

# DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes  
November 17, 2021

## Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:00 p.m. on November 17, 2021, at 21769 Aviation Avenue, Georgetown, Delaware by Chairman, Garrett Dernoga.

**Advisory Committee Members Present:** Todd Lawson, County Administrator  
Mark Parker, Asst. Dir., Engineering Garrett Dernoga Rick Garner  
Ray Hopkins Jeff Reed Mark Ryan

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

**Advisory Committee Members Absent:** Doug Hudson, County Council Bill Pfaff, Econ. Dev. Dir.  
Gus Croll Larry Kelley Scott Thomas

## 1. Approval of Agenda

A Motion was made by Mark Parker, and seconded by Ray Hopkins, to approve the agenda as distributed. The agenda was unanimously approved by consent.

## 2. Approval of Minutes

A Motion was made by Rick Garner, seconded by Mark Parker, to approve the minutes of the September 22, 2021 meeting. The minutes were unanimously approved by consent.

## 3. Wildlife Management Update

Bob informed the committee that there are two deer on the airport and that we have resources available to remove the deer and are working on coordinating that effort.

We also have the DNREC Fish & Wildlife Depredation permit for Migratory Birds.

## 4. Airport Update

Bob Bryant provided airport updates as follows:

- 1- Governor Carney toured the Airport on Wed., November 17<sup>th</sup> and was informed of the capability of our airport being able to accommodate any aviation and/or aerospace development looking for an opportunity to locate here. Discussion continued on various aspects of the future runway extension project. Governor Carney is interested in the cost of the runway extension project.
- 2- Extend General Aviation Apron: Bob provided a handout regarding the GA Apron project and the expected timeline for construction and completion of the project. The GA Apron project has been postponed and now is scheduled to begin in Spring 2022. The delay is due to the contractor having difficulty getting materials. Once the project begins, it is expected to be completed within

170 days. He also provided information that was submitted to the FAA for the Airport Capital Improvement Plan for 2022 - 2028.

## **5. Winter Airfield Condition Reporting**

Bob informed the committee that FAA Advisory Circular requires airports to report their winter pavement condition operations. The process is done by using braking action on the runway and using specific assessment criteria with particular codes for various conditions in reporting NOTAMs. A discussion by the committee was held regarding the reporting process. Bob will be providing the runway assessment and posting NOTAMs as needed.

## **6. Policy Review Discussion**

Bob presented the proposed changes to the Rules and Regulations and the Minimum Standards policy documents to the committee. The changes to the documents were approved by the Subcommittee in advance of the meeting. Bob discussed specific changes for the Rules and Regulations document regarding Flying Clubs. The Minimum Standards document change pertains to FBO Self Service AGVAS Fuel Requirements.

The committee agreed with the proposed changes and voted to have Bob present the changes to Sussex County Council for their approval and adoption.

A motion by Rick Garner, seconded by Garrett Dernoga to approve the changes in the Minimum Standards Document as discussed regarding Fuel Requirements and to send to County Council for adoption. The motion was unanimously approved by consent.

A motion by Rick Garner, and seconded by Jeff Reed, to approve the changes in the Rules and Regulations as discussed for Flying Clubs and to send to the Council for adoption. The motion was unanimously approved by consent.

## **7. Public Comments -** There were no public attendees at the meeting.

Bob asked the committee members to let him know if they wish to continue to serve on the committee for 2022. Bob will present the names for reappointment by County Council in January of 2022.

## **8. Next Meeting Date -** The next meeting will be held on Wednesday, February 23, 2022 at 6 p.m. at 21769 Aviation Avenue (Aircraft Hangar), Georgetown, DE.

A motion to adjourn was made by Rick Garner, seconded by Jeff Reed. The meeting adjourned at 6:53 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport