

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF MEETING OF
August 21, 2013**

At 7:00 PM, a meeting of the CCAAB was held on August 21, 2013, at the Terminal Building Conference Room. Members present: Barbara Courtney, Ed Ish, Jerry Malesky, and John Snowden. Also present: Commissioner Marion Gilbert, Peter Bishop, Economic Development Director, and Roger Lambertson, Interim Airport Manager. Guests: Richard Todd, Cindy Beamon, Gary Ambrose and John Mordica. Absent: Ray Griggs and Ken Norris.

1. **Call to Order** – Chairman Snowden called the meeting to order.
2. **Welcome** – Chairman Snowden welcomed members and guests.
3. **Additions or Deletions to the Agenda** –There were no changes.
4. **Public Comment** -

Chairman Snowden opened the Public Comment period.

Gary Ambrose noted the fuel tanks needed attention – rusty pipes/connections, worn hoses, etc. Mr. Bishop responded that there had already been a conversation with the County Manager regarding the fuel pump area.

There being no further comments, Chairman Snowden closed the Public Comment period.

5. **Approval of July 17, 2013, Meeting Minutes** – Mr. Malesky moved to approve the July 17, 2013 minutes as submitted. Ms. Courtney seconded the motion. Minutes were approved.
6. **Old Business**

A. Further Discussion and Possible Action on Hangar Rate Increase as Discussed at July 17 Meeting – Chairman Snowden reviewed the discussion of whether the motion for increase of hangar rates included all hangars, both T-hangars and corporate hangars. He had confirmed with Denise Hall, who made the motion at the January meeting, that her motion was for all hangars.

The question was asked about the definition of corporate. Chairman Snowden noted that was a discussion for a future meeting, possibly inviting the County Attorney for advice. This would be on the next agenda.

Commissioner Gilbert asked for a comparison of hangar rates in surrounding airports. Mr. Lambertson had already compiled a list and would email the information to members.

B. Further Discussion on Pursuing Gatewood Proposal and Developments Therein - Mr. Bishop related he had spoken with Mr. Gatewood several times and Mr. Gatewood had forwarded a copy of his contract with Orange County as an example of a public/private partnership. Mr. Bishop had forwarded the information to the County Engineer and Mr. Lambertson and they are working on cost estimates for site work and preparation. It's in a feasibility stage to see what the County would have to put into it to make it happen, what Mr. Gatewood's construction costs would be and a pro forma to see what rates would have to be charged, considering the surrounding area.

C. Discussion of Ground Support Equipment – Ms. Courtney had requested information on a “wish list” of equipment needed at the airport in the event funds became available. Mr. Bishop had received a list of equipment, studies and projects from Mr. Elliott. He and Mr. Lambertson would review it and present in digital form to the members. He quickly read through and commented on the items, some of which had already been accomplished and some needing more research. A power lift, tow bars, tug, and a mower were on the list. Chairman Snowden requested the list be broken down into categories-operational items and infrastructure items.

Mr. Malesky noted that a refrigerator had been requested previously to accommodate catering orders from arriving aircraft. Mr. Bishop responded that, although he was unaware of the request, food providers would be surveyed to determine interest in providing this catering service.

Mr. Bishop felt the fuel pump area was the most critical and he and Mr. Lambertson would be investigating solutions.

D. Status of Potential Hangar Renters – Ms. Courtney stated the list needed to be updated and refined. There was discussion on determining how serious those on the waiting list were. Many asked to remain on the list but were not in a position to rent should space become available. Chairman Snowden noted a policy should be written to govern the order on the waiting list; for example, if a person is contacted when a hangar becomes available and refuses the space, that person goes to the bottom of the list. Mr. Lambertson wanted to find a previous list to determine the history, then call each person on the list to determine their intentions and document them. He would report his findings at the next quarterly meeting on October 16.

E. Proposed Survey for List of Potential Hangar Renters – Survey will be done by phone.

F. Beginning Document on the Future of the Airport in Increments:1 Yr., 5 Yr., 10Yr. – Mr. Bishop noted that there is an approved Airport Master Plan prepared by Talbert & Bright although it is dated. That would be an item to include on the aforementioned list. Members requested a copy of the current Master Plan for review and comment. Mr. Malesky mentioned that Mr. Norris was reviewing the Plan. The Chairman was to contact Mr. Norris to request he get in touch with Mr. Lambertson regarding his findings. Ms. Courtney noted a committee was to have been appointed to review the plan at the July 2012 meeting; however, there was no record of a committee being appointed.

