

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF WORK SESSION OF
December 5, 2012**

At 7:00 PM, a work session of the CCAAB was held on December 5, 2012, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Robin Hutchings, Ed Ish, Jerry Malesky, Ken Norris and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Jim Winebarger, Leland Gibbs and Doug Hansen.

1. **Call to Order** – Chairwoman Hall called the meeting to order.
2. **Welcome Members** – Chairwoman Hall welcomed everyone.
3. **Additions or Deletions to the Agenda** – There was a request to move to Item 5A the Public Comment item to follow discussion. Mr. Snowden moved to approve the agenda as amended. Mr. Norris seconded the motion. Motion carried.
4. **Public Comment**
Moved.
5. **Discussion on Commercial Hangars**

Ms. Hall stated that the Airport Board had recommended corporate hangars be rented on a month-to-month basis, but she did not think the recommendation ever went before the Board of Commissioners. Mr. Elliott explained that the T-hangars, even though longer term leases are in effect, all are subject to 30 day notice by both parties. Corporate hangars are also leased monthly, yearly and for 3 years at discounted rates. He noted the discount rates are in the approved fee schedule. A discussion followed on the definition of a corporation. Members were of the opinion that a corporation should be defined as a revenue generating business as opposed to a group of people forming a corporation for joint ownership of an airplane in order to qualify for a corporate hangar. Ms. Hall wanted to have this matter come before the BOC and clarified prior to the completion of her term as a member of the Airport Board. Ms. Courtney was in favor of monthly leases of corporate hangars for those who do not qualify as a corporation. It was felt that a corporate hangar should be available when a corporation is interested in leasing same. Corporate hangar leases should be written the same as T-hangar leases with the 30-day termination clause. Mr. Elliott related that of the five corporate spaces, one is on a month-to-month and others are one and three-year leases. The members asked for expiration dates on the leases.

Following discussion, Mr. Norris recommended the definition of a corporate entity be a revenue-generating business. Ms. Courtney seconded the motion. Motion carried.

After further discussion, Ms. Courtney moved to recommend incorporation of a 30-day clause for vacating corporate hangars in corporate leases at time of renewal. Any change in fees to take place at that time. Month-to-month lease to be first terminated in case of a corporate client interested in leasing a corporate hangar. Ms. Hutchings seconded the motion. Motion carried.

Fuel Pricing

Commissioner Gilbert asked about bulk purchases with Elizabeth City in light of the Board's opinion that the Currituck fuel prices be competitive in order to draw traffic. Mr. Elliott explained that joint bulk purchasing with Elizabeth City Airport made it possible to receive a price break. The savings were passed on to the customers. He provided a chart showing the pricing over the past year. Average profit was approximately 20%.

New Hangars

Mr. Elliott noted the need for more hangars as well as more ramp space for transient parking in light of the eminent construction of a new taxiway to be completed in approximately two years. Seven parking spaces will be lost.

Commissioner Gilbert and Ms. Hall stressed the importance of constructing more hangars.

Ms. Courtney was pleased to learn that Mr. Elliott and the County Manager had discussed a formal budget for the Airport.

Lawnmower and Refrigerator Purchases

Ms. Hutchings asked about the purchases recommended at the last meeting. Mr. Elliott explained that, unless these items were budgeted, there was no funding for them. Ms. Courtney suggested rebuilding the motor for the present mower.

Commissioner Gilbert requested Mr. Elliott to submit a written request to Finance for the two items. If the request is denied, he was to let her know. It was her opinion and that of the members that these items should be paid from occupancy tax since they are for tourism purposes.

5A. Public Comment

Mr. Hansen asked the Board to be fair regarding paying customers leasing hangars. The Board should be happy the spaces were being rented. He recalled in the past a

corporate hangar sitting vacant for months waiting for a customer to sign an agreement, which never happened. He also noted the maintenance hangar which has been vacant for most of seven years. He felt it should be making money. And regarding fuel prices, he felt a profit should be made and not attempt to buy customers.

Mr. Gibbs pointed out that discounted fees for annual leases are paid up front. He asked about updated rules and regulations and was told they were in the County Attorney's office for review since last year.

Commissioner Gilbert suggested a work session with the Commissioners to bring these concerns to their attention.

Mr. Hansen related that all hangars in the area are full. He felt that with 25 names on the waiting lists, if more hangars are built, they will be rented.

Commissioner Gilbert related that she would set up a work session at 6:00 pm prior to the next Board of Commissioners' meeting. She suggested a series of talking points for the Airport Board to discuss with the BOC. Items mentioned by her as well as members: Rules and Regulations, Leases with Expiration Dates, New Hangars, Waiting List, Ramp Space, New Apron.

Members asked about availability of land for expansion. Mr. Elliott outlined space available and approved uses.

Commissioner Gilbert planned to have the Economic Development Director attend the BOC work session as well to talk about plans for Maple Commerce Park

6. **Announcements** – Commissioner Gilbert announced the potluck at the Airport New Year's Day to which the board members were invited.
7. **Adjourn** – Mr. Malesky moved to adjourn. Ms. Courtney seconded the motion. The meeting was adjourned.