

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
February 17, 2010**

A regular meeting of the CCAAB was held on February 17, 2010, at the Terminal Building Conference Room. Members present: Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, Dave Messina, and John Snowden. Also present: Commissioner John Rorer. Absent: Jerry Malesky and Roger Lambertson, Airport Manager. Guests: Darcie Messina, Bruce Weaver, Ginger Sikes and Mario Asaro.

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 requested the addition of a discussion on a “Meet and Greet’ prior to the next meeting inviting the airport tenants. This was added as Item D under New Business.

4. **Public Comment**

Ginger Sikes, Animal Lovers Assistance League, asked permission to hold Bark in the Park in one of the hangars on October 9 in case of inclement weather preventing the use of Maple Park, the planned event site. Mr. Messina explained the requirements for such an event regarding FAA and NOTAM; however, he suggested that the tenant in the end corporate hangar might be approached. He suggested contacting the Airport Manager. Mr. Snowden was concerned that opening up the airport for such an event may lead to other requests. Mr. Bryan moved to contact the County Attorney to address the issue. Mr. Snowden seconded the motion. Motion carried.

Mr. Messina requested to speak as a non-member. He expressed his frustration with making payments to the County for hangar rents. However, after three incidents, he felt that the situation had been resolved. He also pointed out that the hangar leases do not indicate how to make out the check and where to mail it. He had advised the County Attorney of same. Mr. Snowden recommended that wording be added to the contracts to indicate mailing address as well as physical address for payments. He also recommended that a courtesy letter be sent to current tenants furnishing that information.

5. **Approval of December 16, 2009, Minutes and January 13, 2010, Work Session Minutes** – Mr. Messina noted that hangar A1T is currently leased for six months. Ms. Gilbert moved to approve the minutes as

submitted with the noted amendment to the January 13 minutes. Mr. Messina seconded the motion. Motion carried unanimously.

6. **Election of Chair and Vice-Chair** – Mr. Ish moved to elect the same officers for another year. Mr. Bryan seconded the motion. Motion carried unanimously. Ms. Hall will serve as Chair and Ms. Gilbert as Vice-Chair.

7. **Old Business**

- A. **Priority of Airport Projects** – Ms. Hall noted that, during their retreat, the Commissioners approved moving forward with expansion of the north end taxiway utilizing funding already appropriated. Members asked if official action had been taken during a regular BOC meeting, but nothing was found.

8. **New Business**

- A. **Discussion on Marketing Strategy for Sun ‘n Fun 2010** – Mr. Messina described the event which takes place April 13-18 in Lakeland, FL. Currituck is in a good position for attracting aircraft on their way to and from the event. He made several suggestions for marketing the airport to bring in visitors:

- Place an ad in Atlantic Flyer and other publications
- Post fuel prices on AIRNAV.com
- Request approval to reduce fuel prices for 10 days (April 11-20) by 5 cents/gallon. Survey local airports to be sure we have the best price.
- Reduce fuel prices an additional 5 cents/gallon for cash sale
- Provide a gift bag
- Advertise and furnish Breakfast such as coffee, donuts, and fruit and Lunch such as hot dogs for those 10 days.
- Have Airport Manager instruct lineman to provide red carpet treatment, assistance to visitors in any way possible.
- Advertise at Sun ‘n Fun
- Print flyers for distribution at event

Mr. Weaver offered to distribute flyers/cards at the Kitty Hawk Kites booth. Mr. Snowden suggested placing an ad in the event program if there was still time.

There was discussion on funding and getting approvals from Board of Commissioners. Mr. Snowden volunteered to print ad cards.

Ms. Gilbert moved that she be liaison for getting Sun ‘n Fun plans moving. Snowden seconded the motion. Motion carried unanimously.

- B. Division of Aviation Conference in April** – Dates are April 21-23 in Sunset Beach. Ms. Hall asked if anyone was interested in attending. Ms. Gilbert and Mr. Ish were interested.
 - C. Fuel Report** – Mr. Snowden noted fuel sales compared to past years. [Link for January Fuel Report](#)
 - D. Meet and Greet** – Ms. Gilbert suggested scheduling a meet and greet period prior to the March 17 meeting from 6:00-7:00 pm and inviting airport tenants, giving them an opportunity to offer comments and concerns. It was suggested that the County Manager, County Engineer and Board of Commissioners also be invited.
- 9. Member Comment** – Mr. Ish noted the restroom lock still had not been changed. He was to contact the Airport Manager.
- 10. Airport Manager’s Comments** – Mr. Lambertson was absent.
- 11. Announcements** - Mr. Messina reported on a school that was to be scheduled for a lineman to be certified for documenting required fuel monitoring.

He noted there had been a fair amount of transient traffic recently. He also mentioned there was still some dissatisfaction on the part of the pilots/tenants. He felt that allowing the pilots to use the office space next to the restroom in the T-hangar as a lounge would be appreciated.

There was a short discussion about not getting feedback from the Board’s recommendations. Ms. Gilbert was to mention that to Commissioner Rorer when she contacted him.

Adjourn

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