

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
AUGUST 17, 2005**

The regular monthly meeting of the CCAAA was held on August 17, 2005, at the Terminal Building Conference Room. The beginning of the agenda was a joint meeting with the Economic Development Board. Authority members present: Tracy Eure, Chair, Ed Ish, Bob Kohler, Tom Brady, Denise Hall, and Richard Turner. Also present: Commissioner Paul Martin and County Manager Dan Scanlon. Guests: Leland Gibbs, Harvey Taylor, and John Snowden. Member absent: Jerry Old

1. **Call to Order** – Chairman Eure called the meeting to order.
2. **Additions or Deletions to the Agenda** – There were none.
3. **Approval of Minutes** – Mr. Kohler noted there should have been a motion to come out of closed session. Mr. Scanlon was to have that corrected and bring the July 20 minutes back to the next meeting for approval.
4. **Airport Master Plan Presentation – Dan Scanlon**

Chairman Eure welcomed everyone. He introduced the Authority members present and asked the ED Board Chair to introduce the ED Board members. Ms. Ginger Morris, Chair, introduced herself, Bob Henley, H. D. Newbern, John Schrote, Ernie Bray and Economic Development Director Wayne Leary. Mr. Richard Morris also came in after the introductions.

Mr. Scanlon stated that he would present the plans that the Authority had been discussing and had approved since he realized they would be an integral part of the ED Board's Plan. He referred to a map which was approved by the Board of Commissioners in 1990 which designated an industrial park. He also pointed out the other uses approved. However, he stated that the County was moving away from this plan somewhat due to an increasing demand for aviation related facilities.

He next presented a photo of the area and pointed out the runway which had been lengthened. The increased length to 5500 feet has created interest from several businesses with larger aircraft. Talbert & Bright, airport engineers, have prepared several layout plans, one of which the Authority had approved. He indicated the site for the new Cooperative Extension Building and Recreation Building, and the wells and explained about the safety zone which is a cone shape area at the end of the runways which the County must control and be able to regulate and comply with the height restrictions.

The Airport Master Plan had been adopted by the Authority and is in Planning to be presented for approval and permitting. Plans include both general aviation and commercial aviation hangar facilities. The Board of Commissioners' intent is for the airport to be self sufficient to limit tax dollars being spent on operations. So far, there have been sufficient revenues from leases and fuel sales to cover operations.

Consideration is being given to a parallel taxiway to accommodate business interests. Airport Road may, in the future, be closed to vehicular traffic and become part of air operations. Plans are being considered for a boulevard entrance from US 158 near Central Elementary School as a new access for the entire property. The ED Board may be charged with the task of consulting on the development of an industrial site between the airport facilities and government facilities.

There are 20+ aircraft owners on the waiting list for hangar space and several others have expressed interest, although they hangar their aircraft at other sites. Mr. Scanlon had received two proposals for new hangar buildings to be built by third parties. There has been a lot of focus and interest on Currituck, and the Division of Aviation has been most favorable with referrals.

Mr. Leary reported that he attended the Aeronautics Council meeting the previous day and had talked with Division of Aviation (DOA) staff. They are committed to the parallel taxiway project and feel it may be completed by 2007.

Mr. Scanlon reviewed criteria for federal funding which is funneled through DOA, and related that, with the runway lengthening, Currituck qualified for an annual \$150,000 for operations and expansion.

Mr. Henley asked about the number of acres which would be designated for industrial uses. While the exact figure was not known, Mr. Scanlon estimated approximately 200 acres.

Mr. Henley requested a copy of the master plan for inclusion in the ED Plan.

Mr. Scanlon stated that consideration of possible uses would need to consider the protection of the public water supply. Discussion would also need to address the type of wastewater system to be implemented.

Mr. Schrote asked about the types of businesses which would be interested in the industrial park. Mr. Scanlon related that businesses interested in utilizing air cargo to ship their products would be likely candidates for being next to the airport.

Ms. Morris questioned whether the Authority had consulted with other airports. Chairman Eure indicated that members who are pilots observe all the airports they visit and talk with airport personnel there.

Mr. Schrote asked if there would be a height restriction for industrial park buildings. The area is in an overlay district, although height would not be as restrictive in the park area as in areas closer to the runway.

Mr. Schrote also questioned whether consideration had been given to the impact on Currituck if Norfolk became a true international airport. Mr. Scanlon felt there would be a positive impact. Commuter flight businesses had already contacted the County.

One of the interested FBO's is considering including a rental car piece. There is also a need for an FBO which will provide courtesy cars for corporate flyers. Mr. Scanlon remarked on the amount of activity already taking place.

