

**CURRITUCK COUNTY  
AIRPORT ADVISORY BOARD  
MINUTES OF MEETING OF  
February 27, 2013**

At 7:00 PM, a meeting of the CCAAB was held on February 27, 2013, at the Terminal Building Conference Room. Members present: Barbara Courtney, Ray Griggs, Ed Ish, Jerry Malesky, Ken Norris and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Elton Stone, Kenneth Edgar, Peter Bishop, Denise Hall, Gary Ambrose, and Gabriel Guzman. Absent: Robin Hutchings.

1. **Call to Order** – Chairman Snowden called the meeting to order.
2. **Welcome** – Chairman Snowden welcomed everyone and asked board members and guests to introduce themselves as new member Ray Griggs was present.
3. **Additions or Deletions to the Agenda** – Commissioner Gilbert requested to add Kristy Ryan who planned to drop in to speak about the ACE program. Ms. Courtney moved to approve the agenda as amended. Mr. Norris seconded the motion. Motion carried.
4. **Public Comment** - Mr. Stone announced that classes would begin in the new Aviation and Technical Center in August and briefly mentioned courses being offered. He has been giving presentations to the schools about the programs as well as what is happening at the Airport. Students are very enthusiastic. Chairman Snowden noted that this information should be posted on the County website.
5. **Approval of January 16, 2013, Meeting Minutes** – Mr. Malesky moved to approve the January 16, 2013 minutes as submitted. Mr. Norris seconded the motion. Minutes were approved.
6. **Old Business**
  - A. **Final recommendation on the rules as approved by the attorney** – Mr. Elliott reported the County Attorney had approved the rules as submitted. Chairman Snowden asked for a motion to recommend to the Board of Commissioners that the rules as returned by the Attorney be adopted. Mr. Ish made the motion. Mr. Malesky seconded the motion. Motion carried unanimously. Commissioner Gilbert requested Mr. Elliott to forward the rules to the Clerk to the Board to be placed on the BOC agenda and copy the Airport Board members.
  - B. **Any other recommended items which are pending advancement to the Board of Commissioners** – Chairman Snowden recalled an item concerning airport leases and increase in fees. Mr. Elliott noted the fee increase as well as late fees which were also discussed previously would be considered by the BOC during budget discussions. Commissioner Gilbert would forward these recommendations to the County Manager for inclusion in the budget. She also mentioned an adjustment to concessionaire fees.

Landing fees were also mentioned and Chairman Snowden explained these had been suggested to improve the revenue stream to make the Airport more self-sufficient.

- C. Increases discussed at the last meeting** – In combination with Item B, Chairman Snowden asked for a motion to accept adding late fees and increasing hangar rates as discussed and recommend adoption by the Board of Commissioners. Ms. Courtney so moved. Mr. Norris seconded the motion. Motion carried unanimously.

## 7. **New Business**

- A. Fuel Report** – Sales were in line with previous period. Mr. Elliott had filled tanks in anticipation of price increase. Mogas sales were down.
- B. Briefing by Airport Manager on items which were discussed / recommended by the Board of Commissioners at their retreat (i.e. priority of airport projects in the capital improvements queue for the county)** – Commissioner Gilbert related that the Board of Commissioners felt the Parallel Taxiway was of higher priority than new hangars, and that the Animal Shelter was the first priority. Existing uses would need to be relocated before the Parallel Taxiway could be constructed. She had been told by the County Manager there were no funds designated for airport projects at this time; therefore, other funding sources would need to be found.

Chairman Snowden outlined the proposal from Mr. Isbell and noted that Ron Gatewood had been invited to bring a proposal. Members felt if a private entity would build the hangars, the reality of new hangars would not be so far in the future. Chairman Snowden had discussed these options with BOC Chairman O'Neal.

The need for a parallel taxiway was questioned. Mr. Elliott explained this was a requirement by the FAA through the Division of Aviation for airports the size of Currituck. The parallel taxiway would probably have been built at the time the other taxiway was completed had it not been for the need to relocate the existing structures. Once this is accomplished, funding should be available.

Mr. Bishop noted, and Mr. Elliott and Chairman Snowden agreed, that the terms for ground leases needed to be put in place before discussions could move forward with private entities. Although this is a project that Mr. Elliott and Mr. Bishop would work on, the Airport Board members would like to review the guidelines. Chairman Snowden also pointed out that ground lease terms were needed for other types of businesses as well. Mr. Bishop agreed this was important from an economic development aspect as well.

