

**CURRITUCK COUNTY  
AIRPORT ADVISORY BOARD  
MINUTES OF MEETING OF  
April 20, 2011**

At 7:00 PM, a regular meeting of the CCAAB was held on April 20, 2011, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Ed Ish, Alvin Keel, Jerry Malesky, Ken Norris and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Ben Woody and Brad Schuler, Planning Department, Dickie Todd, Bruce Weaver, Chris Dailey and Jo Ann Snowden.

1. **Call to Order** - Chairwoman Hall called the meeting to order.
2. **Welcome New Member, Members and Guests** – Chairwoman Hall welcomed everyone, especially new member, Alvin Keel, who told a little bit about himself.
3. **Additions or Deletions to the Agenda** – Mr. Snowden moved to approve the agenda. Mr. Ish seconded the motion. Motion carried.
4. **Public Comment**

Mr. Weaver announced Kitty Hawk Kites' plan to open an operation at the Cotton Gin during spring and summer. They had renewed their lease and concession agreement with the County to continue operating at the Airport. There will be two runways at the new site in different directions. They are hoping more people will come from the beach to the closer new site. He had a list of questions from the public to date which he distributed to the members. FAA had already given approval for the airstrip. They were waiting for approval from the Board of Commissioners which was on the agenda for May 2.

Chris Dailey, Fire Chief, Crawford VFD, updated the members on the equipment acquired to provide level of service to the Airport. He expressed the need for storage for the equipment. There was a discussion on the radios purchased for the airport frequency and the reason the County didn't pay for them. The VFD was putting together a plan to expand the fire station, and Mr. Dailey outlined their plan. The members agreed there was a need to provide a higher level of service. Mr. Elliott asked how long storage was needed. The 12,000 square foot building that the Airport Board supported was also mentioned. Mr. Dailey asked for a letter of commitment to the Fire and EMS Advisory Board supporting their plans. The members agreed to support the plan and requested that Mr. Dailey bring a draft letter regarding what it should say. They also asked that he include in the letter the present level of service and what higher levels entailed. It was noted that this discussion had been held before in September 2009. Mr. Elliott offered to work with Mr. Dailey on his request. He congratulated Mr. Dailey on the acquisition of the equipment.

5. **Approval of January 19 Meeting Minutes** - Ms. Courtney moved to approve the January 19, 2011, minutes as written. Mr. Norris seconded the motion. Minutes were approved unanimously.

6. **Old Business**

A. **Discussion and Recommendations/Additions on the Airport Overlay Zoning District**

Ben Woody, Planning Director, distributed copies of the draft policy and map, and introduced Brad Schuler, Planner. At the March Planning Board meeting, Mr. Snowden noted the Airport Board had not had a chance to review and make a recommendation. Planning Board had recommended bringing back to the Airport Board before action was taken. Ms. Courtney thanked Mr. Woody for the public hearing. Mr. Woody reviewed the purpose of the policy and how it would be used. He explained the issues that need to be addressed, disclosure statements and residential density being the two main issues. He was asked about and responded to the question about waterfowl and storm water retention ponds. He noted that approximately 300 property owners would be affected by the overlay district.

Mrs. Jo Ann Snowden expressed her concerns with the proposed changes which would severely restrict her ability to subdivide more lots for her family members. Mr. Snowden emphasized the importance of considering their neighbors. There was discussion about aircraft altitudes, noise, etc., which are impacting the neighbors. Mr. Snowden suggested vegetative buffering around the airport. Ms. Courtney noted that sometimes you just have to protect people even if you have to go against their wishes. Mr. Snowden felt that the County had moved forward without consideration of the neighbors. He felt that the County should purchase easements and install buffering and not affect people's investments. He will not vote for approval of the policy as it stood. Members felt that foresight was needed to plan for the future.

Mrs. Snowden related the impact the Airport had on her and her family and did not want to fight the County again for the right to use what was left of her property as she wished. Mr. Woody suggested that a family exemption might be the solution.

There was discussion on airparks and whether the FAA would allow expansion of the existing airpark or establish additional airparks. It was noted that the State has recognized the future of the Currituck Airport as being important to the region for various reasons and the policy needs to be put in place now. Ms. Hall asked that Mr. Woody bring back the policy when further revisions had been made. Mr. Woody stated he would take the comments into consideration.

**B. Discussion on Accident Response and Access to Areas on Northeast End of Airport**

Mr. Snowden noted a path should be constructed at the end of the runway to address access to possible aircraft accidents. Mr. Elliott had a draft emergency response plan from the fire department.

