

**CURRITUCK COUNTY  
AIRPORT ADVISORY BOARD  
MINUTES OF MEETING OF  
October 20, 2010**

At 7:00 PM, a regular meeting of the CCAAB was held on October 20, 2010, at the Terminal Building Conference Room. Members present: Marion Gilbert, Denise Hall, Ed Ish, Jerry Malesky and John Snowden. Also present: Commissioner John Rorer and Roger Lambertson, Interim Airport Manager, and Jim Elliott, New Airport Manager. Guests: Commissioner Owen Etheridge and Dickie Todd. Absent: Gary Bryan and Dave Messina.

1. **Call to Order** –Chairwoman Hall called the meeting to order.
2. **Welcome Members and Guests** – Ms. Hall welcomed everyone.
3. **Introduction of New Airport Manager, Jim Elliott** – Mr. Lambertson introduced Mr. Elliott who gave a short description of his background and experience. He expressed his appreciation to Mr. Lambertson for the smooth transition.  
  
**Recess** – Since Mr. Lambertson could not stay for the entire meeting, Ms. Gilbert moved to recess for 15 minutes for a reception. Mr. Ish seconded the motion. Motion carried unanimously.
4. **Additions or Deletions to the Agenda** – Ms. Gilbert moved to approve the agenda. Mr. Malesky seconded the motion. Motion carried unanimously.
5. **Public Comment** – None
6. **Approval of September 15, 2010, Minutes** – Ms. Gilbert moved to approve the minutes as submitted. Mr. Malesky seconded the motion. Motion carried unanimously.
7. **Old Business**
  - A. **Update on Mott Proposal** – Mr. Lambertson reported that Mr. Mott is still reviewing the agreement and discussing it with his attorney. Peter Bishop has been in contact with him; however, as of their last conversation, there was nothing new to report.
  - B. **Update on Parallel Taxiway and Ramp Rehabilitation Project** – Mr. Elliott reported that the bid would be awarded to RPC. A preconstruction meeting was scheduled for November 15 with work to begin after Thanksgiving holidays.
  - C. **Update on Wildlife Problem** – Mr. Elliott planned to attend the workshop on dealing with wildlife at airports scheduled for October 27 in Pinehurst. Mr. Lambertson reported that he had not seen any

vultures inside the fence. Although DOT stated they no longer hold road kill on their property until burial, the Sheriff's office disagreed.

- D. **Update on DSL Installation** – The County Manager and IT were working on this and it was expected to be installed soon.
- E. **Update on Security Drive-Through Gate Upgrade** – There was no funding in the budget for a project of this magnitude. Current codes could be reset; however, there is no capability for recording users. It was suggested that the codes could be changed and stress to users not to give out. The question was asked if the cost for an upgrade was investigated.

Ms. Gilbert moved to recommend that an estimate for the security gate upgrade be obtained with possible funding to come from occupancy tax. Mr. Snowden seconded the motion. Motion carried unanimously.

- F. **Letter to Unauthorized Bulk Fuel Purchaser** – Letters had been mailed to the unauthorized purchaser as well as to the owners of the aircraft whose N number was used. There was a follow-up conversation between the purchaser's attorney and the County Attorney. No further action was planned.
- G. **Report on Lease Agreement Renewal Times** – All but four lease agreements are on the fiscal year schedule, July 1-June 30. These were newer lease holders which were given one year leases as they signed up. Mr. Ish felt all should be the same in the event that any fee adjustments were to be made in the future.

Mr. Ish moved to bring all leases in sync. Ms. Gilbert seconded the motion. Motion carried unanimously.

- H. **Young Eagles Day** – Mr. Elliott is active in EAA and familiar with the Young Eagles Program. He will put together some ideas and bring back to the Board. Spring would be the soonest a Young Eagles Day could be scheduled.
- I. **Sun 'n Fun 2011** – Ms. Gilbert noted there were various websites to get advertising on. She also planned to contact the Tourism Advisory Board for funding. Mr. Ish asked about utilizing the EAA website and Mr. Elliott related the types of events which could be advertised.

## 8. **New Business**

- A. **Fuel Report** – [September Fuel Report](#) Mr. Lambertson noted there had been no fuel sales from the truck since Labor Day.