- B.1. Kristy Ryan-ACE Program** – Commissioner Gilbert introduced Ms. Ryan as a kindergarten teacher at Shawboro Elementary requesting assistance from the airport. Ms. Ryan related that Shawboro Elementary had 100% participation in the ACE program. She coordinates the Community Helper Day and wanted to combine that with ACE. She was requesting that someone from the Airport participate in the Community Helper Day on March 12. Several ideas were suggested and Mr. Elliott was to contact her.

- C. Airport Manager update to Advisory Board on hangar waiting list, showing parties who are still interested in a hangar, and those who have moved on –** Mr. Elliott provided a current waiting list and explained the procedure he follows when a hangar becomes available. About 20-25 names have remained consistently on the list; however, some have relinquished their opportunity to rent a hangar when it was available, but want to remain on the list. He estimated that 60% were ready to rent if hangars become vacant.

Chairman Snowden noted Chairman O’Neal indicated that possibly a letter of intent from potential hangar lessees may help to show need as well as potential income to pay for the building. Chairman Snowden stressed the importance of marketing the project to the Commissioners, possibly soliciting support from the Economic Development Board as well. Mr. Elliott was to draft a letter of intent. He mentioned discussing a survey at the next meeting to get more info on potential tenants.

- D. Airport Manager update to Advisory Board on current list of hangar tenants –** Mr. Elliott provided a list. Mr. Griggs asked the number of hangars at the present time. Mr. Elliott answered 27. Projected need is for 8-10 additional spaces. An estimate of needed funds and sources was outlined as well.

- 8. Member Comment –** Mr. Malesky thanked everyone for coming. Mr. Norris asked to discuss ground support equipment needs at a future meeting. Other equipment would be needed if landing fees are initiated. Commissioner Gilbert thanked the members for their hard work. Chairman Snowden thanked the guests for attending as well.

Mr. Ambrose asked if Mr. Stone could become a member of the Airport Board. Although members must be county residents and are appointed by the Board of Commissioners, the meetings are open to the public and guests are welcome to comment. Mr. Stone will be added to the distribution list for notification of meetings.

- 9. Airport Manager’s Comments –** Mr. Elliott gave a brief description of the ACE program, Airspace Connections in Education, a Civil Air Patrol program across the United States. 62 elementary school teachers in Currituck have been trained. However, included in the training was to be one flight in a CAP aircraft. They are still working on scheduling those.

He had met with Ron Gatewood. Mr. Gatewood related that it would be more economical for him to build three hangars instead of one while the equipment was in place. There would be a combination of T-hangars with corporate hangars on each end. He was going to work up some figures and get back with Mr. Elliott. Meanwhile, the ground lease terms would need to be in place. Mr. Elliott had contacted the FAA regarding the permitted time line for ground leases. They will approve up to 50 years. Anything beyond that would be considered as a purchase of the property. Any agreement would have to be reviewed and approved by the Division of Aviation.

Mr. Elliott had been requested to check on hangar rents in surrounding areas. He felt Currituck was in line with most similar North Carolina airports. Elizabeth City and Manteo are a little higher, Edenton lower. We’re much lower than Chesapeake and on par with Suffolk.

Mr. Isbell had followed up with him. Mr. Elliott had informed him of the lack of funds. Mr. Isbell did offer to build a smaller building with the TIP funding available.

Mr. Elliott noted that, in order to increase hangar buildings, the sewer line, which only extends to the industrial park at the present time, would need to be brought to the Airport. This would require additional funding which could be discussed at a future meeting. TIP funds could be used for this as well as consideration of beginning clearing several acres for future hangars. This would give the land time to settle so it could be developed in the next one to two years. Plans for this could also be discussed at a future date. He mentioned that the County, at the present time, has legislation in place which allows the County to construct buildings through the design/build process until 2014. Mr. Bishop also related that there might be Rural Center funding available if jobs were created by aviation related businesses locating here.

Mr. Elliott announced that the Director of Aviation had been promoted to Deputy Secretary of Transportation. Both he and Mr. Bishop felt this was good for Currituck Airport. A new Director of the DOA had not been announced to date.

**10. Announcements** – There were none.

**11. Adjourn**

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