

# **SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE**

Meeting Minutes  
January 18, 2012

## **Opening:**

The regular meeting of the Sussex County Airport Advisory Committee was called to order at approximately 6:03 p.m. on January 18, 2012, at Sussex County Emergency Operations Center, by Sussex County Airport Manager, Jim Hickin.

## **Advisory Committee Members Present:**

Todd Lawson, Sussex County Administrator  
Mike Izzo, Sussex County Engineer  
Julie Wheatley, Director, Sussex County Economic Development

Rick Garner	Larry Kelley	Jeff Reed	Mark Ryan
Richard Wilson	Robert E. Young		

Jim Hickin, Sussex County Airport (Non-member)

## **Advisory Committee Members Absent:**

Honorable Sam Wilson, County Council  
Garrett Dernoga

## **1. Introduction**

Jim opened the meeting by introducing a new member of the committee, Robert E. Young, to the attendees. Introductions were given by each member to Mr. Young. Welcome Aboard Bob Young!!

## **2. Approval of Agenda**

A Motion was made by Rick Garner, seconded by Mike Izzo, to approve the agenda as distributed. The agenda was unanimously approved by consent.

## **3. Election of Officers**

Nominations were taken for the position of Chairman. A motion was made by Larry Kelley to nominate Jeff Reed. A motion by Rick Garner, seconded by Mike Izzo, to close the nominations. By vote of consent Jeff Reed is the Chairman for 2012.

At this point the meeting was turned over to the Chairman, Jeff Reed. Jeff Reed thanked the committee for their vote of confidence for another year.

Nominations were taken for the position of Vice-Chairman. A motion was made by Larry Kelley, seconded by Mike Izzo, to nominate Rick Garner. A motion by Larry Kelley, seconded by Richard Wilson, to close the nominations. By vote of consent, Rick Garner is the Vice-Chairman for 2012.

#### **4. Approval of Minutes**

A Motion was made by Rick Garner, seconded by Richard Wilson, to approve the minutes of the December 7, 2011 meeting as distributed. The minutes were unanimously approved by consent.

#### **5. Public Comments**

Jeff Reed asked the members of the public to introduce themselves prior to public comments being made. Members of the public attending were Everett Bennett, Bob Jewitt, Joe Kempf (Sussex County Safety & Security Director), and Gerald Wingate.

Everett Bennett expressed concern of the airport regarding the business side. He used an illustration of a restaurant owner to compare to the airport. He stated that in order to have a good business you have to have a good product, it has to be priced right, and you have to provide good service. He expressed his dissatisfaction with the way the county handled his lease. Mr. Bennett provided a copy of a letter to the committee that disclosed his issues with the county's process. He wanted to make the committee aware that:

- 1- He has lost \$75,000 on a hangar purchase because it was "stolen" by the county.
- 2 There will be a lot of rift from other pilots who are put in his same situation
- 3- He feels business at the airport will be endangered.
- 4- He asked for the committee to step in and help correct the wrong. He feels the airport is already regulated too much.

Jeff Reed thanked Mr. Bennett for his time and stated that he didn't feel that particulars of individual leases were in the realm of the committee's jurisdiction. Jeff told Mr. Bennett they would take the complaint and discuss it.

Mr. Bennett said that if this isn't resolved he would continue his battle.

#### **6. Airport/Industrial Park Security**

Joe Kempf, Sussex County Safety & Security Director, provided operating procedures for the Security Guards to the committee. Due to liability issues, and the current training level of the guards, that they will observe properties, not enter properties, and if they find an open window or door they will call the person listed on the emergency contact list. If there is an emergency they will call 911 and make proper contacts. Joe will prepare Standard Operating Procedures for the guards and do proper distribution of the policy.

Rick Garner complimented Security Guards on the job they are doing, and Jeff Reed echoed what Rick said. Jeff Reed asked Joe Kempf if he had considered guards for training at airport with an aviation radio. Joe said at this time they have not but it is something they can look into. Jeff Reed asked if there is a training or equipment requirement to better support security.

## **7. Emergency Response**

Rick Garner reported that things are status quo in regards to a future drill that he is trying to coordinate with Georgetown Fire Company. He doesn't expect for anything to happen until the weather improves.

## **8. Wildlife Management Update**

Jeff Reed commented there are a lot of deer on airport at certain times.

Jim stated that the county has made efforts to find the areas in the fence that the deer are coming in. The county has made the improvements other than the ditch where water is still standing. DSP used the infrared camera and found 3 deer inside the fence and several outside the fence. We know the deer are getting into the airport, but can't determine exactly where they are entering. The county has approved moving forward with harvesting the deer. Jim is waiting on approval from DNREC for the permit. Once the permit is obtained, the county can then harvest out of season. The deer meat will be donated to a food bank.