**7. New Business**

**A. Fuel Report** - Mr. Elliott reported a 14% increase from last year. Just breaking even.

**B. Airport Access/Security Discussion** - Mr. Snowden introduced a discussion of the construction of hangars at the airpark without a house. Also, the need for a security check on those who own the houses and use the security gate which the County purchased. It was noted that the FAA regulated security. Mr. Elliott noted there are tax records and lease agreements which provide information on all those who own aircraft in either the airpark or airport hangars and have access the Airport.

**C. Hangar Leases and Rate Reviews** - Mr. Elliott distributed documents showing an average rate for surrounding airports. Ms. Hall wanted all leases to expire on the same date, June 30. Mr. Elliott explained that, since either party may cancel a lease with 30 days notice, all leases are legally considered monthly leases. The County is looking at going to month-to-month leases which would continue until cancelled by either party. This will eliminate the Legal Department having to issue leases every year. This will also allow rate changes with one month's notice. However, this would not apply to commercial hangars which are leased on 3-5 year terms.

Mr. Norris moved to recommend implementing monthly leases. Ms. Courtney seconded the motion. Motion carried unanimously.

Ms. Courtney moved to recommend increasing the monthly rate for a single hangar to \$200. Mr. Norris seconded the motion. Mr. Ish abstained. Motion carried unanimously.

**D. Discussion on the Current Procedures for Receiving and Processing Applications from Potential Corporate Operators at the Airport** - Ms. Courtney suggested setting up a subcommittee to investigate and put together a package when someone wants to operate a business at the Airport. She felt this would benefit the Board and the County to have all information on the potential business before it is considered for recommendation by the Airport Board and approval by the Board of Commissioners. Mr. Keel moved to establish the committee. Mr. Snowden seconded the motion. Motion carried unanimously. Ms. Hall

asked for volunteers to serve on the committee. Ms. Courtney, Mr. Ish and Mr. Norris volunteered.

#### **E. Application for Maintenance Hangar Lease**

Banner Towing - Frank Wilson- requesting permission to run towing operation from Memorial Day to Labor Day. Runway will be closed for three weeks. So he may not be interested. Ms. Courtney moved to approve. Mr. Norris seconded the motion. There was discussion. Motion carried with Mr. Snowden voting no. Mr. Elliott would be responsible for setting up an area for the operation.

Another document described a letter of intent by Jim Moody. There was discussion on documentation supplied. Ms. Courtney requested that any recommendation be contingent upon a favorable personal and business credit report. Mr. Norris seconded the motion. Motion carried unanimously.

#### **8. Member Comment**

Mr. Snowden asked if we were still having a problem with geese. Mr. Elliott responded affirmatively. He described the permit the County holds to regulate geese population.

Mr. Snowden introduced a discussion on the notice given to announce the Aviation and Technical Training Center. He stated that the Airport Board did not get notice until he called and complained. He was of the opinion that the Airport Board should have been informed of the project before it was announced. Commissioner Gilbert assured him that the notice was to have gone to the Board at the same time as everyone else. She didn't know what had happened. Ms. Hall took issue with the fact that the County Manager denied the importance of the Airport Board in the newspaper. The PIO was also criticized. Commissioner Gilbert stated this was a very positive, exciting opportunity for the County. Ms. Courtney was excited about all the courses which will be available locally.

#### **9. Airport Manager's Comments**

- Board Mission and Responsibilities
- Bark in the Park, Aviation Event, October 8, \$20,000 would be needed.
- Taxiway was on schedule. Airport will be closed June 6 for 21 days.
- DSL not installed yet. Commissioner Gilbert was to send a request to the County Manager and IT.
- Fuel - Year to date information distributed.

- Budget- Distributed for review at home.
- Training - Several lists were distributed.
- Capital and Unfunded Projects - Rated on priority. No funds for preventive maintenance.
- Power Point Presentation - Mr. Elliott review the organizational chart. He highlighted the duties of the Airport Board. Projects and capital improvements. Personnel. Equipment. Hours of operation - Members asked about manning the Airport on holidays - Memorial Day, 4<sup>th</sup> of July, Labor Day. No funding. Also no funding for after hours. Adjusting hours was discussed for providing manning until 8:00 pm during the summer. Rules and Regulations.
- Resolutions and Motions carried by ex-officio. Received and considered by Board of Commissioners, and ex-officio provides feedback.
- Commissioner Gilbert assured the members she would take recommendations to the Board of Commissioners.

**10. Announcements** - Ms. Hall stated that a work session was needed to review rules and regulations as well as other issues. She asked members to email her available dates.

**11. Adjourn** - Mr. Malesky moved to adjourn. Mr. Snowden seconded the motion. The meeting was adjourned.