

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
October 21, 2009**

A regular meeting of the CCAAB was held on October 21, 2009, at the Terminal Building Conference Room. Members present: Marion Gilbert, Denise Hall, Ed Ish, Jerry Malesky, Dave Messina, and John Snowden. Also present: Commissioner John Rorer and Roger Lambertson, Airport Manager. Guests: Debbie Rorer and Bruce Weaver. Absent: Gary Bryan.

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** – Commissioner Rorer requested the addition of Item 6E. Discussion and recommendation on airport expansion. Mr. Ish asked for an Update on Weather System, and Mr. Snowden requested an Update on Holiday Staffing. Mr. Snowden moved to approve the agenda as amended. Ms. Gilbert seconded the motion. Agenda was approved.

4. **Public Comment**

Mr. Messina thanked the board for their approval of his proposal regarding the possible location of an FBO. However, the FBO he had in mind did not work out.

Mr. Messina also had a request regarding another aircraft he was purchasing which needs some sheet metal work. He would be leasing a tie-down for the new plane; however, he was requesting permission to switch his planes in order to utilize his leased hangar when performing the sheet metal work. Following discussion on actions permitted under the airport rules and regulations, Mr. Snowden moved to add an item as 7E. Consideration of Mr. Messina's request. Motion carried.

5. **Approval of September 16, 2009, Minutes** – Mr. Snowden moved to approve the September 16, 2009, minutes as submitted. Ms. Gilbert seconded the motion. Motion carried.

6. **Old Business**

- A. **Status of NCFlyPorts funding and purchases** – Regarding the security cameras which were on the list at the last meeting, Mr. Lambertson learned that the airport should be eligible for a 90/10 grant from Vision 100 funds administered through the Division of Aviation for a \$10,000 security system. He was pursuing that avenue. If that did not come through, the county could still purchase the \$1,000 system from Sam's Club.

Therefore, he had submitted to NCFlyPorts a request for golf cart, ice machine, pressure washer and if any balance, funds for the security gate. NCFlyPorts declined the pressure washer as not related to passenger amenities. Items approved were the ice machine which will cost \$1,812

including delivery and the golf cart at a cost of \$2,275, leaving approximately \$1,000 toward the \$3,400 contract for the security gate at the counter. The gate should be completed in 4-6 weeks. The golf cart is ready to be picked up. Once paid receipts were submitted to NCFlyPorts, the County would be reimbursed.

- B. Security cameras** – Reported in previous item. Mr. Rorer stressed the need for high speed internet service to the building, with WiFi hot spot, for the public access. This was to be placed on the next agenda for discussion and recommendation.
- C. Fire Truck/Fire Rating** – Mr. Messina reported he had met with Fire Chief Dailey and learned the foam truck was ready to go and the fire department needed to know how the Airport Board would like to move forward with stationing the apparatus. The Fire Chief had been assured by the previous Airport Manager that the Airport Board would contribute a unit radio and portable radio with aircraft band for use by the fire department during an airport emergency. The two radios were estimated to cost approximately \$2,000. He noted that the fire department had gone to some trouble and expense to put together the unit, although the foam unit and light bar had been donated. There was discussion about location of the truck, placement of a through-the-fence fire station, past discussions on the subject, and updating the master plan to include on-site fire services. Mr. Messina moved to recommend that the airport pay for the radio equipment – one base unit radio and one portable radio – for use with the foam truck. Ms. Gilbert seconded the motion. Motion carried unanimously.
- D. Posting Emergency Numbers** – Numbers have been posted.
- E. Discussion and recommendation on airport expansion** – Mr. Rorer asked for a recommendation from the Airport Board to the County Manager that the process be initiated for construction of a general purpose building. Mr. Ish noted that had been recommended during that last meeting. Mr. Rorer related that it had not been brought before the Board of Commissioners. Mr. Messina recalled that a 10,000 square foot building had already been approved and county funding appropriated by the Board of Commissioners years ago. He called for an investigation into the reason that had not been done. Although Mr. Rorer had referred to it as a general purpose building, he stated the goal was to attract a commercial operation to the airport. In the meantime, it could be used for multiple aircraft storage, overflow and equipment. Mr. Messina noted the building was to have served the purpose of a repair facility as well as a radio (avionics) shop. Mr. Lambertson related that he had talked with the County Manager about building 12,000 square feet. He remarked that, although the building had been funded, since it was not built, the funds could have been used for another purpose. Mr. Rorer related that previous funding was not the issue. The County has the resources to do it and the bidding process needs to start or the same discussion will be taking place a year from now. It was agreed that a 12,000 square foot building was needed. Mr. Malesky asked what the next step should be, since there was already an approved motion to move forward. Mr.

Lambertson had been told that two commissioners were not in favor of building more T-hangars. Mr. Rorer noted that the subject needed to be put before the entire Board of Commissioners for action.

Mr. Messina asked about the status of the Master Plan. Mr. Lambertson responded that the latest update was the year 2000. Mr. Messina said that nothing happens without an up-to-date Airport Master Plan with regard to state funding and grants, everything. That is the bible, the way things flow. The Airport Board is sadly in need of an updated Master Plan. He felt that should be accomplished first, then recommendations would have more backbone. When questioned by Mr. Rorer, Mr. Messina agreed that the 10,000 sq.ft. building was in the Master Plan. There was further discussion on the Master Plan update. Mr. Snowden suggested reviewing the Master Plan at the next meeting. Mr. Lambertson planned to write a letter to the County Manager to take to the BOC for approval the 12,000 sq. ft. building as well as another bank of T-hangars. Mr. Snowden moved to recommend writing the letter for expansion, as Mr. Lambertson described, with appropriate justification being that all hangars are full. Mr. Ish seconded the motion. Mr. Lambertson was to distribute to members for comment. Motion carried.

- F. Update on Weather System** – Mr. Lambertson explained that there was a problem with the temperature sensor on the AWOS. It was registering inaccurate readings, lower than the actual temperature. When the quarterly inspection is scheduled, sometime after the end of October, the inspector will again be apprised of the problem and requested to change the sensor. In the meantime, a statement has been posted after the AWOS message to the effect that actual temperatures are approximately 10 degrees higher than those being reported.

- G. Update on Holiday Staffing** – Mr. Lambertson explained the situation again. He noted that this would not present a problem until May of next year as linemen would not be expected to be on duty during Thanksgiving and Christmas weekends. Mr. Messina suggested offering part-time jobs to high school students during summer vacation for grass mowing and related jobs. Mr. Lambertson related that an intern provided through stimulus funds had been assigned to the Airport during the summer who had performed mowing, trash pickup, etc. Mr. Lambertson was reluctant to allow teenagers to perform fueling tasks, particularly due to liability issues. He stated that the present part-time staff members were a great crew, highly capable, trained, and mature individuals. Also, he did not know if they had ever been asked to work on holidays. Mr. Rorer stated that Currituck deserves to have the airport staffed on holidays. Mr. Messina moved that HR do a work study and make recommendations to the Airport Advisory Board regarding staffing and holiday operations. Mr. Snowden seconded the motion. Motion carried.

7. New Business

- A. Update of Airport Rules and Regulations** – Mr. Lambertson had received a copy electronically and suggested that he review it and make changes as he deemed appropriate, then distribute to members for

comment. Mr. Rorer felt that the rules and regulations were too restrictive, particularly concerning activities and uses permitted in the hangars.

- B. Enforcing current Rules and Regulations** – As long as the current rules and regulations are in effect, Mr. Lambertson stated that they have to be enforced. He noted a tenant who was annoyed when told he could not park his car on the grass.
- C. Long Term Transient Parking** – Mr. Lambertson asked the question about when should a transient aircraft owner be charged when the aircraft has been parked in a transient tie-down space for weeks at a time, particularly since the owner at one time paid for a tie-down, then gave it up and left the airport. There was discussion about length of time permitted, charging for exceeding a specific time, or requiring a tie-down lease agreement when the owner is perceived to be abusing the transient line. It was agreed that the Airport Manager should have a policy which he could impose at his discretion. Mr. Lambertson was to draft a policy and bring it back to the next meeting.
- D. Enquiry about Banner Towing Operation** – Mr. Lambertson related that a banner towing operation had approached the Economic Development Director with the proposal for moving two planes to the airport as soon as possible so the banner towing operation would be ready by May 2010. He is also interested in starting a flight school and would be very interested in occupying the 12,000 sq. ft. building when it is constructed for a ground school and maintenance service. It has been discussed with the County Manager who was amenable to replacing the wall between Hangars A1 and A6 since this is a potential economic development commercial activity. The office and storage area could also be included. Mr. Lambertson had observed and been impressed with the other operations of the proposed business. Mr. Messina was adamantly against allowing this type of operation without a thorough investigation and a concession agreement. Ms. Hall felt that the commercial hangars should not have been leased to other than commercial operations. Mr. Snowden and others were critical of banner towing operations.
- E. Consideration of Mr. Messina's request** – Mr. Ish moved to let the Airport Manager decide what Mr. Messina could do in his hangar. Mr. Malesky seconded the motion. Motion carried.

8. Member Comment

Ms. Gilbert related she would call a meeting of the PR Committee prior to the next regular meeting and bring recommendations for the Airport Board to address.

Mr. Snowden suggested apprising the Board of Commissioners of recent accomplishments. Mr. Lambertson noted they had been informed and were pleased.

9. Airport Manager's Comments

No further comments.

10. Announcements

There were none.

11. Adjourn

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