

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
DECEMBER 20, 2006**

The regular monthly meeting of the CCAA was held on December 20, 2006, at the Terminal Building Conference Room. Members present: John Gross, Denise Hall, Ed Ish, Bob Kohler, Jerry Old, and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Excused Absences: Tracy Eure, Chair. Guests: Leland Gibbs, Bobby Dupree, Tim Cage, David Messina, Harvey Taylor, Jack Kitchen, John Snowden and Tom Brady.

1. **Call to Order** – In the absence of Chairman Eure, Mr. Kohler called the meeting to order.
2. **Additions or Deletions to the Agenda** – Ms. Hall moved to approve the agenda. Mr. Winebarger seconded the motion. Agenda was approved.
3. **Introduction of New Members and Welcome Guests** – Mr. Kohler welcomed guests. He thanked them for attending and suggested that if anyone had items for discussion in the future, the items should be submitted for addition to the agenda and the person submitting should attend the meeting to participate in the discussion. Mr. Kohler recognized Mr. Winebarger as a new member. He thanked the commissioners for his appointment, stated his reasons for consenting to serve on the board and emphasized the importance of the board in assisting with the growth of the county. Mr. Gross also thanked the commissioners for his appointment and stated that he looked forward to serving on the board. Other members and guests introduced themselves. Mr. Snowden clarified the fact that the two new members had replaced Mr. Brady and Mr. Turner.
4. **Approval of Minutes** – Mr. Winebarger moved to approve the November 15, 2006, minutes as submitted. Mr. Old seconded the motion. Minutes were approved.
5. **Public Comment**

Mr. Dupree took issue with the fact that his name was below Mr. Ish's on the hangar waiting list. He also stated that there is a need for more hangars and tie-down spaces. There was also a hangar which had been empty for over a year.

Mr. Messina brought to the board's attention that the fuel sales print out reads "diesel" no matter what type of fuel is purchased and should be changed immediately to avoid confusion. He also suggested that a letter of appreciation be written to Gary Ambrose for his contribution to the airport as well as Mario Asaro and Glenn Brinkley for a job well done as county employees at the airport. He also felt that regular press releases should be issued covering the positive things that happen at the airport. He praised the diverse Authority members and expected good things from them. Mr. Kohler agreed volunteers should be recognized and that press releases should be issued.

Mr. Leary had received Mr. Dupree's complaint by e-mail regarding hangar waiting list. He had forwarded it to the County Manager, County Attorney and Finance Director. This would be discussed later in the meeting.

6. Old Business

- **Status of New Credit Card Reader** – Mr. Leary related that it appeared that our current credit card processor would not be able to handle the aircraft fueling needs. Global Financials had been recommended; however, Mr. Leary had not been able to reach the sales manager for discussion although information had been furnished them so they could provide a quote. He had also contacted Eastern Fuels, the fuel supplier, with the request that they assess the fuel farm and make suggestions for improvements. The “diesel” problem should be solved by the end of January when a new card reader is installed. It was felt that the problem should be able to be solved immediately once new credit processor is on line. The Authority directed Mr. Leary to immediately post a notice at the tanks that diesel will appear on all receipts, irregardless of the type of fuel pumped.
- **Security Fence** – Mr. Leary related that the engineer had recommended using Air 21 funding which should cover the expense of installing the fencing on the west side as well as both ends. They have also recommended not installing the other side until design has been completed on the parallel taxiway. The fence construction must be completed by July.
- **Relocation of Fuel Farm and Positioning of Parallel Taxiway** – Mr. Leary related that the recommendation is to leave the fuel farm as is and rectify the issues with Water Quality. That work has been contracted with Quible and Associates. Testing is being done to see if more soils must be dug out. Public Works is handling the project. Mr. Kohler directed Mr. Leary to bring a time line for the project to the January meeting.
- **FBO** – Mr. Leary reported that a draft FBO agreement has been presented, but has not been signed. Mr. Kohler directed Mr. Leary to provide a copy of the agreement to the board members so it could be reviewed prior to contracting with an FBO. Mr. Leary related that the terms had to be agreed upon prior to signing. Mr. Winebarger noted that a FBO was needed as soon as possible.
- **Hangar Numbering** – Mr. Leary had issued a work order to Public Works; however, as of that afternoon, the numbering had not been done. He was to contact Public Works.
- **Hangar & Tie-Down Leases** – Mr. Leary had submitted the changes for consideration by the Board of Commissioners, but they had not been put on an agenda to date. Ms. Hall distributed figures on hangar lease rates at neighboring airports. She moved to make a recommendation to have rates reviewed by county staff and adjusted as necessary. Mr. Winebarger did not consider the time to be right for increases, since proper notice had not been given. Commissioner Gregory noted the history of the basis for setting hangar rates and that an increase had been instituted during the past year. When a new hangar building is constructed, all rates will probably be increased. It was felt that rates should remain competitive. At Mr. Winebarger's request, Ms. Hall amended her

