

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

**TO:** R. J. Emerson, Jr., AICP  
County Administrator

**FROM:** Lee J. Tyson <sup>4</sup>  
Planner I/Zoning Administrator

**DATE:** March 15, 1995

**SUBJECT:** New Kent County Airport Advisory Committee  
FBO Interview Meeting of March 14, 1995

The New Kent County Airport Advisory Committee met on Tuesday, March 14, 1995 for the purpose of interviewing the four (4) offerors of proposals for the new FBO at New Kent County Airport. Present were: Mr. Raleigh Cook, Mr. Larry Smith, Mr. Lonzo Cornett, Mr. Winn Vaughan, Mr. Robert Burroughs, Mr. Charles Gillette, Mr. James Cornwell, Mr. Larry Gallagher, and Mr. Lee Tyson.

Each offeror was asked a series of questions, of both a general and specific nature, and their responses evaluated according to the criteria set forth in the RFP (a sample evaluation sheet is attached). There are seven (7) criteria for evaluation, with a maximum possible score of five (5) points per criteria, for a total of thirty-five (35) possible points. The maximum score any proposal could obtain was 175 points (35 points x 5 (Mr. Burroughs chose not to grade per applicant)).

The proposals ranked as follows: Horizon Aviation (149 points), Hanover Aviation (129 points), Worley Aviation (105 points), and Ned Walker (47 points). Mr. Burroughs indicated to me that he ranked Hanover Aviation first, with Horizon Aviation second.

The AAC decided that they would like to meet Friday, March 24, 1995 at 9:00 a. m. at the NKC Airport for the purpose of developing a set of questions to be used during a follow-up interview with the Horizon Aviation and Hanover Aviation. Based on these interviews, the AAC will decide who they wish to recommend to the Board of

Supervisors for the new FBO. I reminded the AAC that the Board of Supervisors meets Monday, April 10, 1995 and the members believed that they could reach a consensus in that time frame.

I will notify Rodney McNew, the only AAC member who was not present for the interviews, of the proposed schedule. If you have any questions, or need additional information, please feel free to contact me.

/ljt  
AAC31595.MEM

EVALUATION CRITERIA  
FBO  
NEW KENT COUNTY AIRPORT

1) The Content of the Proposal and its Relationship to the County's goals for Development of the Airport.

Points: \_\_\_\_\_

Comments:

2) Prior Experience of the Offerer with Similar Fixed Base Operations.

Points: \_\_\_\_\_

Comments:

3) Qualifications of the Fixed Base Operator and Employees.

Points: \_\_\_\_\_

Comments:

4) Overall Qualifications and Experience of the Firm.

Points: \_\_\_\_\_

Comments:

5) Quality of the Content of the Proposal and its

Responsiveness to the Request for Proposals.

Points: \_\_\_\_\_

Comments:

6) Sufficiency of the Financial Resources and Ability of the Proposer to Perform or Provide the Services Required.

Points: \_\_\_\_\_

Comments:

7) The Potential Benefits (and/or Costs) to the County in Entering the Agreement Proposed by the Offerer.

Points: \_\_\_\_\_

Comments:

Points assigned (5 highest- 1 lowest) .. \_\_\_\_\_

COUNTY  
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MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson *4*  
Planner I/Zoning Administrator

DATE: May 19, 1995

SUBJECT: June 6, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held on Tuesday, June 6, 1995, beginning at 7:30 p. m., at the New Kent County Airport.

Attached for your information are an agenda, a copy of the minutes from the May 2, 1995 meeting, a copy of the "Monthly Report of Activities for the New Kent County Airport, April 1995," and a copy of "Working Paper No. 2A" from Buchart-Horn, Inc.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC695.AGD

AGENDA  
NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
June 6, 1995

1. Call to Order
2. Roll Call
3. Approval of Minutes - May 2, 1995 Meeting
4. Airport Manager's Report
5. Old Business
  - a. Grant Status Report
6. New Business
  - a. Review of Working Paper No. 2 - Buchart Horn, Inc.
  - b. Schedule next Airport Advisory Commission Meeting - July, 1995
7. Adjournment

MINUTES OF THE  
MEETING OF THE NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
TUESDAY, MAY 2, 1995

**CALL TO ORDER**

The monthly meeting of the New Kent County Airport Advisory Commission was held at the New Kent County Airport on Tuesday, May 2, 1995, beginning at 7:30 p. m.

