

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
January 18, 2012**

At 7:00 PM, a regular meeting of the CCAAB was held on January 18, 2012, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Alvin Keel, Jerry Malesky, and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Alice Malesky and Bruce Weaver. Absent: Ed Ish and Ken Norris.

1. **Call to Order** - Chairwoman Hall called the meeting to order.
2. **Welcome Members and Guests** – Chairwoman Hall welcomed everyone.
3. **Additions or Deletions to the Agenda** – Ms. Hall moved to approve the agenda to include the following: 5A. Election of Officers, 7C. (under New Business) Discussion of New Hangars, and 7D. Sun n’ Fun. Mr. Snowden seconded the motion. Motion carried.
4. **Public Comment**

None.
5. **Approval of October 19, 2011, Meeting Minutes** – Mr. Snowden moved to approve the October 19, 2011, minutes as submitted. Mr. Malesky seconded the motion. Minutes were approved unanimously.
- 5A. **Election of Officers**

Mr. Elliott opened the floor for nominations for Chair. Mr. Snowden nominated Ms. Hall. There being no other nominations, Mr. Elliott closed the nominations. Ms. Hall was unanimously elected as Chair.

Ms. Hall opened the floor for nominations for Vice-Chair. Mr. Snowden nominated Mr. Malesky. There being no other nominations, Ms. Hall closed the nominations. Mr. Malesky was unanimously elected as Vice-Chair.
6. **Old Business**
 - A. **Review Airport Rules** – Mr. Elliott indicated he had forwarded a copy to Legal for review. If the Airport Board recommended for adoption, he would forward to the Board of Commissioners. Mr. Keel moved to forward to the Board of Commissioners for adoption. Ms. Courtney seconded the motion. Motion was approved unanimously. Ms. Hall wanted the BOC to have them for review before their retreat.
7. **New Business**

A. Fuel Report – Mr. Elliott noted AVGAS sales show a 42% increase since 2010. Second highest year since 2001. Jet A was also up. Truck is paying for itself.

B. Retail Sales at Airport – Mr. Elliott requested the Board’s support for adding retail sales to the airport services. Items such as oil, T-shirts, hats, etc. He related that he had discussed this with Diane Nordstrom of the Tourism Department as a collaborative effort. This would tie in all advertising efforts and extend the brand. The Tourism Advisory Board had recently approved retail sales for the Welcome Centers. Mr. Snowden noted that, as the Airport is the “Welcome Center” for those flying into the County, it would be good to offer the same items for sale as Tourism.

Mr. Snowden moved to recommend to the Board of Commissioners the implementation of retail sales at the Airport in partnership with Tourism and to include some Airport specific items as well. Ms. Courtney seconded the motion. Motion carried unanimously.

C. Discussion of New Hangars - Commissioner Gilbert requested Mr. Elliott to begin work on a cost analysis for the 12,000 square foot hangar as well as another row of T-hangars by soliciting RFP’s or obtaining pricing estimates. These are needed for the 20+ people still on the waiting list for hangars. She felt this was the time to get these projects in line as other buildings were being constructed.

Mr. Elliott related his findings regarding estimates and possible private investors, Vision 100 funding and grant monies for TIP projects. He reported that the stub project from the building over to the runway had been approved with grant funding, 10% County match. The kick-off meeting for that project was scheduled for the next day.

Following that project, the Division of Aviation wants to see a closure plan for Airport Road before committing funding to the southern parallel taxiway. This project will eliminate almost all transient parking, so a plan for parking will also need to be discussed. He noted that most of the projects in the existing master plan for the past ten years had been accomplished. He suggested this is also a good time for the Board to make a short-term 3-5 year plan, a 10-year plan and to look ahead with a new 20-year master plan. He expected that Airport Road would be closed within the next six months, although access would still be possible from the back. He felt the Vision 100 money could be used for site work and design of the proposed future buildings. He was asked about relocating the two existing agencies on Airport Road and he replied that he hoped to discuss that at the kick-off meeting.

- D. Sun n' Fun** - Mr. Snowden related the dates of the event, March 27-April 1 with a March 1 deadline for advertising submissions. He read through the list of advertising opportunities and suggested the program book or map as a more lasting advertising option. He also mentioned a website ad. Since time was short, he suggested a February meeting since there was another item which would need to be discussed.

There was discussion on whether Currituck Airport could expect more Sun n' Fun visitors to stop over on the way to or from the event and the effectiveness of various forms of advertising in order to develop a strategy on where advertising monies would be best spent. Mr. Elliott suggested that a committee of himself and one or two members could work on Sun n' Fun for the next month to establish a budget and bring advertising recommendations to the Board. Mr. Snowden volunteered and Mr. Norris was to be asked if he would be interested in participating. Ms. Hall asked that an event be discussed for anyone stopping over.

8. Member Comment

Ms. Hall reported on an event held every January 1 at the Airport and asked members to mark their calendars for next year. She also gave a Facebook page to "Like" for a calendar of future events.

Mr. Snowden reported on the presentation by Dominion Power at the previous night's Board of Commissioners' meeting regarding a new transmission line from Shawboro to Aydlett. Due to future plans to extend the runway, Dominion expressed an interest in meeting with the Airport Board. Mr. Snowden suggested inviting them to a February meeting since Sun n' Fun also needed to be discussed. A meeting was tentatively scheduled for February 15.

9. Airport Manager's Comments

Mr. Elliott reported the following:

- Hangar and office had been leased to Orion.
- C2 is vacant.
- A proposed lease had been sent to ECSU for their two planes.
- Approximately 100 acres of land had been cleared and grubbed for a stormwater management system for the industrial park complex.
- Clearing and grubbing was almost complete for the Aviation Center site with a construction road in front.
- May 21 is International Learn-to-Fly Day and he's looking at trying to put together an EAA type of event for sometime in May. This will give a Spring event, then a Fall event could be another joint event with Bark in the Park.
- He announced several upcoming events which he would email to members.
- NCAA Conference had been scheduled for April in New Bern. He would get exact dates and send to members. Ms. Hall planned to attend and would like other members to attend.

- He had a map of the area with noise sensitive areas marked which he had forwarded to the Navy with a letter requesting their cooperation. This would be posted in the terminal building.
- About half the Board members had been registered with the NCAA. If planning to attend the annual meeting, membership entitles an individual to reduced registration fee.

10. Announcements – There were none.

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