motion to request that findings be sent to the Authority for review prior to implementation. Mr. Ish seconded the motion. Mr. Gibbs noted that the condition of the hangars in other locations should be evaluated and compared to local hangars when considering whether to increase rates. Some of the local hangars are in poor condition. Mr. Winebarger stated that was why he had requested that the findings come back to the board for review. Commissioner Gregory stated that the most important asset of an airport is a maintenance service. Mr. Kohler called for the question, and the motion carried.

Mr. Winebarger moved that it be recommended to the Board of Commissioners via the County Manager that no increase in hangar rates be initiated at the January renewal. Ms. Hall seconded the motion. Ms. Hall suggested that Mr. Winebarger amend the motion to recommend that the leases be for six months to give a chance to review. Ms. Hall seconded the amendment. Motion carried. It was also recommended that all lease holders be notified that rates are being reviewed and there may be a change.

Mr. Ish introduced a discussion on the need for more hangars. More hangars would bring more planes. More planes would be more attractive to a FBO. Mr. Leary reviewed sources of funding and recommendations for its use. There is \$150,000 available for T-hangars. He noted that apron space is the most critical need. Mr. Leary was asked to provide a time line for each of the proposed projects.

7. New Business

- **Aeronautics Council Meeting** – Mr. Leary reported that the Council met in Manteo on the 15th. He related that several projects were awarded. Currituck is first on the list for any left-over monies.

8. Further Old Business

- **Hangar Waiting List Policy** – The status of the policy was requested by Mr. Winebarger. Mr. Leary related that he had given it to the attorney for review and it was to be presented to the Board of Commissioners. Mr. Winebarger noted that he had previously requested that the waiting list be posted at the Terminal Building. He still wants that to be done. Also, he has reviewed the list and the past minutes, and feels the list is incorrect. The County Attorney provided him the list. There was discussion regarding who should be maintaining the list. Members felt the responsibility should be placed with the Airport Manager. Mr. Winebarger made a motion that the hangar priority waiting list provided by the County Attorney be reviewed and responsibility of maintenance of the list henceforth be handled by the Airport Manager. Further, that the list be provided publicly for interested parties to review. The motion was seconded. There was more discussion about the issue. Although the Finance Department does a great job, they are not in a position to know what has happened over time. Since the list was not put in the hands of the Airport Manager as requested, Mr. Kohler suggested that Mr. Dupree write to the County Manager stating his disagreement with the list and giving his reasons. Mr. Kohler asked Mr. Winebarger to restate his motion, which he did, and added that the list should also be posted on the county website. Mr. Kohler called for the question, and the motion carried.

- **TIP Request** – Mr. Leary asked for the board's approval before he signed off on the request. Mr. Winebarger felt that the board should review it prior to submitting it. Mr. Leary explained that it had been prepared by the engineers according to the Master Plan and was due to Division of Aviation by early January. Ms. Hall moved to recommend approval. The motion was seconded and passed. Mr. Kohler requested that the next list be put on the September, 2007, agenda for review.
- **Member List** – Mr. Leary passed around the board contact list and requested that members update their information.
- **Economic Impact Study of Currituck Airport** – Mr. Leary had just received a copy and would provide copies for members. Public relations for promotion of the airport was discussed. Mr. Kohler was to contact a county resident with this type of background, who had volunteered her services, for assistance. There was also discussion on a sub-committee within the Authority for public relations. Mr. Kohler was to discuss with Chairman Eure.

9. Consent Agenda

Fuel Report – No comment.

10. Adjourn

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