

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
NOVEMBER 17, 2004**

The regular monthly meeting of the CCAA was held on November 17, 2004, at the Terminal Building Conference Room. Members Present: Tracy Eure, Chair, Lewis Babb, Sr., Tom Brady, Bob Kohler, Jerry Old, and Richard Turner. Absent: David Messina. Also present: Commissioner Paul Martin and County Manager Dan Scanlon. Guests: Ray Hartsell and John Snowden, III.

1. **Call to Order** – Chairman Eure called the meeting to order and called the roll.
2. **Additions or Deletions to the Agenda** – There were none.
3. **Approval of Minutes** – There were no minutes of the previous meeting since the audio tape was blank.
4. **Fuel Report** – Mr. Scanlon related that the current report was consistent with the past several months. Mr. Brady commended Mr. Brinkley for his assistance with fueling and others commented on his good customer relations.
5. **Old Business**

➤ **Runway Extension Report**

Mr. Scanlon related that the contractor would be commencing with taking down the trees as soon as Barnhill had taken care of the paperwork.

He recently attended a meeting with the Division of Aviation (DOA) to review their funding cycles for General Aviation airports. He felt Currituck Airport was in good shape with respect to paperwork and progress. We have a very good reputation with the DOA. The County is in the process of putting together a package for the next projects. He will bring to an upcoming meeting for consideration by the Advisory Authority.

The County is also requesting place name funding from the federal government. We have been placed on the House side and Mr. Scanlon had contacted both Senate offices to request placement on the Senate side. \$2.6 million has been requested for parallel taxiway to address improvements for economic development opportunities.

Mr. Kohler questioned whether a letter of approval had been received from the State for taking down the trees. Mr. Scanlon affirmed that the State had approved it as well as the Army Corps of Engineers.

6. New Business

➤ New Hangars

Mr. Scanlon had requested Steve Bright, Talbert and Bright, to look at placement of two hangar buildings. One 10,000 square foot hangar would be located behind the fuel pumps, and the other would be in line with the other two buildings. This would be rectangular hangar space with four bays, no T-hangars, and would be 3600 square feet in size. Mr. Scanlon passed around the site plan. He also had a financial plan on which he requested input from the Authority. He felt that the fee for T-hangar leases should be the same for both existing buildings and proposed increasing Building A fees to \$150 per month, the same as Building B.

Regarding corporate fees, he asked if the Authority felt that the same rate per square foot should apply to both T-hangar and corporate spaces. Presently, the T-hangars rent for \$.153 per square foot, and the corporate hangars are \$.10 per square foot. He had contacted other airports and, using their ratio formula, the corporate square foot rate would be \$.17 per square foot. If the Authority supported this concept, the corporate rate would be \$486/month, an increase of \$186 above the present \$300/month. Even if approved, the rate increase would not take effect until January 2006. He stated that, in order for the Commissioners to approve, a 20-year payback should be planned for. Discussion followed on proposed hangars and tenants. Use of hazardous materials and activities taking place in the hangars was also discussed. Mr. Kohler spoke of the Homeland Security requirement that all pilots and instructors must complete an on-line security course by January 15, 2005, as well as the need for heightened security at the airport.

➤ Maintenance Service

Mr. Scanlon announced that there was a mechanic operating at the Airport as Currituck Aviation. His name is Andy Rossman.

7. Closed Session

Mr. Kohler moved to go into closed session to discuss a legal issue between the county and state regarding the airport. Mr. Turner seconded the motion. Motion carried.

Adjourn

There being no further business, Mr. Martin moved to adjourn. Mr. Turner seconded the motion. The meeting was adjourned.