

**CURRITUCK COUNTY
AIRPORT ADVISORY BOARD
MINUTES OF WORK SESSION OF
January 16, 2013**

At 7:00 PM, a work session of the CCAAB was held on January 16, 2013, at the Terminal Building Conference Room. Members present: Barbara Courtney, Denise Hall, Ed Ish, Jerry Malesky, Ken Norris and John Snowden. Also present: Commissioner Marion Gilbert and Jim Elliott, Airport Manager. Guests: Jay Isbell, Curtis Hinkley and Bud Reynolds. Absent: Robin Hutchings.

1. **Call to Order** – Chairwoman Hall called the meeting to order.
2. **Welcome** – Chairwoman Hall welcomed members and guests.
3. **Additions or Deletions to the Agenda** - Under New Business, Item E Discussion of Hangar Rates was added. Ms. Courtney moved to approve the agenda as amended. Mr. Norris seconded the motion. Motion carried.
4. **Public Comment** - Jay Isbell made a proposal to partner with the County to build hangars. His proposal was to build at a reduced cost in exchange for long term land lease for himself and his partner. His proposal is for two buildings, one for his personal use and one to lease back to the County for rentals. He also mentioned a third building for Kitty Hawk Kites' use. He would do the site work and build the building, turn key, within the amount Mr. Elliott has projected will be available through grants. Although there is no written RFP as yet, he was thinking of a 50 year lease with two 5 year options. Commissioner Gilbert asked for an RFP. Questions followed on space, EIS, and members comments were generally favorable.
5. **Approval of July 18 and December 5, 2012, Meeting Minutes** – Members did not have copies of the July 18 minutes with them. Mr. Elliott offered to print them. To save time, Mr. Snowden moved to add Approval of July 18, 2012 minutes to Item 7.C. Mr. Malesky seconded the motion. Motion carried.

Mr. Snowden moved to approve the December 5, 2012 minutes as submitted. Mr. Norris seconded the motion. Minutes were approved.

6. **Election of Chair and Vice Chair** – Mr. Elliott opened the floor for nominations for Chairman. Mr. Malesky nominated John Snowden. Mr. Ish seconded the nomination. There being no further nominations, Mr. Elliott closed nominations and called for a vote. Mr. Snowden was unanimously elected as Chairman.

Chairman Snowden opened the floor for nominations for Vice-Chairman. Mr. Ish nominated Jerry Malesky. Mr. Norris seconded the nomination. There being no further nominations, Chairman Snowden closed nominations and called for a vote. Mr. Malesky was unanimously elected as Vice-Chairman.

Regarding Chairman Snowden's term being about to expire and Commissioner Griggs' intention to appoint someone from his district to that seat, Commissioner Gilbert

announced that she would be appointing Chairman Snowden to Ms. Hall's seat to keep a seasoned member on the board.

7. Old Business

A. Discussion, follow up from work session – Chairman Snowden noted that the Board of Commissioners wants the Airport Board to prioritize its proposed projects; should hangars or parallel taxiway be top priority? Mr. Elliott distributed a list of proposed capital improvement projects and explained which projects could be funded through block grants, projects already included in the 2014-2018 TIP and the ALP as well as projects of top priority to the FAA. He had also projected the total funding needed. Additionally, he showed a rental income of approximately \$88,000 for the past year. He suggested an additional source of revenue could be landing fees at an estimate of \$10,000 per year. Gas sales could also be raised slightly and still be competitive. He also mentioned other income amounts if new hangars were constructed and hangar rents were to increase, although he was not making any recommendations. However, according to his figures, there is a potential for additional revenue of \$100,000 without having to increase the county budget. In that case, the hangar could be paid for in five years.

The Board discussed the public-private building as proposed by Mr. Isbell as a more immediate solution to accommodating those on the waiting list. Location was also discussed with Mr. Elliott showing the area requiring the least site work as well as the least infringement on existing parking.

Regarding the parallel taxiway, Mr. Elliott explained the need for a timeline for moving/removing existing structures before moving forward with the parallel taxiway. Partial funding is committed, but the State has made a change which needs to be addressed. New leadership at the State level as well as DOA could impact future funding. The parallel taxiway project is at least two years away.

Chairman Snowden noted that, regarding payback, the County usually finances for 7-10 years which could allow more time.

