

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

At 6:00 PM, the CCAAB hosted a "Meet and Greet" for tenants, Board of Commissioners, county staff and Advisory Board members at the Terminal Building.

At 7:00 PM, a regular meeting of the CCAAB was held on March 17, 2010, at the Terminal Building Conference Room. Members present: Marion Gilbert, Denise Hall, Jerry Malesky, Dave Messina, and John Snowden. Also present: Commissioner John Rorer and Roger Lambertson, Airport Manager. Absent: Gary Bryan and Ed Ish. Guests: Jeff Matejka & Guest, Bruce Weaver, John Harris, Alice Malesky, Debbie Rorer, Dale Englebretson, Chris Dailey and Larry Mongold.

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** – Mr. Messina requested the addition of Item D. Marketing Strategy, and Item E. Magazine Article on General Aviation under New Business. Mr. Messina moved to accept the amended agenda. Mr. Snowden seconded the motion. Motion passed unanimously.

4. **Public Comment**

Mr. Messina noted that the Finance problem reported at the last meeting had been resolved in a professional manner and should serve clients and tenants well.

Mr. Matejka offered a sample flyer that he suggested the Airport could use as a template for their marketing.

5. **Approval of February 17, 2009, Minutes** – Ms. Gilbert moved to approve the minutes as submitted. Mr. Snowden seconded the motion. Motion carried unanimously.

Ms. Gilbert made a motion to move Item 7.A. Discussion on Airport Fire Rating, to Item 5.A. Mr. Snowden seconded the motion. Motion carried unanimously.

- A. **Discussion on Airport Fire Rating-Chris Dailey, Crawford VFD** – Mr. Dailey updated the members on the current fire rating of 6 for Crawford VFD which had benefited the citizens in its district. He indicated they are attempting to be approved for a 5. He described equipment that had been purchased for use at the Airport as well as additional needs, particularly storage space for equipment. Mr. Messina noted that fire protection should be included in the Master Plan. Mr. Dailey felt that rating the airport would lower insurance rates on property and aircraft. There was

further discussion about adequate equipment and personnel in light of the area being a full service area with plans and potential for growth, both commercial and residential. Mr. Dailey was concerned about trying to balance this growth with continued level of service. He was looking for partners to help maintain and improve service.

Mr. Snowden moved to recommend to the Board of Commissioners that they support the fire department in any way they can. Ms. Gilbert seconded the motion. Motion carried unanimously.

Ms. Hall thanked Chief Dailey and he left for another meeting.

Mr. Messina asked Commissioner Rorer where the recommendation would go from here. Commissioner Rorer replied that Mr. Lambertson would take it to the BOC through the County Manager; however, he suggested that a work session would be in order in conjunction with the ongoing discussion regarding consolidating all the mainland fire departments under one entity.

Mr. Snowden had a problem with the Board's recommendations not being brought to the Board of Commissioners' attention. Mr. Lambertson noted that the Chair of the Advisory Board could communicate directly with the Commissioners. Ms. Hall stated that the BOC receives copies of the minutes. Commissioner Rorer suggested that a request be submitted to the Clerk to the Board to have an item placed on the agenda.

There was discussion about receiving a check quarterly next year instead of monthly. Ms. Hall stated the consensus of the members was that they would meet as needed irregardless of getting paid.

Ms. Gilbert moved to table the discussion regarding support of the fire department until the Advisory Board has a work session and that the following be addressed during that work session:

- Review the Master Plan
- Partnering with the Fire Department
- Looking at following up on past items that had been sent to the BOC

Mr. Snowden seconded the motion. Motion carried unanimously. Mr. Lambertson was asked to have a copy of the Master Plan available for the work session. Ms. Hall was to notify members of the date.

6. Old Business

- A. Discussion on Marketing Strategy for Sun 'n Fun 2010** – Ms. Gilbert reported that it was too late to post anything on the event website. However, the offer from Kitty Hawk Kites was still available to hand out rack cards at their booth. She had contacted Tourism, but they had

nothing airport specific to hand out. She noted that the Advisory Board could print its own cards and felt that members should volunteer to assist Airport staff with meeting and greeting visitors. She suggested starting early to plan for next year's event.

Mr. Messina felt that the opportunity should not be missed to attract business this year. He suggested advertising on AirNav and similar websites. In addition to amenities that pilots usually land for, he suggested providing hot dogs from 11:00-1:00 on the travel days before and after the event.

There was discussion about advertising cards and gas pricing. Mr. Snowden offered to design the card and get a quantity printed. Mr. Messina offered to recruit volunteers to help cook hot dogs.

Mr. Messina moved to act on advertising to attract visitors traveling to and from the Sun 'n Fun to buy fuel, to authorize Mr. Snowden to print cards and post banners on AirNav and Barnstormers. Ms. Gilbert seconded the motion. Motion carried unanimously. Commissioner Rorer was also going to place information on www.currituckairport.com and Facebook. John Harris was going to do an e-blast to his email list prior to the event.

- B. NCAA Conference in April** – Mr. Lambertson announced that he and Ms. Gilbert were to attend at the County's expense.
- C. Follow-up on Outstanding Items Sent to Board of Commissioners** – Tabled until Work Session.

7. New Business

- A. Discussion on Airport Fire Rating-Chris Dailey, Crawford VFD** - Moved to Item 5.A.
- B. Rental of Maintenance Hangar** – Mr. Lambertson reported that a proposal had been received to rent A1/A6, Office and 3 tie-downs. He and the Economic Development Director were to review the proposal.
- C. Fuel Report** – No comment. [Link for February 2010 Fuel Report](#)
- D. Marketing Strategy** – Mr. Messina told of an outstanding experience he had at the Mount Airy Airport with respect to customer service. He also received a brochure showing airport projects which he felt the Currituck Airport should emulate. Mr. Lambertson felt he could prepare a similar brochure.
- E. Magazine Article on General Aviation** - Mr. Messina gave a brief review of the article on the future of general aviation.

8. **Member Comment** – Mr. Snowden asked the Jet fuel price. Mr. Lambertson responded - \$2.999 at the pump, \$3.85 from the truck. Mr. Snowden reminded members of an economic impact report which had been prepared by the State which could be used in the brochure.

Mr. Messina reminded everyone, including the linemen, that they should be good stewards of the airport, courteous, polite to visitors. First impressions are important.

Ms. Gilbert thanked everyone for their efforts with the “Meet and Greet.” She was pleased with the attendance.

9. **Airport Manager’s Comments – Mr. Lambertson**

- A. **Rest Room Door Locks** – Locking mechanism had been removed from the knob and barrel bolts installed to prevent door from staying locked when exiting.
- B. **Northern Taxiway** - The project has been approved by the Board of Commissioners and Division of Aviation. Talbert & Bright have been contacted to prepare a work order for engineering. The apron expansion will also be included as part of the project as well as extra concrete laid to make the turn from the new hangar.
- C. **Lineman Position** - Robert Alphin resigned and Mr. Lambertson hoped to begin interviewing the following week.
- D. **Fuel Price** - Already discussed.
- E. **Bark in the Park** – Permission was not given for the event to take place in the hangar area in case of rain. There was the suggestion that they contact the 4-H Rural Center for possible use of the arena. Ms. Gilbert offered to write to Ms. Sikes.

10. **Announcements** - None

11. **Adjourn**

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