**ROLL CALL**

Those present were: District Two Representative - Raleigh Cook, District Three Representative - Larry Smith, District Five Representative - Winn Vaughan, Director of the New Kent County Planning Department - David P. Maloney, and New Kent County Planner I - Lee Tyson. Lee Tyson served as Secretary for the May 2, 1995 meeting.

In the absence of Chairman Lonzo Cornett (District Four Representative), Vice Chairman Raleigh Cook presided.

**APPROVAL OF MINUTES - MARCH 1, 1995 MEETING**

Winn Vaughan moved the approval of the minutes of the March 1, 1995 meeting of the New Kent County Airport Advisory Commission. Raleigh Cook seconded the motion to approve and the minutes were approved as written.

**AIRPORT MANAGER'S REPORT**

The monthly report of Charles Gillette, New Kent County Airport Manager, was reviewed. According to the report as submitted there is a pressing need for both security fencing and "No Trespassing" signage. Vandalism has resulted in the loss of several light lens which cost roughly \$20.00 each. Mr. Smith suggested that the County look into installing "No Trespassing" signs and signs which indicate that damaging airport property is considered a Federal offense and punishable.

(At this point Lonzo Cornett, District Four Representative and Chairman, entered the meeting).

Mr. Cornett proceeded to lead the discussion of the Airport Manager's Report. Mr. Cornett pointed out that the trees surrounding the airport are beginning to need

attention as they are beginning to interfere with the safe operation of the facilities. Mr. Cornett also pointed out that Charles Bowery had been hired as a temporary employee and had been cutting the grass and would continue to do so. At this point Larry Smith asked who would address the day-to-day maintenance of the airport once the new FBO is under contract. Mr. Cornett indicated that he believed that the issue was subject to contract negotiations with the FBO offerors.

Mr. Cornett informed the meeting that "No Trespassing" signs had been obtained and that he would supply the necessary posts for their installation. He also indicated that the unrestricted access to the runways and grounds was becoming more of a problem and could be deterred by installing security fencing. He further informed the meeting that grass continues to grow in the runway. The Department of Aviation has provided "Roundup" for grass control and Mr. Cornett indicated that he was looking for volunteers to apply it.

Mr. Cornett further informed the meeting that Mr. Gillette had asked Larry Gallaher, Director of the Department of Public Safety, for an accounting of the funds taken in for hangar rental fees and gas sales. Mr. Cornett is of the opinion that the funds should be used for airport upkeep and not combined with the other monies in the General Fund.

## **OLD BUSINESS - REVIEW OF BUCHART HORN, INC. WORKING PAPER NO.2**

Mr. Tyson then led a discussion of Buchart Horn's submitted "Working Paper No. 2." This paper deals primarily with the responses to the pilot survey prepared by Buchart Horn. The members generally agreed with the analysis and conclusions of Buchart Horn and hoped to use the study to decide what type of facility New Kent County Airport should be and what role it should play in the County.

Raleigh Cook indicated that he had recently visited the municipal airport in Abingdon, Virginia and that NKC Airport should strive to operate in a similar fashion - a general aviation airport which offers quality services at reasonable prices. He also indicated that he thought that a small promotional effort would bring big dividends for NKC Airport.

Mr. Cornett indicated that until an FBO is under contract NKC Airport is in a state of limbo. He also indicated that he hoped the new FBO would be an aggressive promoter of the airport. It was agreed that the Colonial Downs development were going to be a large drawing factor for use of the airport and that ground transportation was a must.

A discussion of the "Considerations for Action" found on page 19 of the working paper was undertaken. All of the members present agreed with the action items presented. A general consensus was reached that New Kent County Airport should remain a small,

intimate facility. This was cited as a positive aspect of the facility and had been the subject of comments by visiting pilots. It was also the general consensus that a series of small, low cost improvements could go a long way to making NKC Airport a successful facility. It was agreed that corporate pilots were probably not going to flock to NKC Airport due to the limited runway length and the absence of an instrument approach. Still, the airport could be successful in serving the recreational flier and the visiting pilot. Aside from the instrument approach and limited runway length, Mr. Cornett indicated that the absence of jet fuel may keep some larger planes away. It was suggested that instead of installing separate inground jet fuel tanks, a tank truck approach be considered.

### NEW BUSINESS

Mr. Cornett indicated that a consulting group (Delta) had bid on preparing the Master Plan for the NKC Airport. He hoped that the Master Plan would be used to develop a good general aviation airport- if corporate customers or pilots wish to utilize the facilities as well they would be welcome, but they are not the primary customer.

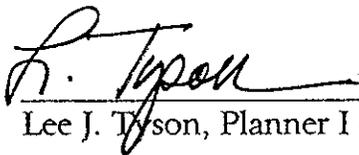
Mr. Vaughan believed that an airport which serves to foster New Kent's role as a "Recreational Destination" should be the focus of development and maintenance efforts.

Mr. Cornett also indicated that he hoped that the airport would become self sufficient and not have to rely on other County funds.

The next meeting date was set for June 6, 1995 at 7:30 p. m. at the NKC Airport.

### ADJOURNMENT

There being no further business, the meeting as adjourned at 8:45 p. m.



Lee J. Tyson, Planner I - Acting Secretary

MONTHLY REPORT OF ACTIVITIES  
NEW KENT COUNTY AIRPORT  
APRIL 1995

Overall, the weather during the month was about normal for this time of the year and the airport activity as well as fuel and oil sales picked up from the previous month. Our visitor's log indicated that over 40 aircraft visited our airport during the month. We had several aircraft stop on the way to or from the SUN-N-FUN fly-in at Lakeland Florida.

\* \* \*

Other activities/accomplishments at the airport during the month of April included:

. We currently have 31 aircraft based at New Kent County Airport which includes one new arrival and one that left the airport during the month.

. Revenue from rentals and fuel sales during April totaled \$4,120 and our year-to-date total is \$16,404.

. Our drink machine was vandalized twice during the month. We began installing the "No Trespassing" signs that we had recently purchased.

. The rental farm house septic system failed during the month. We had it pumped out but that did not solve the problem. After consulting with the County Health Department and a plumbing contractor, it was determined to be beyond economical repair and the tenants were given to May 31 to vacate the property. They moved out April 30th.

. A listing of all aircraft on-site as of January 1 was given to the County Commissioner of Revenue.

. Met with County Attorney and gave him a summary of projected operating/maintenance expenses and our recommendations of the revenue required to meet these expenses and for future capital improvements. Hopefully, he can use this information when negotiating a contract with a new Fixed Base Operator.

. Hired a new part-time attendant, Monica Horne. She started work around the middle of the month and is doing a very good job.

Hired Charles Bowery to mow the grass and brush along and at the ends of the runway and taxiway. He has started the work and those areas are starting to look real good. Ann Gillett (volunteer) and I are cutting grass and weedeating around the hangars and common areas. Pilots are commenting that the airport has never looked so good! You are all invited out to see how nice the airport grounds look. Now if we can just do something about the hangars.

