

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
April 28, 2010**

At 7:00 PM, a regular meeting of the CCAAB was held on April 28, 2010, at the Terminal Building Conference Room. Members present: Marion Gilbert, Denise Hall, Ed Ish, and Jerry Malesky. Also present: Roger Lambertson, Airport Manager. Absent: Gary Bryan, Dave Messina, and John Snowden. Guest: Dickie Todd.

1. **Call to Order** – Chairwoman Hall called the meeting to order.
2. **Welcome Members and Guests** – Ms. Hall welcomed everyone.
3. **Additions or Deletions to the Agenda** – Ms. Gilbert moved to approve the agenda. Mr. Malesky seconded the motion. Motion carried unanimously.
4. **Public Comment** – There was no comment.
5. **Approval of March 17 and 23, 2010, Minutes** – Ms. Gilbert moved to approve the minutes as submitted. Mr. Malesky seconded the motion. Motion carried unanimously.
6. **Presentation on Aviation Programs at COA - Elton Stone, Director of Aviation Maintenance Technology, College of the Albemarle**

Mr. Stone did not attend.

7. **Old Business**
 - A. **Discussion of Mott Maintenance Proposal** – Mr. Lambertson distributed copies of the Executive Summary which the members scanned briefly. A copy is attached. He reviewed the highlights of the proposal. They are requesting both A1T and A6T hangars, the office and three tie-downs. Some maintenance would be required, particularly in the office, including a new heat pump. He noted that Peter Bishop, Economic Development Director, had also reviewed the proposal and recommended the concept. While they felt there were some points for negotiation, he suggested the next step would be for the Advisory Board to recommend the concept. Members felt they would like to meet with the company prior to making a recommendation.

Ms. Gilbert moved to request Mott Maintenance to attend the next meeting. Mr. Malesky seconded the motion. Motion carried unanimously.
 - B. **Review of Sun 'n Fun activities at airport. – Jerry Malesky/
Roger Lambertson**

Mr. Malesky reported that he, Mr. Lambertson and Mr. Todd, as well as Mrs. Lambertson on Sunday, provided hot dogs to those that came by, but few came as a result of Sun 'n Fun advertising. Too short notice. More preparation would be needed for next year, utilizing all websites available to the County.

Mr. Lambertson read an email from Mr. Weaver, Kitty Hawk Kites, which reported that approximately half (500) of the airport cards were distributed at the event; however, of the four aircraft that landed Sunday and Monday flying from Sun 'n Fun, none had seen the cards. Mr. Weaver noted that attendance was down at the event.

After checking 22 fuel transactions for the Sunday, about half were during manned hours and the other half were made when no one was on duty.

Mr. Lambertson suggested that, if the Board agreed to a promotion for next year, that planning begin around November and that it be a BOARD function. He also mentioned that fuel prices had been raised 20 cents but were still lower than surrounding areas.

Mr. Lambertson reported that the County Manager had directed the Tourism Department to include in next year's budget funding for Airport Promotion/Advertising.

- C. Update on information from Crawford Volunteer Fire Department –**
Ms. Hall reported that Crawford VFD had received the donation of a crash truck; however, it was in Texas. Chief Dailey had suggested that two Board members fly with him to check it out. She also noted that there was a strong possibility that they would be receiving a grant to help construct a new building at the Barco site. Ms. Gilbert moved to recommend that the VFD approach the County Manager and staff with their request. After a brief discussion, the members agreed that their previous motion of support for the VFD endeavors was sufficient at this time. The motion died for lack of a second.

8. New Business

- A. Report on NCAA Conference – Marion Gilbert/ Roger Lambertson –**
Ms. Gilbert received a lot of valuable information, particularly on tools for advertising and promoting the airport. It exceeded her expectations.

Mr. Lambertson mentioned that the conference will be in Greensboro next year. He hoped to have funding to send at least one Board member.

Mr. Lambertson noted that the most helpful session was on fuel spills. The airport is being required to develop a stormwater pollution prevention plan by the end of the year. During the session, he received the

paperwork and delivered to the County Engineer who had been tasked with preparing the plan.

