

SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE

Meeting Minutes
June 22, 2011

Opening:

The regular meeting of the Sussex County Airport Advisory Committee was called to order at 7:12 p.m. on June 22, 2011 at Sussex County Administrative Offices Building, West Complex, by Committee Chairman, Jeff Reed.

Advisory Committee Members Present:

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

Gus Croll Garrett Dernoga Rick Garner Jeff Reed Richard Wilson

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

Advisory Committee Members Absent:

Larry Kelley Mark Ryan

1. Amend and Approve 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.

2. Approval of Minutes

A Motion was made by Mike Izzo, seconded by Rick Garner, to approve the minutes of the April 27, 2011 & May 25, 2011 meetings. The minutes were unanimously approved by consent.

3. Public Comments

John Reichert addressed committee regarding Jim Hickin making him aware that he was not allowed to drive across the runway to get to the other side. After some discussion, it was clarified that Jim did not have a problem with John driving his tug, however vehicles should not be driven across the runway. Mr. Reichert also addressed the committee regarding a spot in front of his hangar where the chunks of paving can be picked up and thrown into his hangar, possibly causing damage to a plane or the building. Jeff Reed also agreed that there are at least two bad spots of damaged concrete, one in front of Mr. Reichert's hangar and the other in front of Larry Kelley's hangar that need repairing. Jim Hickin stated that there is money in 2012 budget to do patchwork until it can be fixed

properly, as taxiway B is a priority for 2012. Dave Baker would like patchwork repairs started in July. Mike Izzo stated that we have to get three price quotes to do the work. Mike Izzo will provide John Reichert a timeline to get the work done in front of his hangar.

4. Emergency Response

Rick Garner advised the committee he has set a meeting date/time to meet with the Georgetown Fire Company to tour the airport, including various aircraft and the fuel farm. The date is Monday, July 11, 2011 at 7 pm at the airport and committee members are welcome to attend.

5. Wildlife Management Update

Jeff Reed stated that with the geese being a problem at the airport that we may be able to present them to food banks as an alternative way to get rid of them. At this point, Jeff requested distribution of a handout regarding geese being killed in New York and sent to food banks. Jim stated that he has requested a permit to take care of the remaining geese. Jim Hickin also explained to the committee that a Deer Biologist has visited the airport and was supportive of the county's current method of harassing and chasing the deer out of the fence for the time being. This fall during hunting season Jim will work with Dave Baker regarding selecting county employees to assist with reducing the deer population. It was suggested to contact Chip West, as he is involved with a group that feeds the hungry entitled "Delaware Sportsmen Against Hunger" for his assistance. Discussion continued on the various other wildlife on the airport to include, vultures, seagulls, and skunks.

6. Meeting Cancellation Requirements/Adjustments

Jeff Reed opened the discussion by asking what procedure was for canceling/changing a meeting if you know in advance you have no quorum to hold the meeting. A handout from the County Attorney was presented by Jim Hickin regarding the legal opinion on how to cancel a meeting. Jim Hickin felt that, other than weather related issues, if there were enough members to meet (six members) that the meeting should be held. If it is known prior to the meeting that a meeting needs to be canceled the airport office will post cancellation notices in the places that the meeting notices were posted as well as the county website. Susan Wise will also attempt to contact members of the public that frequent the meetings via email and/or phone call. It was suggested that the committee members let Susan know if they will or will not be attending the meeting as far in advance as possible of the meeting.

Garrett Dernoga asked if there was a possibility of moving the meeting to 6 p.m. instead of 7 p.m. and also if there were any feelings on not meeting in July and August. Sam Wilson made a motion, seconded by Garrett Dernoga, to cancel the meetings for July and August. The motion passed with the only Nay from Jim Hickin. Jeff Reed mentioned possibly going to quarterly meetings in the future. Garrett Dernoga made a motion, and Dave Baker seconded the motion, for the meetings to begin at 6 p.m. instead of 7 p.m. and still keep the two hour time limit on the meetings. Mike Izzo cautioned against

moving the times around for the meetings due to the public following. The motion passed unanimously. The next meeting will be Wed., Sep. 28, 2011 at 6 p.m. at Emergency Operations Center.

7. Airport/Industrial Park Security Change

Jeff Reed began the discussion by explaining about a letter he received from Jim Hickin advising of security changes at the airport. Jim Hickin said the letter stemmed from some incidents that occurred previously at the airport. He asked whether tenants want the County to continue to check on leased properties, including checking door and gate locks. The airport office has received a poor response back from the letter overall from the tenants. Discussion continued regarding procedure and potential liability issues. Sam Wilson commented that the tenant's lease should decide if we provide security or not and since the leases don't say that he feels it is up to the tenant to provide their own security if they want their building checked or pay for their own security. Dave Baker said for Security Guards to just do their normal rounds and report suspicious activity until we get an opinion from the county attorney. It was suggested to defer this item and invite Joe Kempf, Sussex County Safety and Security Director, to the next meeting to discuss security procedures and to have him contact the county attorney with questions the committee posed.

8. Airport Update

1. Tie Down Ramp: Almost completed. Should be ready to use by July 4th weekend.
2. Runway Extension-500 ft; Still on schedule-EA (Environmental Assessment) almost completed. Negotiations for Design Contract still on schedule for grant for 2011.
3. Rudder Lane Re-paving: Bid opening will be June 23, 2011 for repaving Rudder Lane. It should be completed by the Wings & Wheels Event in October. Garrett Dernoga inquired about "one way" sign being changed to allow traffic to enter both ways. Jim replied he would have to talk to Joe Thomas about this issue. Also there are plans to improve drainage along Rudder Lane from EOC to State Police. Also lower swale from EOC to Rudder Lane around solar field.
4. Handout was distributed showing capital improvement projects for the budget year 2012. Jim Hickin and Mike Izzo went over the items and explained the projects.
5. Dave Baker informed the committee that the county had been hopeful to obtain State money toward the 1000 ft runway extension but he doesn't appear to be hopeful of that at this point due to the amount of bond bill requests that have surfaced for the state surplus money. Dave Baker will get together with Jeff Reed regarding a letter to DelDOT and the road relocation and obtaining state funding for the relocation.

9. Award Presentation

Mike Izzo presented Jim Hickin with a plaque and shirt from the American Association of Airport Executives for achieving Accredited Airport Executive status. Congratulations were extended to Jim on his accomplishment.

10. Airport Policies (Continued) Minimum Standards, Volume IV

Jim Hickin began the discussion by reminding the committee that the minimum standards will be the entry level standards for aeronautical business types at the airport. This includes how they will be conducted and quality of service that will be provided at the airport. This will foster business development at the airport while meeting our grant assurances. The discussion started with Fuel Sales, which is typically used by Fixed Base Operator (FBO). Jim Hickin distributed a handout with several questions and samples of what other airports' standards. The consensus of the committee was that they must be a fixed base operator and must at least sell Avgas and have a minimum of a 10,000 gallon above-ground storage tank. They must also have a minimum of one fuel truck.

Adjournment:

Rick Garner made a motion, and seconded by Mike Izzo to adjourn the meeting at 9:15 p.m. The next meeting will be at 6:00 p.m. on Wednesday, September 28, 2011 at Sussex County Emergency Operations Center.

Minutes respectfully submitted by:

Susan Wise, Clerk III Technician
Sussex County Airport