Mr. Snowden initiated a discussion regarding advertising and the lack of response to requests from Tourism for Occupancy Tax funds. Mr. Lambertson related that he and Mr. Elliott had recently had a very good meeting with Ms. Nordstrom. He noted that the airport had a current ad in General Aviation which he and Ms. Nordstrom designed, after which she negotiated the contract with the publication and paid the bill. He also noted that the County Manager had put a line item in the Tourism budget for airport advertising. Any proposals should to be submitted to Tourism. With advance notice, the services of her staff could be utilized for planning and marketing events.

Commissioner Etheridge noted that these concerns had not been expressed to the BOC. Commissioner Rorer commented that was due to the chain of communication. Mr. Snowden complained that was due to the information being filtered. He noted again that the Airport Advisory Board was an advisory board to the Board of Commissioners, not the County Manager.

- B. Updated Concession Agreements** – Mr. Elliott reported that the only active agreement was with Kitty Hawk Kites. The question had been raised whether a flight instruction business operating at the airport had signed a concession agreement. Mr. Lambertson related there was an agreement between COA and Mr. Ambrose to conduct a ground school. He had discussed this situation with COA as he felt the agreement should be between the County and COA. A change is in the works.

After discussion which revealed that Gary Ambrose has no current concession agreement for flight training, Mr. Snowden moved to recommend the County Attorney revisit the requirement of concession agreements for businesses operating at the airport. Ms. Gilbert seconded the motion. Motion carried unanimously.

- C. Discussion on Possible Indoor Firing Range** – Commissioner Rorer described a facility in Franklin, VA, and felt a similar one in Currituck County would be an alternative to building another outdoor range when the commerce park forces the closure of the current one. A possible location would be in the area of the other county buildings.

Following discussion, Mr. Malesky moved to recommend that the Airport Advisory Board be in favor of an indoor firing range being constructed, whether used by the County or as a lease with another individual, but nowhere on the airport grounds. Mr. Ish seconded the motion. Motion carried unanimously.

- 9. Member Comment** – Mr. Lambertson thanked the Board for the reception in his honor and expressed his pleasure working with the Board the past 16 months.

Mr. Snowden suggested there was a need to know who was using the airport for security reasons and to get a better picture of the economic impact the airport has on the county. He felt that numbers were inflated. Mr. Ish suggested a camera in place to take a picture of the N number of each plane that lands.

Mr. Snowden related the problem of deer and bears inside the fence due to the fence not enclosing the entire perimeter. Ms. Gilbert again expressed her concern for security. There was discussion about the cutover area and the need for logging mats to give better access to the swamp in case of a crash.

10. **Airport Manager's Comments** – Mr. Elliott related that most of the topics had been covered. He was hearing the board members about the security issues and hoped to be able to include some of the smaller projects in with the larger grant funded projects.

There was further discussion about the fence completion, where to put it, what type, etc.

11. **Announcements** – Commissioner Etheridge announced that Congressman Jones would be at the Currituck County Middle School the next day in conjunction with the receipt by the school system of a large grant for physical education.

Commissioner Etheridge reported on a recent NCACC meeting he attended where it was discussed that the State is attaching any funds they can find, including Highway Trust Funds from which some airport grant funding comes. He asked if there was a list of the outstanding airport grants. Commissioner Rorer noted the list was in the budget documents, but all available funding is tied up with the current project. It was mentioned that the bid came in under the estimate and possibly the fence could be constructed with that surplus.

The 12,000 sq. ft. hangar building was mentioned as another pending project. Commissioner Rorer related that he had talked with the County Manager and no private companies were interested in obtaining a ground lease and constructing the building. He had another name that he suggested Mr. Elliott contact.

Commissioner Etheridge asked about the number of names on the hangar waiting list and the response was 24. He felt that the BOC would be more receptive to a public/private partnership for a new hangar investment than they had been in the past.

Commissioner Etheridge complained that the tractor was still sitting out in the weather. Mr. Snowden noted that was to have been stored in the 12,000 sq. ft. building that was never built. Ms. Hall stated that the Airport Board approved that over a year ago and it still wasn't built. Mr. Elliott related that he was meeting with the County Engineer in the next few days, and the shelter would be constructed soon. Commissioner Etheridge advised the Board to ask for a status

report from the County Manager and the County Engineer on their recommended projects.

Ms. Gilbert announced the Clean Up Day in Walnut Island on October 23 as well as the mowing day she was sponsoring for the Moyock highway right-of-way on October 30. She requested help with the project, including 15 gallons of fuel for the mowing equipment.

## **12. Adjourn**

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