

**CURRITUCK COUNTY  
AIRPORT ADVISORY BOARD  
MINUTES OF MEETING OF  
September 15, 2010**

At 7:00 PM, a regular meeting of the CCAAB was held on September 15, 2010, at the Terminal Building Conference Room. Members present: Gary Bryan, Marion Gilbert, Denise Hall, Ed Ish, and Jerry Malesky. Also present: Commissioner John Rorer and Roger Lambertson, Airport Manager. Guests: Dickie Todd, Debbie Rorer, Gregg Wirth and Mack McKinney. Absent: Dave Messina and John Snowden.

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 Item D. under New Business – Sun ‘n Fun 2011 and Item F. under Old Business – NCAA Membership. Ms. Gilbert moved to approve the amended agenda. Mr. Bryan seconded the motion. Motion carried unanimously.
4. **Public Comment** – Mack McKinney expressed concern about the presence of vultures with regard to the safety of aircraft. He understood it was due to DOT depositing road kill in the area and not burying it promptly. Mr. Lambertson was looking into it and was also discussing the problem with Public Works. He also mentioned an upcoming workshop regarding the issue. The Board felt it should be brought to the attention of the County Manager.

Ms. Gilbert moved to involve county staff and the County Manager to address the vulture problem. She also moved to recommend sending someone from the county to the seminar on wildlife management. If that proved unsuccessful, the Board could bring it to the Board of Commissioners, if necessary. Mr. Ish seconded the motion. Motion carried unanimously.

5. **Approval of June 16, 2010, Minutes** –Ms. Gilbert moved to approve the minutes as submitted. Mr. Malesky seconded the motion. Motion carried unanimously.
6. **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. Lambertson reported that the advertising for bids went out the beginning of September, pre-bid conference was held the day before with five contractors attending. At least two bids, possibly three, are expected.

Bids were due September 29 with an anticipated award date of the end of October. The project must be completed by June 30 to come in under the grant deadline. He described the scope of the project. Prior to completion (around April), the airport will be closed for approximately three weeks. Advance notice would be given to allow pilots opportunity to move their aircraft prior to closing.

- C. **Young Eagles Day** – Ms. Gilbert noted that the tentative October 16 event would not work; however, Edenton Airport was planning an event for September 25, and she suggested that someone attend that to see how the program is run.

Ms. Gilbert had spoken with the high school automotive teacher about offering the program to the middle and high school technical students initially. He felt there would be some interest. She would continue to contact the Young Eagles organization. A spring program seemed to be more realistic.

- D. **Update on Hangar Expansions to Reduce Waiting List** – Ms. Gilbert asked whether any progress had been made with gaining any interest for a public/private partnership. Commissioner Rorer was to contact the County Manager to determine what he had learned.

- E. **Update on Renewal Times for the Current Lease Agreements** – Ms. Gilbert asked about the schedule for renewals. Mr. Lambertson replied that most of them are from July 1 to June 30, although a few are on other schedules. All tenants did renew with the exception of one who was asked to leave because his aircraft was not flyable. All hangars were rented. Ms. Hall questioned why a new lease was not prorated to get everyone on the same schedule. Ms. Gilbert was to follow up with the Legal Department on that.

- F. **NCAA Membership** – Mr. Lambertson related that Mr. Snowden had suggested that, due to the economy, only one person become a member of the NCAA. Ms. Gilbert felt that the information received was well worth the cost of the dues. Mr. Lambertson noted that the full amount had been budgeted for each member to join.

Ms. Gilbert moved to pay for each board member to become a member of the NCAA, unless a member chose to decline. Mr. Malesky seconded the motion. Motion carried unanimously,

## 7. **New Business**

- A. **Fuel Report** – **August Fuel Report** Mr. Lambertson reported very good sales for both July and August. Although sales had dropped for September, he was expecting that to increase due to hunting season

charters. An advertisement had been placed in General Aviation with the statement that our goal is the lowest price on the east coast.

- B. Meeting Schedule** – There was discussion on the importance of advisory boards and the willingness of members to meet even if they are not compensated.

Mr. Ish moved to schedule the next meeting for October 20. Mr. Bryan seconded the motion. Motion carried unanimously.

- C. Bulk Fuel Sales** – Mr. Lambertson related a situation regarding an individual pumping fuel into a tanker truck for use at another airport. The individual had been told he did not have permission to do that and there is proof that he made a bulk purchase anyway. Mr. Lambertson first asked if the Board was in favor of selling fuel in bulk in this manner. After discussion regarding liability as well as other issues relating to this practice, Mr. Ish moved to not allow bulk fuel sales, that no fuel be pumped other than into an aircraft and that a label be posted at the pumps to that effect. Mr. Malesky seconded the motion. Motion carried unanimously.

Mr. Lambertson then asked what action the Board wished to take regarding the unapproved bulk sale. Various methods of upgrading the security on the drive-through gate were discussed, including a card reader which would record who and what time the gate was accessed.

Ms. Gilbert moved to recommend to the County Manager that the security drive-through gate be upgraded to include an individual code or cards for tenants only. Mr. Ish seconded the motion. Motion carried unanimously.

Mr. Rorer related that the security/gate system used by Ronnie Cooper would work well.

Ms. Gilbert moved to have the County Attorney draft a letter to the purchaser of the bulk fuel with copies to the four owners whose N number was used to make the purchase, warning him to discontinue this practice and the consequences should he not comply. Mr. Malesky seconded the motion. Motion carried unanimously. It was also suggested that other tenants be made aware of the incidents.

- D. Sun 'n Fun 2011** – Ms. Gilbert reported that March 29-April 3, 2011, is the Sun 'n Fun event. The deadline for the program, information guide and convention map is January 28. Advertising on the website is on-going. She suggested advertising January-March, 2011. The Tourism Department will promote the airport for the event. Mr. Lambertson noted that Tourism funded the running General Aviation ad. Ms. Gilbert would contact Mr. Snowden about information for the rack cards.

8. **Member Comment** – Ms. Gilbert noted that Bark in the Park was scheduled for October 9 at Maple Park.

Commissioner Rorer asked about the status of KOBX. Mr. Lambertson related that letters had been written to FAA and Federal representatives in June; however, no reply had been received from anyone.

9. **Airport Manager's Comments** – It was previously discussed whether signs should be posted advising of the presence of security cameras. The County Attorney had informed Mr. Lambertson that it was not necessary. Members agreed that no signs should be posted,

Mr. Lambertson distributed copies of the hangar waiting list.

Regarding the installation of DSL to be capable of viewing the security camera feed online, he explained the results of his inquiries on the various solutions and their cost. Members recommended that the fastest equipment be installed. He also related that Mr. Overton would like to meet with the county staff about installing cameras in Carova and/or Corolla for weather observation by anyone interested in checking this out online.

Mr. Lambertson reported that 37 applications had been received for the Airport Manager position. They had been reviewed and interviews were taking place that week. He expected the position to be filled by the first part of October. He related that he had enjoyed the experience and opportunity to serve as the interim Airport Manager. He would be available as long as needed to assist the new Manager during the transition. Ms. Gilbert suggested a reception at the next meeting for the outgoing and incoming Airport Managers.

10. **Announcements** – There were none.

11. **Adjourn**

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