

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

At 7:00 PM, a regular meeting of the CCAAB was held on July 18, 2012, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Robin Hutchings, Ed Ish, Jerry Malesky, and Ken Norris. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Absent: John Snowden. Guests: Cory Kellum, Alice Malesky, Elton Stone, Richard Todd, Mike Hall, and Bruce Weaver.

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** – Mr. Ish added under New Business: Item C. Recommendation Regarding Grass Mowing Equipment. Ms. Hall added Item D. Set Date for Work Session, and Mr. Elliott added Item E. Recommendation for Replacement of PAPA and Runway Lights. Ms. Courtney moved to approve the agenda as amended. Mr. Malesky seconded the motion. Motion carried.
4. **Public Comment**
Everyone introduced themselves. Guest Elton Stone related that he is the Director of Aviation of COA and would be the Director of the new school. He offered his assistance to the Board. Guest Cory Kellum related he is a student at ECSU and is Interning at the Airport.
5. **Approval of May 16, 2012, Meeting Minutes** – Mr. Norris moved to approve the May 16, 2012, minutes as submitted. Mr. Malesky seconded the motion. Minutes were approved unanimously.
6. **Old Business**

There was no old business.
7. **New Business**
 - A. **Fuel Report** – Mr. Elliott reported that AVGAS sales were in line with previous years. Regarding MOGAS, one fuel shipment has been sold. Jet fuel was down approximately 25% through the month of June, but sales were up for July.
 - B. **Discussion of purchase of refrigerator for Terminal Building** – Ms. Hutchings noted that a number of chartered jets were requesting catering service and the existing small refrigerator could not accommodate the orders. Mr. Elliott related that

he had contacted various caterers over the past year who were willing to provide this service since jet charters expected to be offered catering availability. Charter services were calling ahead and sometimes it was a problem keeping everything cold until needed. There was space for a full-size refrigerator but no capital budget. Following a short discussion on size and cost, Mr. Norris moved to have Mr. Elliott investigate prices and request funding from the Board of Commissioners for an 18-19 cu.ft. refrigerator. Mr. Ish seconded the motion. Motion carried unanimously.

- C. **Recommendation Regarding Grass Mowing Equipment** – Mr. Ish was concerned about the mower which had over 12,000 hours operating time on it. Mr. Elliott related the areas which are mowed. The mower is a 2007 model so is past its warranty period. Mr. Ish was concerned that a major breakdown could take an extended length of time to repair or replace so the Board should be proactive. It was estimated that a replacement would cost \$15,000. Commissioner Gilbert suggested Mr. Elliott discuss with County Manager, and if necessary, she would support a recommendation to the Board of Commissioners. It was hoped that Mr. Elliott would have a report by the next time the Airport Board meets.

- D. **Set Date for Work Session** – Ms. Hall stated the work session was to discuss corporate hangars, their existing leases and the definition of a corporation. She would like to invite the County Attorney. When questioned by Ms. Hall, Mr. Elliott responded that no business entities were among current tenants and that the last tenant was on a month-to-month lease. The date was set for Monday, August 13, at 6:00 p.m.

- E. **Recommendation for Replacement of PAPI and Runway Lights** – Mr. Elliott related that excess Vision 100 funding was used for paving and closing in the fence. It was hoped to be able to improve airport lighting; however, it proved too expensive at the time. There were concerns with electrical issues surrounding the PAPI. The system, is old and needs replacing. Also needed are replacement of threshold lights with the new style lights, missing threshold lights and one taxiway light needs to be replaced. This can all be taken care of with grant money. Approximately \$7,200 Vision money was left from 2010. In kind 10% for 2011 grant money has been approved by the BOC, so it's just a matter of making application for the money which is already there. The estimate for accomplishing the proposed projects is \$25,000 to \$30,000 for which three bids will be solicited. This will bring airport lighting up to almost new standards. He explained that all these small projects had to be put off for four years while the parallel taxiway project was in progress, so this is just catching up with regular maintenance projects.

Mr. Norris moved to recommend using Vision grant money for the various needed lighting projects. Mr. Ish seconded the motion. Motion carried unanimously.

8. **Member Comment**

Commissioner Gilbert asked about Kitty Hawk Kites concession during the summer at the airport as well as the Cotton Gin. Mr. Weaver reported that the new location was working out. They plan to operate out of both locations when some new equipment comes in.

Mr. Stone updated the Board on his background and plans for the new aviation and technical school as well as his vision for the school and airport nationwide. Plans are to be moving in by March with classes to begin in August 2013.

9. Airport Manager's Comments

Mr. Elliott mentioned a suppliers conference he would be attending. He noted that UAV (remote controlled aircraft) contractors were looking for a site for testing UAV's. Manufacturing sites are also being sought.

Following up on the ACE program, the School Superintendent was able to include funding in the budget, making fundraisers unnecessary. Sixty-four teachers were enrolled and would receive a half day of training and flights. This means K-6 students will receive weekly curriculum in aviation on line. With EC-Pasquotank schools, now Currituck and hopefully Camden next year, this program will reach approximately 4,000-5,000 regional students. The national goal was only 15,000.

As an update on the COA Apron project, there was a holdup when DOA learned the road would not be closed immediately; however, it was agreed the road would be closed in a year and bidding proceeded for the apron and taxiway up to the road which is Phase 1. More than enough funding is available for Phase 1. When the road is closed, Phase 2 will proceed with a second taxiway and turnaround for which DOA will also provide 90/10 funding.

Regarding the incident of Mr. Messina's open hangar, Mr. Messina learned it had been left open by someone to whom he had previously given access.

The second load of MOGAS had been delivered. About 1400 gallons per delivery.

Mr. Elliott related that he had been contacted by Accomack Airport regarding hang gliding operations. The airport manager is in favor of allowing them, but VDOT DOA is of the opinion that such operations are dangerous in conjunction with airport operations. He had related the successful 16 year association with Kitty Hawk Kites.

He encouraged members to ride around the area to see the improvements that were already in place regarding roads, lot lines and drainage.

Mr. Elliott related that Cory was interning for the summer under the ECSU intern program and was getting paid to observe airport operations and work with the Airport Manager. He would be preparing a paper as part of the requirements for the program. Mr. Elliott felt that partnering with ECSU and COA was a win-win situation.

Ms. Hall asked about new hangar buildings. Mr. Elliott had been requested by the BOC to explore private companies building them, but had not found anyone yet who would build under acceptable terms. He did have a meeting coming up with a possible investor. Members were of the opinion that new hangars are needed now in light of the existing waiting list of 20-25. It was felt that the COA program and industrial park would bring the demand for more. Commissioner Gilbert urged the members to come to a BOC meeting to plead their case. This was to be put on the agenda for the upcoming August 13 work session. Ms. Courtney suggested polling the waiting list to determine if they are willing to pay what would be required for an adequate return on the investment.

10. **Announcements** – Mr. Elliott asked for assistance with planning an Aviation Awareness Week in schools prior to the annual airport event the first Saturday in October.
11. **Adjourn** - Ms. Courtney moved to adjourn. Mr. Norris seconded the motion. The meeting was adjourned.