John Snowden asked if tractor-trailer traffic had been anticipated and considered on the proposed boulevard. Mr. Scanlon related that it had been considered and had also been discussed with the Board of Education which was taking it into consideration in its building expansion plan for Central School. The boulevard will be limited access. Tractor-trailers could possibly use an old driveway access.

Ms. Morris questioned whether more land would be needed in the future than was already available to the county. Mr. Scanlon felt that the present property would serve the airport well into the future. Relative to the proposed industrial site, Mr. Scanlon did note that the county does not want to be in competition with private industrial sites already established in the county.

Ms. Morris indicated that the ED Board appreciated being involved with the airport plans and were supportive. She suggested that a regular joint meeting be scheduled every 12 to 18 months to make sure all are in agreement.

The ED Board then left and the Airport meeting continued.

5. **Fuel Report** – Mr. Scanlon revisited the issue of the fuel spill he had reported at a previous meeting. It appears that a pilot did fuel that night and possibly more than the five gallons were spilled. He explained that it is still not known exactly how much fuel was lost, or if it was all spilled that night, but fuel records had been audited and approximately 160+ gallons seemed to be unaccounted for. When first reported, Public Works followed procedure by undercutting, spreading the soil out, and backfilling the area. When the State did an inspection, they did a boring under the tank as well as outside the fence and found elevated readings under the

tank. Although the County received a violation letter, this amount is considered a minor spill and steps were taken to mitigate the contaminated soil. Without a subpoena, the bank will not release the name on the credit card ticket; however, a report has been filed with the State concerning the procedure followed and the matter should be closed. There was discussion about ways to identify fuelers, possibly requiring a tail number in order to fuel up.

6. **Old Business**

➤ **Banner Towing**

Mr. Scanlon related there was nothing new to go over. There are two vendors operating now and there was a need to formalize an agreement before the season next year.

➤ **Tie-Downs**

The County Engineer was working with Steve Bright to identify a contractor to install and put markings down. There was a question on whether any would encroach on the fuel tank area.

➤ **Security Plan**

Mr. Kohler asked that the members be furnished with a copy of the current plan.

➤ **Safety Issues**

Mr. Scanlon reported that the AWOS recording had been changed. The weather computer had died but was back up, although it was still not getting all information. The technician needed to come back. Regarding the PAPI, there had been discussion during the runway extension construction about whether to relocate the PAPI. That is why it had been disconnected. It had since been determined that it could remain in its present location. Reconnecting it had been on the electrician's to do list; however, he did everything but that, and would have to return.

Regarding the swipe card issue, apparently the front door is not working properly because communication is carried out through a modem and is not stable. A contractor has been hired to make a telemetry connection to the buildings for more stability with the front door. Also, the swipe reader on the front door is being replaced with a proximity reader which requires just walking up to the door. This is expected to be a two day job.

There had been a request from Kitty Hawk Kites for another type of mechanism to access the security gate, but Mr. Scanlon had not pursued that since the Authority did not seem to be supportive.

Kitty Hawk Kites had finally taken care of having the area mowed which is under their responsibility.

Mr. Gibbs asked about emergency numbers. Mr. Scanlon indicated that they were posted.

➤ **FBO**

Mr. Kohler asked if the contract had been returned from the FBO. Mr. Scanlon stated that the corporate entity had been established and they were getting their financing lined up. When the time comes to execute the contract, Mr. Scanlon will also request submittal of a financial statement.

➤ **Additional Hangars**

Mr. Scanlon related that two companies were to make proposals to build additional hangars. He already had one third-party written proposal for construction of three hangar buildings, but had not had opportunity to review it yet.

➤ **EPA secondary containment for refuelers**

Mr. Kohler asked if the FBO was going to bring in refuelers. Mr. Scanlon replied that the current one was not; however, another interested FBO was considering it.

6. New Business

➤ **Airport Liability**

Mr. Kohler referred to an article on liability of airports under “duty of care” law. Mr. Scanlon related that the county was sending four first responders to training for aircraft incidences. There is a plan in place for part time employees to call 911 in the event of an accident. Emergency Management knows who to notify, when to call, etc. Crawford VFD has also pre-planned for an aircraft incident. There is an emergency response plan for all types of events. Consideration has also been given to locating a fire station on site for immediate response.

➤ **Airport Staff**

Mr. Brady complimented the part time staff, and other members agreed that they are good ambassadors for the county and the appearance of the airport has greatly improved since they were employed. Ms. Hall mentioned the need for better mowing equipment. Mr. Scanlon noted that new equipment is in the budget.

➤ **Subletting Hangar**

Mr. Taylor asked whether recent permission or notification had been given for a hangar lease owner to sublet his hangar. One had been empty since November 15, and the owner had moved his aircraft. In the middle of July, another plane was moved into the empty hangar. Mr. Scanlon replied negatively, but would look into it.

7. Adjourn

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