

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
February 15, 2012**

At 7:00 PM, a regular meeting of the CCAAB was held on February 15, 2012, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Ken Norris, and John Snowden. Also present: Commissioner John Rorer and Jim Elliott, Airport Manager. Absent: Ed Ish, Alvin Keel, and Jerry Malesky.

1. **Call to Order** - Chairwoman Hall called the meeting to order.
2. **Welcome Members** – Chairwoman Hall welcomed everyone. There were no guests.
3. **Additions or Deletions to the Agenda** – Mr. Elliott requested to add Item 7C. Review and Possible Recommendation on Airport Rate and Fee Schedule. Mr. Snowden moved to approve the agenda as amended. Ms. Courtney seconded the motion. Motion carried.
4. **Public Comment**

There was none.
5. **Approval of January 18, 2012, Meeting Minutes** – Ms. Courtney moved to approve the January 18, 2012, minutes as submitted. Mr. Norris seconded the motion. Minutes were approved unanimously.
6. **Old Business**
 - A. **Discussion on Sun N Fun 2012** – Mr. Elliott had submitted invitations to be posted on AirNav. There was discussion on whether to plan an event for visitors. Sunday, April 1, was set as the preferred date with hot dogs, burgers, baked beans, brownies, etc.
7. **New Business**
 - A. **Fuel Report** – January sales were up 40% over last year.
 - B. **Presentation from Dominion Power regarding power line upgrades from Shawboro to Aydlett – specifically the arrangement of lines at the southwest end of the Runway** – No one from Dominion Power was in attendance.

Mr. Elliott related he had sent a letter denoting height restrictions and furnished a copy of the ALP. The project would be evaluated by the FAA.

C. Review and Possible Recommendation on Airport Rate and Fee Schedule – Mr. Elliott reviewed a list of rates and fees not currently addressed on the County Rate and Fee Schedule.

- 1) Residential Airpark Development (RAD) - \$120/year
- 2) T-Hangar Temporary/Transient - \$10/daily or \$50/week
- 3) Corporate Hangar Temporary/Transient - \$15/day or \$100/week
- 4) Late Fee – 5% + 1.5% each month thereafter
- 5) Other Commercial Concession - \$150/year

Board recommended separate item for banner towing

- 6) Banner Towing - \$150/year

After discussion on tie down lease fees, Mr. Snowden moved to recommend an increase to \$15/month or \$150/year. This would apply to RAD rates as well - \$150/year. Mr. Norris seconded the motion. Motion carried. RAD rates are per aircraft access. Mr. Elliott also related that Legal was working on a new access agreement for the RAD.

There was discussion on late fees, collection fees and/or credit reporting. Mr. Elliott stated there had been no instance of someone skipping out on their lease payments since his employment. It was noted, language should be added to the leases if late fee, etc., was adopted.

Mr. Snowden recommended adoption of amended rate and fee schedule. Ms. Courtney seconded the motion. Motion carried.

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8. Member Comment

Ms. Courtney asked if the Board of Commissioners had discussed new airport hangars at their retreat. Mr. Rorer did not recall. The BOC needed a cost analysis/amortization schedule. Mr. Elliot was to follow up. He noted a building to accommodate 10 planes would be approximately \$1 million.

Mr. Snowden noted on the airport website, there were updates needed - airport overlay adoption. He asked about updates to fuel prices to which Mr. Elliott replied that prices are updated immediately when there is a change in price.

Ms. Courtney asked about the committee for developing 5 year, 10 year and master plans for the airport. Mr. Elliott noted the current (2002) ALP was out of

date and some plans had changed. Ms. Hall stated the appointment of a committee would be placed on the next agenda.

Mr. Snowden noted another change needed on the county website on the Residential Airpark page. Airport Authority should be changed to Airport Board. Mention should also be made of the construction of the aviation and technical training facility.

Mr. Snowden also noted Airpark agreement should include responsibility for security gate. Taxpayers should not be paying the bill for repairs or replacement. Mr. Norris recalled that the grant had something to do with security. Ms. Hall stated the Airport Board did not make any recommendation concerning the gate. There was a request to research the replacement of the gate due to lightning damage.

9. Airport Manager's Comments

Mr. Elliott reported the following:

- Of the \$20,000 advertising budget, a good portion has been spent. He recently received approval for a \$2,700 AirNav ad which he expects to double the website hits from 7,000 to 14,000/year.
- He also will be advertising in beach publications to make visitors aware there is a nearby airport.
- Upcoming dates:

February 17 – Region 1 NCAA in Rocky Mount

February 24 – State of the Northeast – Economic Development-Martin County

March 8 – Groundbreaking for Aviation and Technical Center

March 14 – Airport Legislative Day – Raleigh

Mr. Elliott would email info to members.

- He had registered Ms. Hall for the NCAA Conference April 24-27 in New Bern. She urged others to attend.

Mr. Rorer suggested a stand-alone website for the Airport and offered to give CurrituckAirport.com domain to the county for that purpose. Mr. Elliott explained there was an information committee at work, so he had postponed moving forward until their work was complete. He mentioned a price for developing the site, but members were of the opinion that was too high. Mr. Snowden offered his assistance.

Mr. Snowden suggested correlating the list of aircraft owners with beach property owners and sending postcard ads for the airport to any matches found.

10. Announcements – None

11. Adjourn - Mr. Norris moved to adjourn. Ms. Courtney seconded the motion. The meeting was adjourned.