

DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes
January 27, 2021

Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:02 p.m. on January 27, 2021, at 21769 Aviation Avenue, Georgetown, Delaware by Delaware Coastal Airport Manager, Bob Bryant.

Advisory Committee Members Present:

Doug Hudson, County Council	Todd Lawson, County Administrator	Rick Garner
Bill Pfaff, Economic Development	Garrett Dernoga	Ray Hopkins
Mark Ryan	Scott Thomas	Gus Croll
		Larry Kelley

Bob Bryant, Airport Manager, Delaware Coastal Airport, non-member

Advisory Committee Members Absent: Hans Medlarz, County Engineer Jeff Reed

Bob opened the meeting by informing the members of the committee that they were re-appointed and approved by County Council for 2021.

1. Approval of Agenda

A Motion was made by Bill Pfaff, and 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. Bill Pfaff nominated Garrett Dernoga and seconded by Rick Garner. Nominations were closed. Garrett was elected Chairman by acclamation. Nominations were taken for the position of Vice-Chairman. Garrett Dernoga nominated Rick Garner, seconded by Doug Hudson. Nominations were closed. Rick Garner was elected Vice-Chairman by acclamation.

The meeting was turned over to the Chairman, Garrett Dernoga, at this time.

3. Approval of Minutes

A Motion was made by Doug Hudson, seconded by Gus Croll, to approve the minutes of the September 23, 2020 meeting. The minutes were unanimously approved by consent.

4. Wildlife Management Update

Bob informed the committee that the White-tailed Deer Permit for 2021 is in effect. The Migratory Bird Depredation for 2021 paperwork for the permit has been submitted.

5. Airport Update

Bob Bryant provided a presentation that included Airport Updates as follows:

- 1- Instrument approaches: Two new potential approaches are being reviewed with no time frame set for approval.
- 2- Master Plan: Sections of the Master Plan are under review by FAA for approval. Bob discussed the various details of the Master Plan and the importance it has for the Airport. Bob asked the committee to review the Master Plan document and to send him any comments for consideration.
- 3- Extend General Aviation Apron: The Consultant is working with the County in completing the design for the expansion of the GA Apron.
- 4- FAA Airport Capital Improvement Plan (ACIP): Explanation was provided to the committee regarding how capital projects are funded through FAA grants. Only one (1) AIP grant per year is allowed. The next project after GA Apron expansion will be the Taxiway B design and construction.
- 5- Runway 4-22 Extension: The project timeline for State of Delaware to realign Park Avenue, Phase 1, is expected to begin in 2021 and completion expected in 2023. Completion of this phase will allow Sussex County, along with coordination with FAA, to move forward with the Runway 4-22 Extension.
- 6- Airport Manager Strategic Plan: The strategic plan consisted of short/long term goals by the Airport Manager. Bob noted the current strengths as well as some areas that need improvement for growth and economic development to occur at the Airport.
- 7- One RFP was received and is being evaluated for Lot B that went out to bid and due on December 18, 2020.

Larry asked how the Presidential TFR (Temporary Flight Restrictions) that could affect our airport, be handled as far as notifications. Bob stated he will send out a mass email to Airport tenants and users making them aware of any known TFR that affects our airport.

6. Policy Review Discussion

The committee voted in June 27, 2018 to put on the agenda for January 2021, to revisit a three year review of the Airport Policy Documents. Bob informed the committee he will reach out to the members and seek five members who would like to work with him on reviewing the polices for any potential changes in the documents.

7. Public Comments - There were no public comments.

8. Next Meeting Date - The next meeting will be held on Wednesday, May 19, 2021 at 6 p.m. Due to ongoing Covid 19 restrictions, a location will be selected and announced prior to May 2021.

A motion to adjourn was made by Ray Hopkins, seconded by Scott Thomas. The meeting adjourned at 7:20 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport