

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF WORK SESSION OF
January 13, 2010**

A work session of the CCAAB was held on January 13, 2010, 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. Absent: Gary Bryan.

Call to Order – Chairwoman Hall called the meeting to order.

Mr. Lambertson distributed a 2007 list of projects for the members to review. Two items had been accomplished – the corporate hangar building and perimeter fencing, although some areas had not been fenced due to future airport expansion.

All hangars are full with the exceptions of A1T/A6T which are being reserved for maintenance. Mr. Lambertson was to get a quote for re-installing the dividing wall between the two T-hangars.

Mr. Ish felt that more T-hangars should be a priority in view of waiting list of 20 individuals.

Mr. Messina felt that an updated Master Plan was a priority and asked that the Division of Aviation be contacted to determine how long a Master Plan is viable.

He also stressed the importance of a parallel taxiway and a viable waiting list. Mr. Lambertson noted the waiting list had just been updated approximately three months ago. Commissioner Rorer asked about possible expiration of grants. Mr. Lambertson had attempted to call DOA but person was unavailable. The County Finance Director advised if a project had begun, there was a good possibility the state would grant an extension. He would call again and also ask about the Master Plan.

Commissioner Rorer felt the grant money should be used for non-revenue producing projects, as projects such as hangars would pay for themselves. He was of the opinion that both types of projects could be on-going at the same time.

There was further discussion on the importance of the parallel taxiway in light of airport growth and the approval of another phase of Brady Airpark.

Ms. Hall mentioned the 12,000 sq ft building as well.

Mr. Lambertson related there was to be a meeting with DOA on February 17 that he, Dan Scanlon and Eric Weatherly would be attending at which time they would bring these projects to their attention.

The 12,000 sq ft building was further discussed as more hangar space for aircraft, as well as a maintenance area, and as a project that could be started sooner.

Projects that promote safety and security were deemed the most important. Small projects were mentioned, such as a wider taxiway for the newest hangar, paving the driveway leading to the gate to alleviate bringing in rocks and gravel, and possibly moving the gate.

Also discussed was leasing property for a private/public hangar project and recommending to the Board of Commissioners that this type of project be considered and pursued.

Mr. Messina moved to recommend the following projects in the priority listed:

- (1) Parallel taxiway and rehab of existing taxiway
- (2) 12,000 sq.ft. hangar
- (3) T-hangar

Ms. Gilbert seconded the motion. Motion carried unanimously.

Ms. Gilbert asked about the progress of the tower which was addressed by Mr. Lambertson.

Mr. Messina advised of a problem with his hangar payment receipt.

Ms. Gilbert described the type of airport event the committee felt would be practicable – on a somewhat smaller scale than had been done in the past, a “country fair” day. Mr. Messina mentioned the Air Force ROTC program at the High School and suggested a partnership between the program and the airport. Mr. Lambertson asked Mr. Messina to have the sponsor contact him. Ms. Gilbert volunteered to contact the High School for inclusion in the proposed event as well as Tourism, NCFlyPorts, and others who are interested.

Ms. Gilbert also recommended doing something to develop a relationship with the tenants since the advisory board represents them.

The restroom door locks were again discussed. Mr. Lambertson noted that a purchase order was needed for orders totaling \$100 or more (the same amount that was in effect 10 years ago during his previous employment), and very few items required by the airport come in less than \$100. He had also been told he could not be issued a purchasing card due to his temporary status. Commissioner Rorer asked for a motion addressing these concerns. Ms. Gilbert moved to recommend to the Board of Commissioners that the minimum requirement for a purchase order be raised to \$500 for the airport and that the interim Airport Manager be issued a purchasing card. Mr. Ish seconded the motion. Motion carried unanimously. Commissioner Rorer requested the recommendation be put on the next BOC consent agenda.

Mr. Lambertson noted the Transient Parking Ordinance would be on the next BOC agenda.

Mr. Lambertson was requested to again pursue the changing of the call letters from ONX to OBX.

Since there was no further business to discuss at the regular January 20 meeting, the members agreed to cancel. Notice of cancellation would be posted. Election of chair and vice-chair would be placed on the February 17 agenda.

Adjourn

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