

DELAWARE COASTAL AIRPORT ADVISORY COMMITTEE

Meeting Minutes
September 25, 2019

Opening:

The regular meeting of the Delaware Coastal Airport Advisory Committee was called to order at approximately 6:02 p.m. on September 25, 2019, at the Sussex County Emergency Operations Center, by Chairman, Garrett Dernoga.

Advisory Committee Members Present:

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

Jim Hickin, Delaware Coastal Airport, non-member
Eric Littleton, Delaware Coastal Airport, non-member

Advisory Committee Members Absent:

Hans Medlarz, County Engineer	Rick Garner	Larry Kelley	Mark Ryan
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1. Approval of Agenda

A Motion was made by Todd Lawson, and seconded by Doug Hudson, to approve the agenda as distributed. The agenda was unanimously approved by consent.

2. Approval of Minutes

A Motion was made by Doug Hudson, seconded by Bill Pfaff, to approve the minutes of the May 22, 2019 meeting. The minutes were unanimously approved by consent.

3. Recognition of Retiring Airport Manager

Todd Lawson recognized Jim Hickin, Director, Delaware Coastal Airport, for his years of service with Sussex County Government for the last 14 years, including 12 years as Airport Manager. Jim will be retiring in October. Todd acknowledged some of Jim's accomplishments while serving Sussex County. Jim thanked the members of the committee for their hard work in serving on the committee.

4. Recognition of New Airport Manager

Todd Lawson introduced Eric Littleton, as the new Airport Manager. Eric provided a short resume of his work experience.

5. Wildlife Management Update

Jim reported that four deer were observed as well as their access point and it will be addressed. Eric has purchased some equipment for wildlife management to assist in deterring various animals from the airport. In the future, Eric plans to write a wildlife management plan for the airport.

6. Airport Update

Jim 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 underway and is expected to be completed in November. RW 10-28 is closed this week to tie in safety areas and next week for paving. There will be name changes for a couple taxiways to match what is on ALP.
- 3- Taxiway A lighting project is complete. The lights were converted to LED lights and added lighting on both sides of the taxiway.
- 4- ASOS Relocation: The weather reporting equipment has been moved from the old terminal building to the new terminal building. Jim informed the attendees that the phone number has changed to 302-855-1052.
- 5- Business Park: Baltimore Avenue extension project has been completed and the road is open. There are some issues with people speeding and will be addressed. Todd informed the committee of DelDot's road construction plan for Park Avenue and Baltimore Avenue regarding traffic.

Garrett asked Todd if he knew the planned construction and timeline for Airport Road and Route 9 project. Todd replied that construction is expected to start in the summer 2020.

- 6- The Airport Master Plan update is underway. A kickoff meeting was held with McFarland Johnson, the consultant selected to perform the work. There will be a stakeholders committee involved as part of the project. As part of the process, there will be an obstruction survey, public meetings and a pavement management plan.
- 7- FAA conducted the Land Use Inspection of the Airport on May 8, 2019. The FAA inspector found issues with the leases and buildings not listed on the Airport Layout Plan. The County has performed appraisals for various airport properties as part of the process. There will also be some land releases (change of use) that will need to be done.
- 8- Old Terminal Building: An RFP was put out to allow demolition of the old terminal building and construct a new hangar by a tenant. One RFP was received and awarded to Schell Brothers. Jim goes to Council for approval on the lease agreement with Schell Aviation on October 1, 2019.

7. Airport Special Events

1. Balloon Festival: The event was held on September 14th and 15th on the other side of the airport. It was a fundraising event for Sussex Academy Foundation. The attendance was greater than expected. They are still in the process of going over final tallies and logistics see if they will host another one next year.

2. **Wings & Wheels:** Linda Price updated the committee on the event, which will be held on October 4th and 5th. Linda discussed the overall event, including featured guests and new activities.

8. Public Comments - Gerald Wingate thanked Jim for his service as Airport Manager and welcomed Eric Littleton as the new airport manager

9. Next Meeting Date - The next meeting will be held on Wednesday, November 6, 2019 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.

A motion to adjourn was made by Bill Pfaff, seconded by Scott Thomas. The meeting adjourned at 6:42 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk IV- Delaware Coastal Airport