Ms. Hall moved to make the hangar the number one priority and the parallel taxiway second. Mr. Norris seconded the motion. Mr. Norris wanted to clarify the motion to be a hangar with public/private funding and with Mr. Isbell only if a contract can be agreed upon.

The motion on the floor was Priority 1. Hangar, and Priority 2. Parallel Taxiway. Ms. Courtney moved to amend the motion to include a Priority 3. COA Connector. Ms. Hall seconded the amendment. Motion carried unanimously.

Commissioner Gilbert was in favor of soliciting a RFP immediately to give others the opportunity to submit a proposal for some type of hangar building. She would send out the directive the next day for Mr. Elliott to draft an RFP.

B. Status update for Rules and Regulations, Corporation definition – Mr. Elliott received a favorable response from the County Attorney, so the Rules and

Regulations could be placed on the BOC consent agenda for approval. The Attorney had not yet responded on the definition of a Corporation.

- C. **Approval of July 18, 2012 minutes** – Ms. Hall moved to approve the July 18, 2012 minutes as submitted. Ms. Courtney seconded the motion. Minutes were approved.

8. **New Business**

- A. **Fuel Report** – Mr. Elliott reported an increase in Jet A fuel sales over last quarter. He attributed this to advertising and availability of the fuel truck. The truck is netting approximately \$1400 per month. AVGAS sales were down 30%. MOGAS sales were flat but should pick up in the spring and summer.

- B. **Prioritize Airport Projects - Done**

- C. **Request to rent office and hangar, termination of TEMPUS** – Mr. Elliott related that TEMPUS had planned to move out of state but had not received approvals as yet, so they are renting month-to-month at present.

He has a ground school interested in renting beginning in February. He recommended renting at the same rate, \$400 per month, with a year lease. The school would have to also sign a concessionaire agreement and pay the fee of \$75.00. Ms. Hall moved to recommend renting the office and hangar to the ground school. Mr. Malesky seconded the motion. Motion carried unanimously.

- D. **Fun and Sun – 2013** – There was discussion on advertising to try to draw traffic going to or from the event in mid-April as well as offering hot dogs, etc. Mr. Elliott could add wording to existing ads to invite pilots during Fun and Sun. Budget for the event was also discussed. Posters in various areas was suggested. Mr. Norris moved to set an advertising budget of \$1500 for the Fun and Sun event. Ms. Hall seconded the motion. Motion carried unanimously. Chairman Snowden would get some prices together.

- E. **Discussion of Hangar Rates** – Ms. Hall moved to recommend an increase in hangar rental fees by \$25 beginning July 1, 2013, with another increase of \$25 on July 1, 2014. There was no second. Following discussion, Ms. Hall changed her motion to recommend an increase in rental fees by 15% beginning July 1, 2013, with another increase of 15% on July 1, 2014. The second increase would be dependent upon the Airport Manager assessing the economy to see if another increase would be in line with surrounding areas. Ms. Courtney seconded the motion. Motion carried unanimously. Members agreed it was important to market the rate increase to the pilots.

Mr. Elliott asked if Commissioner Gilbert would discuss the possibility of landing fees with the other Commissioners. There would be further discussion at the next Airport Board meeting in February.

- 9. **Member Comment** – Ms. Courtney was pleased with the progress made during the meeting.

Mr. Norris moved to have Mr. Elliott contact Mr. Isbell, inviting him and his partner to the next meeting to present a more formal proposal with a visual presentation and possibly a financial portfolio. Ms. Hall seconded the motion. Motion carried unanimously.

The February meeting was changed to February 27.

Appreciation was extended to Ms. Hall for her service on the Board and she thanked everyone for their support. Chairman Snowden thanked the Board for their vote of confidence and looked forward to the next year.

10. Airport Manager's Comments – Mr. Elliott reported he attended the Brady Airpark HOA meeting recently. He announced the upcoming dedication of the new building possibly in March or April. A temporary line person had been hired which he hoped to make permanent the next budget year.

11. Announcements – Commissioner Gilbert thanked the Board for their service and professionalism. She expressed her pleasure working with them.

A tour was suggested since a new member would be appointed soon. Mr. Elliott offered to give a tour to any member who dropped by during working hours. Commissioner Gilbert suggested a meet and greet between the Board and local pilots.

12. Adjourn

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