Mr. Lambertson was also told that the \$5,000 NCFlyPorts check would be cut and should be received in the mail the next week. He agreed that the conference was very informative, especially with ideas for making people aware of the Airport presence. He and Ms. Gilbert briefly described some of the other sessions they attended.

B. Fuel Report [Link for March 2010 Fuel Report](#)

Mr. Lambertson noted that January through March were slow months for fuel sales; however, since April 1, AVGAS sales totaled 7000 gallons and Jet A sales totaled 4000 gallons.

9. Member Comment – Ms. Gilbert expressed her appreciation for allowing her to attend the NCAA Conference.

10. Airport Manager’s Comments – Mr. Lambertson

A. Lineman Position – Two new linemen had been hired. Richard Bounds will be working on Tuesdays and Thursdays and Mark Meredith will work weekends. He described their backgrounds and related that both had been trained and were very capable.

B. Security Cameras – It is still hoped that the cameras may be purchased with Vision 100 funds. Mr. Overman, Albemarle Fence, is assisting with the project and working on an estimate.

C. Airport Identifier – All contacts made regarding changing from ONX to OBX agreed that FAA does not usually approve changes. There was mentioned the slight chance by obtaining assistance from political representatives. Ms. Gilbert volunteered to talk with commissioners and John Snowden, who she felt had researched the process.

D. 2010 Aeronautical Charts and 2010 Airport Guides – A box of each were brought back from the Conference and are available in the Airport office.

E. National Learn to Fly Day - Mr. Lambertson distributed handouts from EAA describing May 15 as Learn to Fly Day and requesting airports to observe it.

F. Bird-proofing Hangars – Although this project was completed last year, the contractor stated he would not know until spring if it was effective. Somehow the birds are getting into the hangars. The contractor has been responsive to complaints.

G. Oil Disposal – A barrel for disposal of used oil has been placed next to the fuel tanks. Hangar tenants will be directed to dispose of used oil in the barrel as opposed to keeping containers in their hangars. This will also benefit the County as there is a collection service which will pay for the oil. Notification will be sent out with new leases.

H. Airport Stamps – The NCAA provides a stamp with the identifier for each airport. Some pilots have their books stamped at each airport stop. The stamp usually stays locked up; however, a request has been made to make it available after hours, so it will be tethered in a public area for better access.

11. Announcements – The next meeting will be May 19.

12. Adjourn

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

MCMCM LLC

(Aircraft Services')

(757) 650-2420

Executive Summary

MCMCM LLC (Aircraft Services) is the desire of Charles A Mott, Jr. and Mary C Mott, who together have over 50 years experience in customer service and satisfaction. Both have a dream of starting up their own company and offering better service to their clients than their competitors.

1.1 Objectives

The objectives over the next year for MCMCM LLC are the following:

- Build customer base steadily through the year.
- Institute a program of superior customer service through rigorous evaluation of service experience.
- Acquire services of subcontract mechanics.

1.2 Keys to Success

In the aircraft repair industry a company builds its client base one customer at a time and mostly through word of mouth marketing. With this in mind, the keys to success for MCMCM LLC are:

- High-quality work.
- Constant contact with clients so as to keep them informed about the state of their aircraft and the repair job progress.
- Knowledgeable mechanics that are friendly, customer oriented, and will take the time to explain to customer the intricate nature of our business and our work.

1.3 Mission

The mission of MCMCM LLC (Aircraft Services) is to provide high quality, convenient and comprehensive aircraft repair at low cost. The most important aspect of our business is trust. It is the goal of our firm to have 100% customer satisfaction in regards to quality, friendliness, time to completion and to discover new ways to exceed the expectations of our clients.

Company Summary

The company will be a partnership with Charles A Mott, Jr. and Mary C Mott, each owning 50% of the company. The company will be a limited liability company registered in the state of North Carolina. The firm will have facilities at KONX Currituck County Airport. The facilities will contain a two-bay hangar, office space and three tie down locations for customer drop off and transition.

The company has self funding and currently is not seeking a loan in order to finance the start of operations for the company. Each of the principals will be equally financing the startup with cash equity.