

# DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes  
January 24, 2018

## Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:00 p.m. on January 24, 2018, at the Sussex County Emergency Operations Center, by Delaware Coastal Airport Manager, Jim Hickin.

## Advisory Committee Members Present:

Todd Lawson, County Administrator  
Bill Pfaff, Economic Development  
Mark Ryan

Hans Medlarz, County Engineer  
Rick Garner

Garrett Dernoga  
Larry Kelley

Jim Hickin, Delaware Coastal Airport, non-member

## Advisory Committee Members Absent:

Honorable Rob Arlett, County Council

Gus Croll

Jeff Reed

Richard Wilson

### 1. Approval of Agenda

A Motion was made by Hans Medlarz, seconded by Garrett Dernoga, to approve the agenda as distributed. The agenda was unanimously approved by consent.

### 2. Election of Officers

Nominations were taken for the position of Chairman. A motion was made by Todd Lawson to nominate Garrett Dernoga. The motion was seconded by Larry Kelley. At this time, nominations were closed. Garrett was elected Chairman by acclamation. The meeting was turned over to the Chairman, Garrett Dernoga.

Nominations were taken for the position of Vice-Chairman. Larry Kelley nominated Rick Garner. The motion was seconded by Hans Medlarz. At this time, nominations were closed. Rick Garner was elected Vice Chairman by acclamation.

### 3. Approval of Minutes

A Motion was made by Rick Garner, seconded by Hans Medlarz, to approve the minutes of the November 15, 2017 meeting. The minutes were unanimously approved by consent.

### 4. Wildlife Management Update

Jim reported the latest deer count is at eleven. Managing the deer is an ongoing process.

### 5. Airport Update

A. Jim Hickin discussed updates on the following projects:

- 1- Instrument approaches: VOR/DME RWY 4 still in progress. The publication date has been delayed and is now September 13, 2018. GPS approach to RWY 4 will not change as one of the trees identified as an obstruction has been removed.
- 2- Obstruction Removal: RFP for tree removal, in pond near DSP area. Bids are due Friday, January 26, 2018.
- 3- Clearance Delivery Radio Frequency: There have been issues with the frequency between us and DAFB. It has been determined that the problem seems to be at DAFB. There is a NOTAM issued for the clearance issue.
- 4- Taxiway C: First phase was completed in October 2017. The second phase will be in the area of Aloft and is scheduled for May 2018.
- 5- Taxiway D (parallel to RW 10-28): Project is moving along and is expected to be done in one construction period instead of two. It is expected to occur this fall or next spring.
- 6- Electrical projects: Ongoing lighting project.

## **6. Policy Review Discussion**

Jim had asked the committee to review the policies and suggest changes last fall. A subcommittee reviewed the policies. Rick Garner discussed the few proposed changes with the committee. Rick commented the redline changes were unavailable for the meeting but he will send them to Jim. A couple changes consisted of reflecting the Airport's name change in the policies, and to adopt FAA's Hangar Use document for use in our Airport policies and the T-Hangar leases.

Larry Kelley informed the committee that he met with Linda Price and they reviewed the Wings & Wheels budget and decided they will move forward with having the event again this year. After discussion on the event, Garrett suggested that Larry invite a Council member, possibly Rob Arlett, to attend the Wings & Wheels meetings that are held regularly.

Garrett asked Todd what the status of the runway extension was. Todd shared with the committee that the road relocation is in DelDOT's CTP 6 year plan. The timeline for road completion is 2021, with the expected date of the runway extension to be done at the end of 2025. The road project is currently undergoing an Environmental Assessment which should be completed this Spring and then will move on to the design phase. The runway extension will move forward once the road is completed.

Todd informed the committee the County will be putting new signage for the new industrial park and for the current industrial park that will feature the Delaware Coastal Business Park name and logo and will replace the older signs, including the directory in the current industrial park. The RFP went out January 24, 2018. Discussion continued regarding the planned entrances into the park.

**7. Public Comments-** There were no public comments.

**8. Next Meeting Date -** The next meeting will be held on Wednesday, April 11, 2018 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.

A motion to adjourn was made by Richard Wilson, seconded by Gus Croll. The meeting adjourned at 6:39 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport