

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
May 19, 2010**

At 7:00 PM, a regular meeting of the CCAAB was held on May 19, 2010, at the Terminal Building Conference Room. Members present: Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, Jerry Malesky, Dave Messina, and John Snowden. Also present: Commissioner John Rorer and Roger Lambertson, Airport Manager. Guests: Charles Mott, Dickie Todd, Holly White, Brad Schuler, Peter Bishop, Debbie Rorer and Darcie Messina.

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 7. D. Discussion on increasing revenue at the Airport and Item 7. E. Discussion on items to improve safety at the Airport. Ms. Gilbert moved to approve the amended agenda. Mr. Bryan seconded the motion. Motion carried unanimously.
4. **Public Comment** – There were none.
5. **Approval of April 28, 2010, Minutes** – Mr. Messina moved to approve the minutes as submitted. Ms. Gilbert seconded the motion. Motion carried unanimously.
6. **Old Business**
 - A. **Mott Maintenance Presentation** – Mr. Lambertson noted that Mr. Mott was present, at the Board's request, to review his proposal and answer questions. He introduced Mr. Charles Mott and turned the meeting over to him. Mr. Mott indicated that his proposal was to lease the maintenance hangar and office and to contract with mechanics for aircraft maintenance. He explained that he is a businessman, not a mechanic, but he has mechanics willing to come to the Airport. He also has customers willing to come from Virginia in addition to local customers.

Mr. Ish expressed a few concerns regarding subletting which Mr. Lambertson addressed. Any contract would preclude subletting as had been done in the past.

Commissioner Rorer suggested that Mr. Mott discuss his proposal with Peter Bishop and Mr. Messina to determine if other needed services may be offered.

Mr. Messina was very complimentary of the mechanics that Mr. Mott would be employing. He felt Mr. Mott's business would be an asset to the Airport. He suggested that a recommendation not be delayed.

Mr. Mott indicated that he would like to begin as soon as possible. Mr. Lambertson was looking for approval of the concept so negotiations could move forward.

Following further discussion, Mr. Messina moved to recommend the approval of the proposed concept and to move forward expeditiously. Ms. Gilbert seconded the motion. Motion carried with 6 ayes and 1 nay by Mr. Ish. Mr. Mott was asked to meet with Mr. Bishop to further refine his proposal prior to bringing to the Board of Commissioners.

Members thanked Mr. Mott for attending.

- B. Landing Fees** – Although this subject had been addressed previously, no fees were being charged because the recommendation had not been presented to or approved by the Board of Commissioners. Further discussion was delayed until later in the meeting.

7. New Business

- A. Airport Overlay District Plan – Planning Department Staff** – Mr. Lambertson introduced Holly White and Brad Schuler from the Planning Department who made a presentation on an Airport Overlay and the Maple Barco Small Area Plan. Ms. White also distributed a zoning map and a land use map. She pointed out the various districts and their uses and emphasized the importance of protecting the areas in and around the airport. Mr. Snowden expressed concerns about potential residential development and the need to protect those areas prior to addressing the protection of wetlands. Mr. Schuler spoke on the overlay. He reviewed the stipulations that were being put in place; for example, lighting and electronic restrictions as well as ordinances relating to the overlay. Ms. White related that the overlay was expected to be ready for approval in the fall of 2010, and the UDO rewrite was to be complete by the summer of 2011.
- B. Fuel Certification Training** – Mr. Lambertson reported that two new linemen had been employed, one for Tuesday and Thursday and one for Saturday and Sunday. The Tuesday/Thursday lineman is knowledgeable in fueling. The weekend lineman has no fueling experience so it was decided and approved to have him attend a fuel seminar in Georgia on June 17-18. The other lineman will attend training at a later date.
- C. Fuel Report** [Link for April 2010 Fuel Report](#) Mr. Lambertson directed the members' attention to the report. He had no other comments.

- D. Discussion on increasing revenue at the Airport** – Mr. Messina gave three recent examples of aircraft landing to purchase fuel when the airport was unattended. Single point fueling would have made the process go faster and the profit from the fuel truck would have been greater than from self-serve. He was also concerned with the goodwill this service would have generated as well as referrals. He felt that the hours which the airport is manned should be expanded or adjusted. It was suggested that the County Manager should authorize these changes. Mr. Snowden asked to be quoted as saying, “This Board is an advisory board to the *Board of Commissioners*, not the *County Manager*. Our advice on this issue, whatever we decide to push forward, should be taken to the *Board of Commissioners*. Are we all in agreement?” There was further discussion about personnel and equipment necessary to grow the airport – more linemen during summer hours, updated fuel tanks, a tug for moving aircraft around, an APU to provide external power while aircraft is on the ground. Mr. Snowden noted that Occupancy Tax funds should be able to be used. Mr. Messina also was told by a pilot that a follow-up contact with customers would be appreciated and would help to bring new and repeat customers. Commissioner Rorer suggested this would be something the Tourism Department could handle.
- E. Discussion on items to improve safety at the Airport** – Mr. Messina pointed out that the speed limit on Airport Road should be lowered for safety purposes and that a pedestrian crosswalk should be painted on the road since people are crossing between the park and Kitty Hawk Kites operations. It was noted that the road is a State Road and any modifications would have to be done by NCDOT.

Mr. Messina moved to recommend that the Board of Commissioners request NCDOT to do a study of the road and install proper safety markings and speed limit signs. Mr. Bryan seconded the motion. Motion carried unanimously.

Following up on Item D., Ms. Gilbert moved to recommend to the Board of Commissioners that hours of operation be extended during the summer months. Mr. Snowden seconded the motion. Motion carried unanimously.

There was further discussion on the single point fuel truck and the price of fuel sold from it. Mr. Snowden made the motion that, if the County will not upgrade the pumps to modern standards for jet fuel, then let customers fuel from the truck at the same price as from the pump with a minimum charge of \$25 for use of truck. There was no second. The motion was withdrawn.

Ms. Gilbert moved to recommend the sale of Jet A from the truck at pump price plus \$.25. Mr. Ish seconded the motion. Motion carried unanimously.

Mr. Messina moved to recommend a corporate aviation charge for overnight parking comparable to neighboring airports. Ms. Gilbert seconded the motion. Motion carried unanimously.

8. **Member Comment** – Mr. Snowden reported a Navy aircraft that was flying all night recently. He requested that the Navy be contacted with the complaint.
9. **Airport Manager's Comments** – Mr. Lambertson would save comments until a later date due to the length of the meeting.
11. **Announcements** – None
12. **Adjourn**

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