7. New Business

- A. Fuel Report** – Jet A sales were up significantly. MOGAS was down. Mr. Ish suggested contact with vendors who sell non-ethanol fuel to work out splitting bulk deliveries in order to get a better price. AVGAS sales were down.
- B. Welcome Roger Lambertson as Interim Airport Manager** – Chairman Snowden welcomed Mr. Lambertson back. Mr. Lambertson expressed his pleasure at being offered the opportunity to fill the part-time position for a few months.
- C. Discussion on Communicating What Is Going on at the Airport with Tenants, Neighbors and Public** – Various methods of forwarding materials and information were discussed. Mr. Bishop recommended providing packets of information in each hangar (including a current approved set of Rules and Regulations) to be placed at time of inspections. A survey sheet could also be provided for tenants to relay information to Mr. Bishop and Mr. Lambertson regarding problems with hangars or comments regarding the airport. Mr. Lambertson mentioned further contact could be accomplished if tenants and pilots wished to provide an email address. Chairman Snowden emphasized being proactive with the tenants, pilots and the public.
- D. Review of Information on the County Website:**
<http://www.co.currituck.nc.us/airport.cfm> and Related Pages - Chairman Snowden distributed copies of website pages. He urged members to browse occasionally and, if mistakes or bad links are detected, notify Mr. Lambertson or Deb Embrey. He noted fuel prices need to be kept up to date and include a disclaimer that prices may change. Mr. Bishop stated the ED website, www.thinkcurrituck.com, was being given a facelift and would include an airport path on which airport rules and regulations as well as other information could be included.
- E. Discussion on Holiday and After Hours Operations** – Chairman Snowden noted there were problems with staffing after hours and holidays and perhaps a recommendation needed to be made to the Board of Commissioners to address the problem. Mr. Lambertson related the last time he was there summer holidays were staffed but winter ones were not. He stated the biggest difference he had seen since the last time he worked as Airport Manager was the requests for after-hours fuel assistance. In most instances, the linemen had been able to accommodate the requests. Mr. Bishop agreed the airport had experienced a busy summer and the county wants to have a lineman available for fueling assistance.

Mr. Lambertson also mentioned some pilots had offered to pay for a lineman to meet them; however, there is no mechanism in place to accept payment. There are also no landing fees, another potential funding source. Mr. Bishop explained that, although it can be done, there is a process to be considered whenever credit cards or cash are accepted with regard to employee training, building

security, etc. Chairman Snowden stated that it is a revenue source and the Board needs to be proactive in recommending implementation. He also noted the need for providing other services such as oil for sale. Mr. Bishop added that branded clothing and other items had also been requested. Ms. Courtney noted these were all part of customer service which the Board supports. Mr. Bishop expressed the need for a higher level of security if goods are offered for sale, but this would come as a detriment to the openness of the building currently enjoyed. It was agreed to discuss this topic at the next meeting for possible recommendation to the Board of Commissioners. Mr. Malesky suggested that Mr. Bishop and Mr. Lambertson discuss it and bring a report to the Airport Board at a future meeting.

8. **Member Comment** – Commissioner Gilbert thanked the Board for their service and their patience at the last meeting.

Ms. Courtney was elated at the progress made during the meeting.

Chairman Snowden thanked Mr. Bishop and Mr. Lambertson for their responsiveness.

9. **Airport Manager's Comments** – Mr. Lambertson appreciated the warm welcome and hoped he'd be able to stay for a while as the County decides what to do next.

10. **Announcements** – Chairman Snowden announced the next regular quarterly meeting would be October 16.

Mr. Bishop reported he would be meeting at the Division of Aviation the following Friday to discuss Strategic Mobility Funding. He would provide an update at the next meeting on how the airport would be competing for transportation funds.

11. **Adjourn**

There being no further business, Ms. Courtney moved to adjourn. Mr. Malesky seconded the motion. The meeting was adjourned.