

**CURRITUCK COUNTY  
AIRPORT ADVISORY BOARD  
MINUTES OF MEETING OF  
January 19, 2011**

At 7:00 PM, a regular meeting of the CCAAB was held on January 19, 2011, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Ed Ish, Jerry Malesky, Ken Norris and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Ben Woody and Holly White, Planning Department, Savannah Koneval, Mary Neighbors and Bruce Weaver. Absent: Gary Bryan.

1. **Call to Order** – Chairwoman Hall called the meeting to order.
2. **Welcome New Members, Members and Guests** - Ms. Hall welcomed everyone and asked them to introduce and tell a little bit about themselves.
3. **Election of Chair and Vice-Chair** – Mr. Elliott conducted the election of Chair. Mr. Snowden nominated Denise Hall. Mr. Ish seconded the nomination. Ms. Hall was elected as Chair.

Mr. Ish nominated John Snowden for Vice-Chair. Mr. Norris seconded the motion. Mr. Snowden was elected as Vice-Chair.

4. **Additions or Deletions to the Agenda** – Ms. Hall wished to add a discussion of a work session under New Business, Item C. Ms. Courtney moved to approve the amended agenda. Mr. Snowden seconded the motion. Motion carried.
5. **Public Comment** - There was no public comment.
6. **Approval of October 20 Regular Meeting and December 28 Special Meeting Minutes** – Mr. Malesky moved to approve the October 20, 2010, minutes as submitted. Mr. Norris seconded the motion. Minutes were approved.

Mr. Malesky moved to approve the December 28, 2010, Special Meeting minutes as submitted. Mr. Snowden seconded the motion. Minutes were approved.

7. **Old Business**
  - A. **Airport Overlay District Update** – Ben Woody, Planning Director, and Holly White, Chief Planner, gave an update of the approved Maple-Barco Small Area Plan and the proposed Airport Overlay District (AOD). They defined these terms and explained how the AOD would benefit the airport. There was a discussion on

including Bells Island in the district. Another public meeting was suggested to get input from the community.

- B. Koneval Proposal** – The members noted that Ms. Koneval had not furnished to the Airport Advisory Board the information requested at the special meeting in December. They felt it was needed in order to make a recommendation to the Board of Commissioners.

Mr. Malesky moved to table until information is provided to Mr. Elliott for consideration by the Airport Board. Mr. Snowden seconded the motion. Motion carried.

- C. Concession Agreements** – Members of the Board were provided with copies of current concession agreements. Two were unsigned, one being Dennis Curtis who refused to sign. Mr. Elliott related that Mr. Curtis would be receiving a letter notifying him that he was not authorized to conduct business on airport property. The other was a flight instructor who had not returned his agreement yet. There were signed agreements from Kitty Hawk Kites and Gary Ambrose. Anyone observed by airport staff as operating without a concession agreement would be advised they are not authorized to do so.

## 8. New Business

- A. Fuel Report – (December Fuel Report)** Mr. Elliott reported that last quarter's sales for gallons of fuel sold were about 12% higher than the same quarter the year before.

- B. Review of Airport Minimum Standards** – Mr. Elliott related that the airport was being required to submit minimum standards to the state by February 28 in order to be eligible for federal funding. He had prepared the document for the Board's review and recommendation to the Board of Commissioners.

Mr. Norris moved to recommend the minimum standards document as presented. Mr. Ish seconded the motion. Motion carried.

Mr. Snowden requested that the document, once approved, be posted on the website, and that the website be updated.

- C. Discussion of Work Session** – A work session to discuss updated rules and regulations as well as leases and lease renewals was scheduled for February 26 beginning at 11:00 am to include a potluck luncheon.

- 9. Member Comment** – Mr. Malesky and others welcomed the new board members and looked forward to working with them.

Mr. Snowden asked about the tree clearing. Mr. Elliott stated that the most recent survey does not require cutting any trees; however, it will need to be addressed on an as needed basis as the trees grow.

Commissioner Gilbert reported that she had asked that staff prepare a notebook for all advisory boards to include a contact list, mission statement, guidelines, etc., to give members more formal direction for the boards on which they are serving.

**10. Airport Manager's Comments** - Mr. Elliott gave the following report:

- Estimate from Albemarle Fence for security gate card reader - \$2,470
- Estimate from Albemarle Fence to close the fence in - \$55,938
- Notice to Proceed given to RPC on January 17 for taxiway project, airport to be closed around May 17-June 7, with a completion date around July 4, 2011
- Distributed a list comparing hangar rents for surrounding airports
- Distributed a list of projects and priorities from his observations – Members questioned and commented on the mower, summer help, manning on holidays, new aircraft tug
- Looking into commercial businesses possibly constructing hangars
- NCAA Conference is scheduled for April 27-29 in Greensboro. Mr. Elliott will be attending. Commissioner Gilbert urged new members to attend, if possible. Mention was also made about all members being members of the NCAA. Mr. Elliott asked that they let him know if they would like him to continue paying their dues for membership.
- Distributed copies of the current airport budget for the members' information
- RFP for airport engineering was advertised during the past month and Talbert & Bright was selected
- Interviews were being conducted for a new lineman to replace employee who accepted full time employment

Mr. Snowden asked about the possibility of internships at the airport. Mr. Ish expressed interest in a unit of the Civil Air Patrol.

- Airport Event – Mr. Elliott had discussed with County Manager who suggested a possible partnering event with Animal Lovers Assistance League and Parks and Recreation (skateboarding championship). Mr. Elliott was in favor of this concept and was looking at a date in the fall. The airport could conduct an EAA event and he mentioned this is also the 100<sup>th</sup> year of naval aviation. He noted the county now has an events coordinator in the Tourism Department who could assist with this. Mr. Snowden related that advertising could also be handled by the Tourism Department.
- Referring to the taxiway project, Mr. Elliott related some minor repairs and changes which are included in the contract, moving windsock, paving the

apron, opening up a taxiway which was difficult for turning and repairing a concrete blowout on the runway. In answer to a question from Mr. Snowden, Mr. Elliott was looking into with Talbert & Bright the possibility of paving the road along the hangars while RPC is on site.

- DSL is expected to be available once the pilot's lounge is switched from the county system to a commercial line.

**11. Announcements** – There were none.

**12. Adjourn** – There being no further business, Mr. Malesky moved to adjourn. Mr. Snowden seconded the motion. The meeting was adjourned.