

# DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes  
November 6, 2019

## Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:00 p.m. on November 6, 2019, at the Sussex County Emergency Operations Center, by Chairman, Garrett Dernoga.

## Advisory Committee Members Present:

Doug Hudson, County Council	Garrett Dernoga	Gus Croll	Rick Garner
Larry Kelley	Jeff Reed	Mark Ryan	Scott Thomas

Eric Littleton, Delaware Coastal Airport, non-member

## Advisory Committee Members Absent:

Todd Lawson, County Administrator	Hans Medlarz, County Engineer	Ray Hopkins
Bill Pfaff, Economic Development		

### 1. Approval of Agenda

A Motion was made by Scott Thomas, and seconded by Jeff Reed, 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 Jeff Reed, to approve the minutes of the September 25, 2019 meeting. The minutes were unanimously approved by consent.

### 3. Wildlife Management Update

Eric reported that vultures were observed near the approach ends of the runways and he was able to use some previously purchased equipment to scatter the birds away. Eric explained how the equipment is used at the airport.

The County is currently working on obtaining a deer depredation permit for the Airport.

### 4. Airport Update

Eric discussed updates on the following projects:

- 1- Instrument approaches: Still on track for May 2020 for approaches to RW 10-28.
- 2- Taxiway D (parallel to RW 10-28): Work is almost done on the project. There may be a couple more runway closures until it is completed. It is hopeful that the final inspection will

be before Thanksgiving, but if not, it will be early December. After completion of the project, there will be name changes for a couple taxiways to match what is on ALP.

- 3- ASOS Relocation: Eric informed the attendees that the phone number has changed to 302-855-1052. Larry Kelley reported that it doesn't always report the weather accurately.
- 4- Land Use Inspection of the Airport: FAA inspector found issues with the leases and buildings not listed on the Airport Layout Plan, which will need to be updated. There will also be some land releases (change of use) that will need to be done. The last date to have all submissions turned in is by December 31, 2019.
- 5- The Airport Master Plan update is underway. Eric met with McFarland Johnson, the consultant selected to perform the work. There will be a stakeholders committee involved as part of the project. Also, as part of the master plan update, there will be a Pavement Management Plan included as well as future airport development plans.
- 6- Hangar Development: The Council approved a lease with Schell Aviation on October 1, 2019. Schell Aviation has plans to build a large hangar approximately 120 x 260 in size. Demolition of the old terminal building is set to occur within 1 year, and new hangar construction will occur within 2 years once that is completed.
- 7- Jeff asked about the EOC expansion plans. Discussion followed regarding the new Public Safety Building and potential land purchase suggestions and development.
- 8- Eric informed the committee that Council and Administration attended a recent field trip to Delaware Coastal Airport that was followed by a trip to the Salisbury, MD Airport (SBY). The purposed was to educate and to give Council information on both types of airports.
- 9- Eric has plans to develop two documents (1) Airfield Mishap Plan for the airport: This is basically a procedural/call tree document for aircraft mishaps. The document will be sent out for review. (2) FAA recommended an Airfield Driver Training program be implemented. Eric will write the document and present for adoption as a County policy with an annual recurrence that may include voiding all gate card access until training is complete.

5. **Public Comments:** Linda Price updated the committee on the Wings & Wheels event that was held the first weekend of October. The event was one of the most successful events given the number of cars, aircraft, public attendance and perfect weather.
6. **Next Meeting Date** - The next meeting will be held on Wednesday, January 29, 2020 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.
7. Eric asked the committee to think about the possibility of going to quarterly meetings in the future. The item will be added on the agenda for the next meeting.

A motion to adjourn was made by Rick Garner, seconded by Gus Croll. The meeting adjourned at 7:42 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport