

SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE

Meeting Minutes
February 23, 2011

Opening:

The regular meeting of the Sussex County Airport Advisory Committee was called to order at 7:00 p.m. on February 23, 2011 at Sussex County Emergency Operations Center by Airport Manager, Jim Hickin.

Advisory Committee Members Present:

Honorable Sam Wilson, County Council
Dave Baker, County Administrator
Mike Izzo, P.E., Director, County Engineering Dept
Julie Wheatley, Director, County Economic Development

Garrett Dernoga Rick Garner Larry Kelley Jeff Reed Mark Ryan

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

Advisory Committee Members Absent:

Gus Croll Richard Wilson

1. Approval of Agenda

A Motion was made by Mike Izzo, seconded by Garrett Dernoga, to approve the agenda, as posted. The agenda was unanimously approved as distributed.

2. Election of Officers

Nominations were taken for the position of Chairman. A Motion was made by Garrett Dernoga, and seconded by Rick Garner to nominate Jeff Reed for Chairman. Motion approved by unanimous consent.

Nominations were taken for the position of Vice-Chairman. A Motion was made by Larry Kelley, seconded by Garrett Dernoga, to nominate Rick Garner for Vice Chairman. Motion approved by unanimous consent.

Jeff Reed inquired about adding a new position for leading the meetings that would make the past Chairman third in charge. Due to the size of the group it was decided the position was not necessary at this time.

At this time, the meeting was turned over to Jeff Reed, Chairman.

3. Approval of Minutes

A Motion was made by Garrett Dernoga, seconded by Julie Wheatley, to approve the minutes of the December 1, 2010 meeting. The minutes were unanimously approved by consent.

4. Public Comments

There were no public comments at this time.

5. Emergency Response

Jeff Reed asked if radios had been purchased for the Georgetown Fire Co and what status is. Jim Hickin said the radios have been purchased and are in Command Vehicle with instructions.

Jeff Reed noted the Fire Company has a new Chief (Michael Briggs). Rick Garner stated that the fire company has scheduled class for Aviation Accidents. He also said he has an upcoming meeting with the Fire Company.

Jim Hickin commented on the communication issue and explained the issue Dover Approach was having with their call procedures. This issue has been resolved and communication should be improved.

6. Bylaws Changes

Jim Hickin discussed the changes to the Bylaws with the committee.

- a. The number of members are now accurately reflected in the Bylaws
- b. Terms of committee members

7. 2011 Meeting Schedule

This item was deferred to the end of the meeting

8. Airport Update

Jim Hickin updated the committee on the following projects:

- 1. Runway Extension: Still on track for 500 ft extension. Environmental Assessment and Design Contract should be ready by August 1, 2011. FAA has 2011 money set aside.

Dave Baker commented that efforts are still being made to get a 6,000 ft runway and that there have been meetings with Congressional staff to obtain other funding options. Senator Carper's office suggested finding businesses

and other flights that would help with flight numbers and the goal level (500 operations per year). Dave asked Mark Ryan if he had any contractors or clients that could help out with the flight numbers. Mark Ryan replied he would see what he could do to help out but the problem is if they come in here they have nowhere to go that can accommodate the planes when they get here. Dave also asked if anyone knew of any businesses that would fly in here instead of Salisbury.

Discussion continued on suggestions to increase the flight numbers for the aircraft necessary to count as landing operations, including but not limited to vintage planes, National Guard, other corporate businesses, and contacting NASCAR teams to come to the airport. Jeff Reed asked if Jim would contact Northrop Grumman about potential activity here.

Larry Kelley asked if we had the ability to track planes that file an IFR flight plan. Jim Hickin replied we are limited on things we can track, however FAA has a database of flights. Garrett Dernoga commented that he logs in all jet activity regardless of fuel being purchased or not. Mike Izzo suggested bringing tracking numbers to the meetings for the advisory committee to be aware of.

Dave Baker thanked the committee for their ideas and help regarding the flight activity requests.

Discussion continued regarding NASCAR activity and what incentives we can offer the teams to come here (free transportation). Jim Hickin will talk to Dover regarding their restrictions, etc. Julie Wheatley will contact DEDO/DART and make contact with NASCAR teams. Susan will provide resource for those team listings.

2. Tie Down Ramp: Bid opening February 28, 2011. Sam Wilson inquired to the number of bidders for the project and what process was used.
3. Runway Lights: Jim informed the committee that during the snow storm a contractor damaged most of the lights on one side of Runway 4-22 lights. The county had issues with parts being ordered and weather related problems. An outside electrician had to be hired and he found additional problems with the circuits. Most of the repairs are fixed and the lights are on. There are still 3 lights that are still out and the taxiway lights still need repairing. Jim requested that the pilots please check the NOTAMS.
4. Dave Baker stated that Senator Carper will be having a press conference on Friday, February 25th at 10:30 a.m. The Senate had passed their version of the FAA Reauthorization Bill.
5. Julie Wheatley addressed the committee regarding items she was to take care of regarding development guidelines from the December 1, 2010 meeting. She has a large amount of paperwork pertaining to this and will send Susan the

links electronically to forward to the committee so they can review the documents if they are interested.

9. Airport Policies (Continued) -Minimum Standards, Vol. IV

Jim Hickin opened the discussion with an explanation of a Minimum Standards document. The basics to the document include: (1) Sussex County Council owns the airport. As owners they have the right to set terms and conditions for use of its property.

The Minimum Standards document must be reasonable and not unjustly discriminatory. There are benefits to having written Minimum Standards to include:

- Keeping within our Grant Assurances
- County Council is responsible for services to the airport
- Helps us in dealing with complaints filed with FAA
- Protects existing businesses from substandard operations
- Helps businesses plan for the future

Jim used a couple of examples to illustrate the benefit and importance of having Minimum Standards. Discussion continued on how detailed they had to be. Mike Izzo commented that they should be specific enough for quality services but also restrictive enough to protect the airport. Jeff Reed questioned why we can't look at the old Minimum Standards and use that as a sample. Jim Hickin explained those Minimum Standards were really a sample and that Sussex County Airport's name was just applied to that and some things didn't even apply to our airport. Jim distributed "Fuel Sales" paper to the committee as a guideline to use for each fuel sales business to be operated on the airport.

10. 2011 Meeting Schedule

This item was deferred to this point of the meeting. It was discussed and agreed to leave the meeting schedule on a Monthly basis at this time. The meetings will be held the Fourth Wednesday of each month unless the committee votes for an exception.

Adjournment:

Rick Garner made a motion, and seconded by Mike Izzo to adjourn the meeting. The next meeting will be at 7:00 p.m. on Wednesday, March 23, 2011 at Sussex County Emergency Operations Center.

Minutes respectfully submitted by: Susan Wise, Clerk III Technician, Sussex County Airport