

**CURRITUCK COUNTY
AIRPORT ADVISORY AUTHORITY
MINUTES OF MEETING OF
NOVEMBER 14, 2007**

The regular monthly meeting of the CCAA was held on November 14, 2007, at the Terminal Building Conference Room. Members present: John Gross, Ed Ish, Ken Norris, Jerry Old and Jim Winebarger. Also present: Wayne Leary, Airport Manager. Excused Absence: Tracy Eure and Denise Hall. Guests: Leland Gibbs and Jack Kitchin.

1. **Call to Order** – Mr. Old called the meeting to order.
2. **Welcome** – Mr. Old welcomed everyone.
3. **Additions or Deletions to the Agenda** – There were none. Mr. Ish moved to approve the agenda. Mr. Winebarger seconded the motion. Agenda was approved.
4. **Approval of Minutes** – Mr. Winebarger moved to approve the October 17, 2007, minutes as submitted. Mr. Ish seconded the motion. Minutes were approved.
5. **Old Business**

Mr. Leary commented on the following:

- **Apron Expansion Update** – A test core was done to test asphalt and joints. There were voids on surface. Compaction was marginal. Asphalt in the test strips did not pass tests. Contractor had to remove and replace the test strips before the paving was completed. Anchors are in place and the concrete will have set up before we attach the anchor ropes. Mr. Leary mentioned assigning tie-down spaces to free up apron space for visiting planes. It was suggested that Gary Ambrose's spaces be situated up front for easy access by student pilots. Mr. Winebarger moved to support Airport Manager in assigning airport tie-down spaces. Mr. Norris seconded the motion. Motion carried.
- **Hangar Construction Update** – Mr. Leary referred to handout where Vision 100 money was formally awarded in October. There was \$582,000 grant money for construction of hangar and \$150,000 grant money available for taxiway to hangar. Four or five hangars were anticipated. It was planned to specify an Erect-a-tube building. A better building was anticipated and rents would still be cost-competitive. He asked that volunteer board members be involved in planning the building. It was agreed that the members of the Capital Improvements Committee would serve. The waiting list was discussed. Mr. Gibbs mentioned that the present corporate hangar occupants would prefer to move to the new corporate hangars. Mr. Ish felt that the general aviation aircraft owners who had been on the waiting list for some time should also be given the option to lease a corporate hangar. Mr. Winebarger felt that the board had agreed, and the State supported, to only allow corporate aircraft in corporate hangars. Mr. Ish brought up land leases. Mr. Leary has furnished a sample lease to the Commissioners for their consideration.

Mr. Leary asked for a motion to recommend proceeding with the construction of a corporate hangar. Mr. Ish so moved. Mr. Gross seconded the motion. Motion carried.

- **Tractor Shed Update** – A 40 x 24 foot carport-type shed with enough clearance was available at under \$10,000. Mr. Winebarger moved to purchase the shed for tractors. Mr. Norris seconded the motion. Motion carried. Mr. Leary was to put in a budget request.

- **Committee Updates –**

Capital Improvement Committee – Will be working on design of new hangar.

Public Relations Committee - Was to get in touch with Randall Edwards to get some direction.

Safety Committee – Mr. Leary related that he had purchased from Norfolk International Airport a home firefighting unit, skid mounted which fits on a pickup truck, like new for \$500. He is working with Chief Chris Dailey to acquire vehicle for the unit. The truck will be based at the airport. It would be housed in a storage unit.

6. **New Business**

- **2009-2013 TIP Request** – Mr. Leary referred to the TIP handout which had been reviewed with DOA who supports funding for the projects. Although projects are scheduled for certain years, increased usage by certain types of businesses could move ahead some items. He mentioned several commercial/corporate businesses who had utilized the airport. There was a motion and second to submit the TIP Request to and recommend approval by the Board of Commissioners. Motion carried.
- **November Aeronautics Council Meeting** – Scheduled for the following Tuesday in Elizabeth City, 10:30 am, at DRS Technologies. Members were encouraged to attend.

7. **Consent Agenda**

- **Fuel Report** – Fuel would be ordered the following week, but no price was known yet.

8. **Adjourn**

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