport Board. He asked for comments. Mr. Scanlon asked for a recommendation from the Airport Board which he could take to the BOC for action. There was discussion on the listing of the aircraft for ad valorem taxes as a condition for hangar rental. Mr. Ish objected to the requirement. Mr. Ish moved that the revised documents be discussed further before making a recommendation. The motion was seconded. Motion carried.

4. Discussion and Possible Action on County Attorney's Report – Mr. Snowden questioned hangars which, although reported as vacant at the time of the County Attorney's inspection, were occupied by aircraft. He was concerned about the image of the airport and the Airport Board with respect to possible conflict of interest. Chairman noted that any questions had been explained to the satisfaction of the County Attorney and County Manager. Following further discussion between Mr. Snowden and the Chairman, Ms. Gilbert stated that any issues such as had been under discussion should be addressed in a business-like manner with the Chairman in charge of the proceedings. Chairman restated that Mr. Snowden's questions had already been answered by the County Attorney.

Mr. Messina suggested it would be advantageous to have a presentation on the role, responsibilities and liabilities of an advisory board. Mr. Scanlon related that he and the County Attorney could provide that information, if the Board wished. Ms. Hall moved to include the presentation at a future meeting. Ms. Gilbert seconded the motion. Motion carried.

b. New Business

1. Airport Manager status – County Manager – Mr. Scanlon reported that, although the Commissioners had not discussed the issue as a

board, he felt there was a commitment to fill the position. They would be looking for input from the Airport Board regarding redefining the Airport Manager's responsibilities. Since the airport is so closely related to economic development, there had been mention of bringing it under that department in some way instead of engineering. One improvement goal would be communications. Mr. Messina stressed the importance of maintaining a close relationship between the airport and the Division of Aviation. Mr. Scanlon described the recruitment process and estimated at least 90 days before the position could be filled. However, staff members had stepped up and were covering the various responsibilities connected with airport operations.

2. Operations / Procedures / Communications – County Manager –

Mr. Scanlon related the meetings would be recorded and minutes prepared by his administrative assistant, Mary Gilbert. Minutes are posted to the county website. A staff person would be assigned to the Airport Board to assure that a line of communication is maintained between the BOC and the Airport Board.

7. Member comments

Ms. Hall stated that the board should go forward and work cohesively.

Ms. Gilbert thanked Mr. Scanlon for the tour and information and the other members for their patience.

Mr. Bryan urged the board to work as a team.

Mr. Snowden stated there were complaints from the citizens of Woodard Acres about low-flying helicopters. He also noted there was some misinformation being spread around that he had spoken to Ben Woody about clearing up. He suggested a joint meeting with the Economic Development Board and/or the Travel and Tourism Board for airport promotion. He also suggested a sign-in policy for visitors to the airport.

Commissioner Rorer agreed that the promotion of the airport was important and that events should be planned to bring the community out to see their tax dollars at work.

Mr. Messina reported on the success of his recent training session with the volunteer fire departments. Another was being planning for the Fall. He also reported that Rick Webb had facilitated the donation from NASA-Langley of a corporate jet fuselage for rescue simulator training. He also suggested that all new lease holders be furnished with ID cards.

Commissioner Rorer asked about public Wi-Fi connection for the building. Mr. Scanlon noted that Hughes Net and cable accounts were being brought current by the Finance Department and should be reconnected soon. ITS was working on Wi-Fi.

Chairman mentioned that the plaque for the pilot-donated TV needed to be hung. Mr. Scanlon was to have that done.

8. Adjourn

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