

# **SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE**

Meeting Minutes  
April 27, 2011

## **Opening:**

The regular meeting of the Sussex County Airport Advisory Committee was called to order at 7:10 p.m. on April 27, 2011 at Sussex County Emergency Operations Center by Committee Chairman, Jeff Reed.

## **Advisory Committee Members Present:**

Dave Baker, County Administrator  
Julie Wheatley, Director, County Economic Development

Gus Croll	Rick Garner	Larry Kelley	Jeff Reed
Mark Ryan	Richard Wilson		

Jim Hickin, A.A.E., Sussex County Airport (Non-member)

## **Advisory Committee Members Absent:**

Honorable Sam Wilson, County Council      Mike Izzo, P.E., Director, County Engineering Dept  
Garrett Dernoga

### **1. Amend and Approve Agenda**

A Motion was made by Dave Baker, seconded by Rick Garner, to amend and approve the agenda to include Wings & Wheels, and B25 Operations as additional discussion items. The agenda was unanimously approved as amended.

### **2. Approval of Minutes**

A Motion was made by Rick Garner, seconded by Dave Baker, to approve the minutes of the March 23, 2011 meeting. The minutes were unanimously approved by consent.

### **3. Public Comments**

There were no public comments.

### **4. Wings & Wheels**

The committee was advised that the Wings & Wheels event and the NASCAR race are scheduled for the same weekend in October 2011. Linda Price, Chairman of the Wings & Wheels Committee, attended the meeting and updated the Airport Advisory Committee on the Wings & Wheels activities, potential advertising venues, and requested approval to confirm the date for the event. Julie Wheatley stated to the committee that the County

supports the Wings & Wheels event and contributes \$1300.00 toward the event. It was decided that due to lack of interest by the NASCAR teams to come to the airport for 2011 there would be no conflict with the Wings and Wheels event being held October 1, 2011. The schedule for 2012 may have to be reviewed pending possibility of NASCAR teams revisiting Sussex County Airport. After much discussion, a motion was made by Rick Garner, seconded by Richard Wilson, to recommend to the County the date of the Wings and Wheels event to remain at October 1, 2011. This was unanimously approved by consent. Dave Baker, County Administrator, approved this recommendation.

## **5. Emergency Response**

Rick Garner had nothing new to present to the committee at this time. Jeff Reed said that with the change in the Fire Company's leadership in January, they haven't had as much contact with them as they would like. Gus Croll stated he will have radios he will not need after the tiedown ramp project is complete and offered to give them to the County for their use. They could possibly be used for Wings & Wheels as well.

## **6. Airport Policies (Continued) Minimum Standards, Volume IV**

Jim Hickin began the discussion explaining the purpose and requirements of having a Minimum Standards Policy. It was stated that the Minimum Standards document will guide the writing of new leases for the airport. There was some disagreement on some of the wording in various sections of the document, including the issue regarding existing leases and possible new business ventures for an existing leaseholder regarding the lease verses the Minimum Standard Policy. Dave Baker asked Jim Hickin to contact County Attorney to see what his opinion on the Minimum Standards document regarding existing leases would be. Section 1.2.1 will be revisited at a later date. Discussion will begin with the minimum standards paragraphs of Section 3, Fixed Base Operator-Fuel Sales, at the next meeting.

## **7. NASCAR Contacts Update**

Julie Wheatley opened the discussion by stating she had contacted several of the NASCAR teams and received 100% negative response for 2011 races. This was because their travel schedules for the year have already been decided. For future reference she learned that each team has a travel coordinator and that is who contact needs to initially be made with. Julie also commented that letters can be sent out and to basically campaign for the teams to come to the area not just for the race but as a tourist destination. County officials are working on a marketing plan for the County that includes the Airport, and NASCAR is part of that plan.

## **8. Wildlife Management**

Jeff Reed stated that the wildlife issue needs to be addressed and the committee needs to come up with a plan to do so. Jim Hickin has a meeting next week with a Deer Biologist, from DNREC, to see what options he can offer. Jim Hickin reported that he had spoken with the Delaware State Police and DNREC to see if they would kill the deer to help with the problem. The two agencies declined due to liability issues and public perception. The

Delaware State Police has offered use of their infrared camera to help locate the deer. Jim reported that since county employees performed a “round up” of the deer, it appears the number of deer has reduced from originally 25-30 deer down to 8 or 10. Jim stated herding deer off airport property is a standard industry practice and is regularly done at Dover Air Force Base. It was also discussed that seagulls and geese were a problem as well. Julie Wheatley suggested the county put something in writing to show effort is being made to address the issue before something happens and it becomes a liability to the county.

## **9. B25 Operations**

Larry Kelley stated that he had obtained information from an FAA official stating that B25 operations could be counted toward flight operations for the airport. This was in regards to the runway extension project. Larry offered Jim Hickin his log reports for 2010 showing his flight activity.

## **10. Airport Update**

Jim Hickin updated the committee on the following projects:

1. Tie Down Ramp: A.P. Croll due to start on tiedown ramp April 28, 2011, weather permitting. It is hopeful the tiedowns will be usable by July 4<sup>th</sup>.
2. Airfield Directional Signs: Concrete pads were poured for signage on the airfield. Hopefully to be completed by April 29, 2011.
3. EOC Solar Ground Breaking: A groundbreaking was held April 12, 2011 for the installation of solar panels that will help with the electric at EOC. It was funded by Federal grant money.
4. Runway Extension: Environmental Assessment Open House will be May 3, 2011, West Complex at 6:00 p.m.
5. Taxiway A between terminal & Runway 22: Money was put in the Airport Budget request to rehabilitate a portion of Taxiway A with a hot mix overlay.
6. Dave Baker commented that the county will be using their own County Security Guards instead of Bennett Security for the 12-8 shift. These guards will “roam” between the County Administration building and the Airport property. Jim Hickin also stated that we are working on getting a new guard house at the Industrial Park.
7. Rudder Lane Stormwater project to take care of water issues by State Police hangar.
8. Wetlands: Wetland Mitigation Project due to disturbing the wetlands a few years ago.

9. Taxiway B: Still having an issue with a section of lights.
10. A NOTAM has been issued for Taxiway B and for Taxiway A due to A.P. Croll's construction. A safety plan is in effect.
11. Julie Wheatley asked about potholes at the entrance of the airport. Jim replied that a repaving project is planned.
12. DelDOT funded a pavement assessment of all aeronautical pavement. This study will be used to prioritize pavement maintenance funding.

**Adjournment:**

Jeff Reed made a motion, and seconded by Rick Garner to adjourn the meeting at 9:30 p.m. The next meeting will be at 7:00 p.m. on Wednesday, May 25, 2011 at Sussex County Emergency Operations Center.

Minutes respectfully submitted by:

Susan Wise, Clerk III Technician  
Sussex County Airport