

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
MARCH 15, 2006**

The regular monthly meeting of the CCAA was held on March 15, 2006, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, Tom Brady, Denise Hall, Ed Ish, Bob Kohler, Jerry Old, and Richard Turner. Also present: Wayne Leary, Economic Development Director, Dan Scanlon, County Manager, and Katherine McKenzie, County Attorney. Guests: Leland Gibbs, Jim Winebarger, and others. Absent: Commissioner Paul Martin.

1. **Call to Order** – Chairman Eure called the meeting to order.
2. **Welcome Visitors and Guests** – Chairman Eure welcomed members and guests.
3. **Additions or Deletions to the Agenda** – Ms. McKenzie, County Attorney, addition to discuss hangar issues. Mr. Leary requested the deletion of the Draft FBO Agreement. Mr. Kohler moved to approve the agenda as amended. Mr. Old seconded the motion and motion passed.
4. **Approval of Minutes** – Mr. Kohler moved to approve the February 15, 2006, minutes as submitted. Mr. Old seconded the motion. Minutes were approved.
- 4A. **County Attorney** – Ms. McKenzie followed up on the last meeting at which staff was directed to review and clean up the hangar waiting list. She distributed several background documents and explained the color coding of how names were moved around. She then referred to the current priority list which staff had been working on for the past month. She explained the steps followed to determine eligibility and recommended two names be removed, one at the owner's request and the other for non-payment of fees.

Mr. Winebarger asked questions about the hangars. Mr. Scanlon addressed those questions. He explained that the reason Mr. Foy's hangar had not been passed with the plane as had been done previously was that the issue was challenged. With further research and on advice of the County Attorney, it was determined that the policy did not state, nor was there any board action, that stated the hangar could pass with the aircraft. Therefore, the matter was referred to the Authority at their last meeting for clarification.

With respect to the former maintenance business operator, Mr. Scanlon explained that the operator had indicated that he could not continue to work at Currituck because of travel time and lack of work, not the fear of competition. Mr. Winebarger stated that it was not possible to run a full

time maintenance operation in the hangar space allotted and that a part time business needed another source of income during slack times, such as subletting to a plane owner. Mr. Scanlon recalled discussing multiple mechanics utilizing the same hangar space with Mr. Winebarger previously; however, he did not recall subletting the hangar for storage of aircraft when no maintenance was occurring. Mr. Scanlon related that the County Attorney was reviewing the agreement given to him by Mr. Winebarger.

Mr. Gibbs asked about the intention of the 60 day requirement that the aircraft be on site. His understanding was that it be 60 consecutive days and asked if a statement from the former maintenance operator as to the presence of a plane would be accepted.

Ms. Hall indicated that, once this immediate situation was resolved, the board would be revisiting and revising the policy.

Mr. Scanlon related that any statement would be considered.

Ms. Hall asked if there was any conflict with the first two names on the waiting list.

Mr. Turner asked if Mr. Ish had received had received a refund for the current year.

Mr. Ish volunteered to move to the bottom of the list for the sake of moving forward with the issue. Mr. Brady stated that since Mr. Ish's plane had not been at the airport, he could not endorse the list. Mr. Turner related that there was the perception that Mr. Ish had not met all the rules.

Ms. McKenzie stated that, since a motion was passed at the last meeting to clean up the waiting list, another motion should not be required.

Mr. Brady was of the opinion that, if a person had falsified records, he should not be qualified to sit on the advisory board.

Ms. Hall related that was another issue and they should move on. Ms. McKenzie reported that there was another hangar in question for violation and requested that the board go ahead and adopt the list.

Mr. Old moved that he and Mr. Eure be recused from the vote. Ms. Hall seconded the motion. Motion carried.

Ms. Hall moved to adopt the first four names on the waiting list. Mr. Kohler seconded the motion. Motion carried.

Mr. Brady again questioned a person's right to sit on the board. Mr. Kohler indicated that a letter should be sent to the Board of

Commissioners recommending removal and stating reasons. That was not within the purview of the Airport Authority.

Mr. Turner agreed that was not an issue to consider at the board meeting. Mr. Scanlon restated that would be for BOC action.

Ms. McKenzie gave the credit for the waiting list update to Pam Baker in Finance. She also offered her assistance to the board, if needed, for policy revisions.

5. **NC Airports Association Conference** – Mr. Leary announced that the conference would be at Seatrail on April 19-21. He, Ms. Hall, Mr. Kohler, Mr. Eure, Mr. Ish, and Mr. Brady were planning to attend. He urged others to attend, if only for one day. He had been advised to set up an information booth to promote the county as well as the airport and needed members to man the booth. He stated the domain name flytoOBX.com had been obtained and more active marketing would take place in the future. Transportation to the conference was discussed.

6. **Old Business**

- **Clearing 23 Approach Zone** – Mr. Leary explained that they were waiting on Barnhill's surveyor to mark the area. Once Mr. Temple gets on site, he estimates it will only take 5 days to cut 24-50 acres.
- **Master Plan Update** – Mr. Leary indicated that the ED Board had expressed the opinion that the entire 500 acres should be included in the Airport Master Plan and that Talbert & Bright should be tasked with the update. He also stated that the Division of Aviation agrees with that opinion. He related that this was needed in order to address or revisit the setback of the parallel taxiway. He asked for the Authority's support. From the center of the taxiway to center of runway should be 325-350 feet.

Mr. Old moved to support having Talbert & Bright update the master plan to include the entire acreage. Ms. Hall seconded the motion. Mr. Kohler remarked on Commissioner Chairman O'Neal's proposal to combine the Airport Authority with the ED Board. Mr. Leary related that a recent discussion of the airport industrial park tasked the ED Board with developing the park. Mr. Old stated that it was his understanding that the Board of Commissioners wants to promote economic development although the airport will get what it needs. Mr. Kohler felt that it was not in the Airport Authority's charter to promote economic development. Mr. Leary stated that the ED Board agreed that any economic development at the airport should be aviation-related and that the entire acreage should be under the master plan.

Chairman Eure called for a vote on the motion. Motion carried.

Mr. Ish asked about the news articles concerning the skate park issue. Mr. Leary requested that the board take a break.

7. New Business

- **Airport Van** – Mr. Leary had reported earlier that the airport had inherited a van from another department which would need checking out, repainting, and lettering.
- **Draft FBO Agreement - Deleted**
- **Full Service Fueling** – Mr. Leary stated that he planned to include a fuel truck in the airport budget. He requested the Chairman to appoint a committee to work with him on preparing the budget requests. Mr. Old, Mr. Kohler and Mr. Brady agreed to serve on the committee.

8. Consent Agenda

- **Fuel Report** – There were no questions or comments.

9. Closed Session

NORTH CAROLINA GENERAL STATUTE § 143-318.11.

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development Incentives that may be offered by the public body in negotiations.

Ms. Hall moved to go into closed session. Mr. Kohler seconded the motion. The board went into closed session. Mr. Leary maintains the closed session minutes.

Mr. Old moved to come out of closed session. Mr. Kohler seconded the motion. Motion carried.

10. Adjourn

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