

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
MAY 16, 2007**

The regular monthly meeting of the CCAA was held on May 16, 2007, at the Terminal Building Conference Room. Members present: Tracy Eure, Chair, John Gross, Denise Hall, Ed Ish, Ken Norris, Jerry Old, and Jim Winebarger. Also present: Commissioner Gene Gregory and Wayne Leary, Airport Manager. Guests: Leland Gibbs.

1. **Call to Order** –Chairman Eure called the meeting to order.
2. **Welcome** – Chairman Eure welcomed everyone, including new member, Ken Norris.
3. **Additions or Deletions to the Agenda** – Mr. Old moved to approve the agenda. Mr. Winebarger seconded the motion. Agenda was approved.
4. **Approval of Minutes** –Mr. Old moved to approve the March 28, 2007, minutes as submitted. Mr. Winebarger seconded the motion. Minutes were approved.
5. **Old Business**

Mr. Leary commented on the following:

- **Fuel Farm Update** – One phone call was needed to switch credit card reader over to Shell. A Shell sign would go up soon. Repairs to the fuel farm had been approved for use of \$50,000 in Vision 100 funds.
- **Security Fence** – Mesh was being delivered the next day. Contractor had begun the previous day. Mr. Leary described the location of the fence line and indicated it would be situated 30 feet off the property line to allow for mowing on both sides. The fence was to be extended from the original plan to take in more of the area adjacent to Highway 158. Approximate cost would be an additional \$20,000; however, budgeted capital funds would cover the cost since most of the contract was covered by 90/10 grant funds. The fence would be grounded every 500 feet per FAA requirements. Gates would also be grounded. Questions regarding specifications for the gates had been posed to the engineers; and gates to be installed meet FAA requirements. Remainder from fence budget would go towards maintenance equipment.
- **Hangar Numbering** – Numbering was complete.
- **Committee Updates**

Public Relations – No report.

Capital Improvements - Committee had not met since last regular meeting; however, Mr. Winebarger stressed the importance of developing a plan and schedule for building a corporate hangar. He felt that at least four jet owners would be interested in leasing and offered to solicit letters of commitment, if needed. Commissioner Gregory requested that Mr. Winebarger relate that

information to the Board of Commissioners. Mr. Leary noted that a 10,000 square foot corporate hangar had been approved subject to lease.

Mr. Old moved to authorize Mr. Winebarger to address the Board of Commissioners on behalf of the Airport Authority regarding budget and hangars. Ms. Hall seconded the motion. Motion carried.

Safety – No report.

- **Report on Airport Conference** – Mr. Leary related that the conference was good, though attendance was down. Approximately 300 attended. One of the big issues discussed was birds. Relative to that, he reported that USDA was on site that day helping with a management plan for buzzards, starlings and geese. More frequent mowing was recommended. Airport staff would be accomplishing that. Mowing equipment was included in the budget.

Mr. Leary also related that information was given out on airport liability insurance at a reasonable cost.

- **Single Point Fueling** – Discussion of the need for this was introduced. Also discussed was a fuel truck and what type was needed.

6. **New Business**

Airport Visits – Ms. Hall and Mr. Leary reported that four airports were visited, others contacted by phone, and related lease prices for hangar space as well as descriptions of the hangars. Edenton was the only airport contacted that had lower monthly rates. There was discussion on adjusting lease rates.

Following discussion, a motion was made to recommend to the Board of Commissioners that hangar lease rates remain as is. There was a second to the motion. Motion carried 4 votes in favor, 2 votes against.

7. **Consent Agenda**

Fuel Report – MOGAS pump is locked. Mr. Leary is working with Public Works to pump remaining gas from tank. There was a question about Blackwater purchasing fuel from the county. Mr. Leary replied that it had been discussed. If an agreement is reached, Blackwater would purchase in bulk using their tanker truck.

8. **Other Old Business**

Mr. Winebarger asked about the lighting. Mr. Leary had contacted Public Works.

Mr. Ish questioned when lease agreements would be mailed and liability insurance issues. Mr. Leary replied they would be sent out in June and the liability issues had already been addressed.

9. Adjourn

There being no further business, Ms. Hall moved to adjourn. Mr. Winebarger seconded the motion. The meeting was adjourned.