

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
JULY 20, 2005**

The regular monthly meeting of the CCAAA was held on July 20, 2005, at the Terminal Building Conference Room. Members Present: Tracy Eure, Chair, Ed Ish, Bob Kohler, and Jerry Old. Also present: County Manager Dan Scanlon. Guests: Leland Gibbs, Charlie Foy and Drew Cooper. Members Absent: Tom Brady, Denise Hall, and Richard Turner.

1. **Call to Order** – Chairman Eure called the meeting to order and called the roll.
2. **Additions or Deletions to the Agenda** – Mr. Scanlon requested the addition of Leland Gibbs to report on wildlife conflicts at airports. Mr. Kohler moved to accept the agenda with the addition of Mr. Gibbs. The motion was seconded. Agenda was approved.
3. **Approval of Minutes** – Mr. Kohler moved to approve the minutes of the June 15, 2005. Mr. Ish seconded the motion. The minutes were approved.
4. **Fuel Report** – It was noted that AVGAS and Jet A sales were picking up and about equal to last year. Mr. Scanlon related that he had checked on prices at surrounding airports and the County MOGAS price was set at the upper range in order to discourage fueling vehicles other than aircraft.
5. **Old Business**
 - **EPA secondary containment for refuelers**

Mr. Kohler asked about the plan for secondary containment of refuelers. Mr. Scanlon replied that is not an issue at present; however, Public Works was working on updating the fueling plan that is already in place.
 - **Security Gate**

Mr. Cooper asked if a mechanism to operate the security gate could be changed to operate from a garage door opener which the operators would provide and program themselves. Mr. Kohler asked about periodically changing the security code. Mr. Foy stated that steps were needed to make the area more secure. Mr. Kohler asked if the County intended to place a minimum six foot fence around the perimeter. Mr. Scanlon stated that eventually the fence would encompass the entire perimeter; however, DOA funds could not be requested for just a fencing project. As projects are funded and completed, the fencing in the adjacent area can be figured in the project expenses.

➤ **FBO**

Mr. Scanlon stated that the FBO has agreed to the terms discussed at the last meeting. They are forming a limited liability partnership, and the County is awaiting contracts. The parent company will be accountable and liable.

6. New Business

➤ **Banner Towing**

Mr. Scanlon noted that the County has no formal agreement with the present parties operating banner towing businesses from the airport. He requested the members to review the sample agreement and discuss at the August meeting. Agreements could become effective next year.

➤ **Tie-Downs**

Mr. Scanlon related that he had contacted the airport engineer to determine the possibility of maximizing tie-down spaces. It is possible that three additional spaces could be established according to a drawing furnished the members. He is also exploring the possibility of numbering the spaces on the ground. Mr. Kohler moved to accept the drawing as presented. There was a second and the motion carried.

➤ **Wildlife Mitigation for Airports**

Mr. Gibbs reported that he and Brenda McQueen, Public Works, had attended a wildlife mitigation workshop, and he reviewed the various methods for prevention. He stated that Ms. McQueen was working on plans for the training and certification of staff to be eligible for permitting with the USDA.

➤ **Safety Issues**

Mr. Gibbs reported that the PAPI was out, the lights for the vertical glide path. Also the weather computer feature which reports the forecast was down, and the AWOS was not available on the computer. He was to talk with Ms. McQueen to remedy these problems, since he had not reported them previously. He also noted that the recording on the AWOS was not up to date. Mr. Scanlon had requested that the recording be changed. Additionally, Mr. Gibbs requested that there be an emergency number available on weekends in the event that a power failure renders the terminal building keyless entry cards inoperable.

➤ **Additional Hangars**

Mr. Ish expressed his concern that there were approximately 20 people on the hangar waiting list. Additional hangar space is needed. Mr. Scanlon had asked Wayne Leary to contact a hangar builder which had expressed an interest in building hangars. He is awaiting a proposal for consideration. The building would be paid for from rental fees.

➤ **Update on Acquiring Property**

In response to an inquiry on acquisition of adjacent property, Mr. Scanlon related that in addition to the property issue to be decided by the courts in November, there are three other properties on which the County had requested appraisals and the property owners had been contacted.

7. Closed Session to discuss economic development project

Mr. Kohler moved to go into closed session. Mr. Ish seconded the motion. Motion passed. Following the closed session, no action was taken.

8. Adjourn

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