## **9. Motor Fuel Tax**

Rick Garner stated that he had contacted Representative Short and he referred him to another person that he believes serves on the Delaware Aviation Advisory Council. This person hasn't gotten back to Rick.

Jeff Reed explained to Bob Young, since he is new to the committee, what has prompted this topic which is to rid of tax that has to be reimbursed. Larry Kelley commented that the State should remove the tax to make us more competitive with fuel and it would do away with filling out the forms that are a nuisance to get reimbursed.

Rick is going to continue to work on this and make contacts with the person that was referred to him as well as contact other airports and pilot groups.

## **10. Airport Update**

Jim Hickin discussed the following updates:

- A. Runway 4-22 Extension: Project is at 60% design point. It is expected to go out to bid sometime late April/early May. If funding is there project would start in July. Grant funding is considered discretionary funding and are the last monies to be disbursed from FAA and the short term re-authorizations for the FAA are causing the issues. Mike Izzo commented that they have established

two schedules, one will include if the money comes in on time and the other will be based on the money being received by September 1st.

- B. Taxiway A Rehabilitation: A repaving project consisting of the main ramp to runway 22. It will affect tenants and aircraft from Terminal Building all the way down Rudder Lane. It is scheduled to begin approximately April 2012-May 2012. A meeting was held January, with poor attendance, for the purpose of discussing the effects of the project on the tenants.
- C. Taxiway B (old 13-31): This project will be done this summer after Taxiway A is complete. It will be a crack and seat and hot mix.

Mike Izzo commented that the county has developed a program of evaluating the different pavement surfaces and do improvement on a rotating basis.

- D. Rudder Lane: Project will be completed before Taxiway A & B are started. It will improve drainage to the cul-de-sac. This should alleviate most of the flooding.

Larry Kelley asked if all the tenants could be notified and be made aware of the closings due to the improvements, especially 4-22. Mike Izzo stated that in the spring that a presentation will be made to the committee regarding the runway schedules. Jeff Reed asked if the information could be put on the electronic sign when it is thirty days ahead of closure. It was also suggested that mass emails be done for notifications.

- E. The concrete at John Reichert's hangar has been repaired. The other remaining sections of pavement repairs will be looked at during the summer.
- F. County Council approved using leftover grant money from the solar panels to upgrade 10-28 to LED lights. All lighting for 4-22 will be LED.

Larry Kelley asked about status of cell phone tower. Jim Hickin stated that the time frame for comments expired at the end of December and he's not heard anything additional regarding the tower.

## **11. Airport Policies – Minimum Standards**

Jim Hickin opened the topic regarding explaining Minimum Standards as the county's terms and conditions for people who want to operate an aviation business at the airport. The standards have to be reasonable and not unjustly discriminatory. Minimum Standards help promote businesses and put everyone on a level playing field.

There were some questions about who the Minimum Standards would apply to once they are adopted. After contacting FAA and receiving an email reply from them regarding this question, the FAA states the Minimum Standards applies to all tenants, both existing and future tenants. A distribution of this email was made to the committee members for their information and review. Todd Lawson and Jim Hickin had spoken to FAA Eastern

Region Compliance Officer in New York and Airports District Office Manager in Harrisburg via conference call and their direction was clear on this issue. Minimum Standards that are adopted will apply to all tenants, existing and future tenants uniformly. This information changes how the committee has been discussing Minimum Standards to this point. It was suggested that any Minimum Standards that are adopted be treated as a living document that should be reviewed and updated periodically.

Mike Izzo asked Jim who would legislate the Minimum Standards. Jim replied it would be a County Council policy.

After distribution of the email from FAA as well as the re-distribution of the opinion from the County Attorney, Moore & Rutt, it was decided that with the new information provided, several committee members didn't feel comfortable or prepared to comment on the Minimum Standards. It was decided to table this topic until the next meeting to give the member's time to review the information and compare to previous decisions that were made.

## **12. Letterhead Stationery**

Jeff Reed asked the committee their opinion regarding the Airport Advisory Committee having their own stationery. The issue surfaced when he was asked to send a letter to Council thanking them for the tiedowns. After some discussion the committee decided it would be best for written communication to be done on plain paper with Jeff Reed writing the letter on plain paper and signing his name as Chairman of the Airport Advisory Committee.

## **Next Meeting Date**

The next meeting will be held on Wednesday, February 22, 2012 at 6 p.m. at EOC.

A motion to adjourn was made by Rick Garner, Seconded by Richard Wilson. The meeting adjourned at 7:55 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk III Technician  
Sussex County Airport