

DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes
January 29, 2020

Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:02 p.m. on January 29, 2020, at the Sussex County Emergency Operations Center, by Delaware Coastal Airport Manager, Eric Littleton.

Advisory Committee Members Present:

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

Eric Littleton, Delaware Coastal Airport, non-member

Advisory Committee Members Absent: Hans Medlarz, County Engineer

Eric opened the meeting by congratulating the members on their reappointments to the committee for this year, as approved by County Council.

1. Approval of Agenda

A Motion was made by Garrett Dernoga, and seconded by Gus Croll, 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 Gus Croll. Nominations were closed. Garrett was elected Chairman by acclamation. The meeting was turned over to the Chairman, Garrett Dernoga, at this time.

Nominations were taken for the position of Vice-Chairman. Gus Croll nominated Jeff Reed, seconded by Larry Kelley. Nominations were closed. Jeff Reed was elected Vice-Chairman by acclamation.

3. Approval of Minutes

A Motion was made by Scott Thomas, seconded by Gus Croll, to approve the minutes of the November 6, 2019 meeting. The minutes were unanimously approved by consent.

4. Wildlife Management Update

Eric informed the committee he has been using wildlife equipment for birds on the airfield. In addition, we do have our 2020 depredation permit for deer. It was also noted that several snow geese were observed recently.

5. Airport Update

Eric Littleton discussed updates on the following projects:

- 1- Instrument approaches: Still on track for May 2020 for approaches to RW 10-28. He noted that he and Rick Garner went to FAA-Harrisburg District Office for a meeting on Tues., Jan 28th. Eric discussed Capital Improvement Program to include design phase of the GA apron expansion, among other future projects.
- 2- Taxiway D (parallel to RW 10-28): Taxiway D project is complete and we are awaiting sign panels for final FAA inspection to close out the project.
- 3- New Gate Signage: New gate access signage has been placed at Gate 1 (Main Term bldg. gate) and at Gate 6 (Main Rudder Lane gate). Eric explained how airfield access can be obtained. This is step 1 of Airfield Driver Training for card holders to enhance security at the airport. It is estimated that online access training would be offered within the next couple months. Training may also be obtained by stopping in to the Airport office.
- 4- Land Use Inspection of the Airport: All documents were submitted to the FAA on time as required. FAA – Harrisburg District Office stated they have accepted our documents and we are in compliance, but they may make comments at a later date.
- 5- The Airport Master Plan update is underway. McFarland Johnson, the consultant, has been selected to perform the work. Final approval is estimated to be within 12-18 months and will include public involvement and stakeholders.
- 6- Hangar Development: Schell Aviation has plans to build an approximately 32,000 sq. ft. hangar and will be moving forward with the project once the plans/approvals have been obtained.

An RFP for Rudder Lane, Lots A & B, for hangar construction, has been sent out with a deadline of March 13, 2020 for bid returns.

6. Meeting Schedule

Eric proposed moving to quarterly Airport Advisory Committee meetings verses meeting every other month. Todd made the committee aware that when scheduling meetings, consideration should be given to the Wings & Wheels event as there may be public comment regarding the event. A motion was made by Eric, seconded by Gus to hold quarterly meetings in January, April, September and December. The motion passed by unanimous consent.

7. Public Comments - There were no public members present for the meeting.

8. Next Meeting Date - The next meeting will be held on Wednesday, April 22, 2020 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.

A motion to adjourn was made by Ray Hopkins, seconded by Bill Pfaff. The meeting adjourned at 6:33 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport