

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

A regular meeting of the CCAAB was held on September 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: Debbie Rorer. 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** – Mr. Snowden moved to amend the agenda by deleting item 6B, Reconsideration of Messina Proposal for Maintenance, and adding the following items which had been requested by various members and airport manager:

- Item 6H Discussion of airport approach
- Item 7B Fuel Truck
- Item 7C Fuel Seminar
- Item 7D Discussion on airport expansion
- Item 7E Discussion on fire rating for airport

Mr. Bryan seconded the motion. Agenda was approved as amended.

4. **Public Comment**

There were none.

5. **Approval of August 19, 2009, Minutes** – Mr. Malesky moved to approve the August 19, 2009, minutes as submitted. Mr. Snowden seconded the motion. Motion carried.

6. **Old Business**

- A. **Airport Amenities Utilizing \$5,000 NCFlyPorts Funding** – Mr. Lambertson reported that he had researched ice machines and recommended purchasing a new machine at an approximate cost of \$1300. He also recommended the pull-down gate for the lobby opening at a proposed cost of \$3500. He noted there was \$20,000 in the budget for capital outlay which could be used for the golf cart, APU, etc. Mr. Lambertson reviewed the quotes for golf carts. Discussion revealed the members favored using capital outlay for the security gate. Mr. Snowden moved to utilize the \$5,000 NCFlyPorts funding for a golf cart, an ice machine and a pressure washer. Mr. Bryan seconded the motion. Motion carried. (See amendment under item 6.F.)

- B. **Reconsideration of Messina Proposal for Maintenance – Deleted**
Mr. Messina withdrew his proposal.

- C. Report on Airport Staffing during Major Holiday Weekends - Mr. Lambertson** related the policy with regard to part-time personnel, in that, if a part-time employee is scheduled to work on a holiday, they are paid for that day but do not have to work. There is no allowance for paying extra to work on a holiday. He mentioned an “on call” possibility but was uncertain how to facilitate that since there are no funds to compensate for being available. Ms. Hall felt that Memorial Day, 4th of July and Labor Day were the days most in need of coverage. Following further discussion, the matter was tabled for further evaluation.
- D. Report on Posting Emergency Numbers near Fuel Pumps – Mr. Lambertson** related that had not been done as yet but numbers would be posted soon.
- E. Report on Planning for Airport Events – Ms. Hall** reported that Ms. Gilbert planned on scheduling a meeting of the committee.
- F. List of Those Using the Airport/Purchasing Fuel – Mr. Lambertson** related the Finance Director had a concern about releasing information which included credit card numbers. Following discussion on the need to know who is purchasing fuel and why they are coming to the airport, Mr. Snowden moved to investigate using resources of Economic Development and Tourism to pursue analysis of data on record to find out who the customers are and try to interact with them. Mr. Bryan seconded the motion. Motion carried.

During the previous discussion, security cameras were mentioned to observe the fuel pumps and other areas. Mr. Snowden moved to revisit item 6.A. under Old Business to address security cameras further. Mr. Malesky seconded the motion. Motion carried.

Mr. Snowden moved to amend his motion in item 6.A. to utilize the NCFlyPorts funding for a golf cart, ice machine, security camera system and pressure washer, if funding permits. Mr. Bryan seconded the motion. Motion carried.

- G. Fuel Sales Accountability Report – Mr. Lambertson** distributed a report obtained from Finance Department.
- H. Discussion of Airport Approach – Mr. Snowden** reviewed the problem area containing trees which needed to be cut down. He suggested swapping the State for another tract of land so the County would be able to clear the problem area of trees. Mr. Lambertson was to contact FAA to determine the extent of the problem and what action may be required. Mr. Snowden also noted the problem with wetlands access in the event of a plane crash and need for an access road. He wanted to keep these issues on the table. Mr. Rorer suggested consulting with Planning and the fire departments.

7. New Business

- A. Fuelmaster Upgrade** – Mr. Lambertson reported on the repairs to the fuelmaster system as well as the upgrade required in order to continue to accept major credit cards, which he was told about after replacing the damaged parts.
- B. Fuel Truck** – Mr. Lambertson had contacted the company about retrieving the truck, at which time the company offered to re-negotiate the lease. With the approval of the County Manager, Mr. Lambertson was able to decrease the rent from \$1,000/month to \$600/month. At this rate, the airport should break even or show a small profit, based on last year's records.
- C. Fuel Seminar** – Mr. Lambertson reported that Robert Alphin had attended a two-day fuel seminar sponsored by Eastern Aviation in order to determine the proper policies and procedures of distributing fuel. Mr. Alphin was to compile a list of necessary items which would need to be put in place in order to be in compliance. Some items had already been implemented.
- D. Discussion on airport expansion** – Mr. Rorer noted the hangars were full. There had been suggested the building of lean-tos for equipment storage, but he stated the County Manager had mentioned going ahead with the 10,000 square foot maintenance building. Mr. Rorer also felt that additional hangars should be constructed until there was no waiting list. He mentioned various methods of funding. He asked for a recommendation from the Airport Board as to what is needed. It was felt that more based aircraft would attract the desired services. Mr. Lambertson felt that Economic Development involvement was also needed to attract corporate aircraft and businesses to the airport.

Mr. Ish moved to look into construction of additional T-hangars and a 10,000 square foot maintenance building. Mr. Bryan seconded the motion. Motion carried.

- E. Discussion on fire rating for airport** – Ms. Hall had a discussion with Fire Chief Chris Dailey regarding several pieces of fire equipment which had been donated and needed a place to be housed. She also talked with Mr. Messina who agreed to chair a committee to pursue getting the airport fire rated. Mr. Dailey needed a recommendation from the Airport Board for support of the fire rating. Members asked for the dimension requirements for the aforementioned equipment. Mr. Ish volunteered to work on the committee to be called the Fire Safety Committee, and Mr. Rorer suggested Commissioner Aydlett would be an effective member. He was to approach him. There was further discussion on the storage of fire equipment. Members felt they needed more information from Chief Dailey before storage of fire equipment. Other solutions were also discussed and Ms. Hall was to contact Chief Dailey.
- F. Food Service** - Mr. Rorer suggested promoting the Cantine to provide meals for visitors. Mr. Lambertson related that they already have that service in place, either by providing the courtesy car and directing visitors

to the Cantine as the closest provider, or taking orders and having the food ready when the plane lands, usually during lunch hours.

8. Member Comment

Mr. Snowden thanked Mr. Lambertson for getting the vine removed from the sign.

Mr. Snowden had noticed a Planning Dept. sign noting proposed permit for NexGen. Mr. Lambertson related that the item had passed and sign would be removed.

Mr. Rorer related that he would be reporting to the Board of Commissioners that the airport was alive and well, hangars are full. Mr. Lambertson added that fuel sales were up.

Mr. Lambertson was commended for getting the rent on the fuel truck lowered.

There was discussion about installing a dividing wall in A1/A6 for leasing since all other hangars are full.

Mr. Snowden suggested having Randall Edwards do an article about the activity at the airport.

9. Announcements

There were none.

10. Adjourn

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