AIRPORT ACTION ITEMS

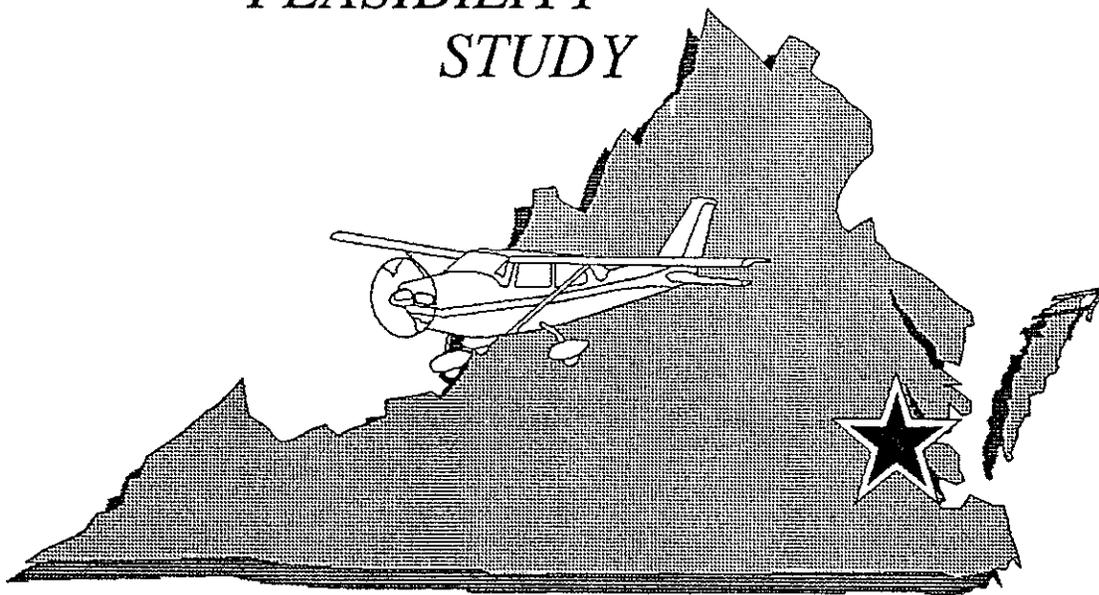
1. Follow up on previously reported action items that have not been done.



Charles T. Gillett  
Airport Manager  
May 6, 1995

NEW KENT COUNTY AIRPORT  
NEW KENT COUNTY, VIRGINIA

*AIRPORT  
FEASIBILITY  
STUDY*



FUTURE USE/DEVELOPMENT

WORK PAPER NO. 2A  
APRIL, 1995

*prepared by:*  
*Buchart-Horn, Inc.*  
*460 McLaws Circle*  
*Williamsburg, Virginia 23185-5628*

DRAFT

## SECTION 1

### SUMMARY OF PREVIOUS FINDINGS

#### 1.1 Work Paper # 1

The findings relating to New Kent County Airport (NKC) that were presented in Work Paper 1 include:

- ✈ Existing R/W 10-28 currently has the required length to serve 100% of small aircraft (12,500 lbs. or less) in the U.S. general aviation fleet that have less than 10 seats;
- ✈ presence of state Resource Protection Areas (RPA's) immediately off both ends of the runway will likely make any further extension of R/W 10-28 cost prohibitive due to environmental impact mitigation;
- ✈ the condition of existing airport facilities ranges from good (terminal) to poor (the three old T-hangars south of the terminal);
- ✈ the present Airport Advisory Commission should have more "official" functions and empowerment;
- ✈ an FBO/manager arrangement should continue for the foreseeable future, while, concurrently, the Advisory Commission should increase its airport managerial authority;
- ✈ Buchart-Horn assisted the county in preparing a workable set of "Minimum Standards for Fixed Base Operations" at NKC, and;
- ✈ a recommendation was made by the Consultant for county implementation of a payment arrangement in a new FBO/manager lease agreement structured for leasing airport facilities (hangars, apron space, etc.) at a "fair market rate."

Table of Contents

SECTION	DESCRIPTION	PAGE
1	SUMMARY OF PREVIOUS FINDINGS	
1.1	Work Paper # 1 . . . . .	1
1.2	Pilot Survey Report . . . . .	2
2	FUTURE USE/DEVELOPMENT	
2.1	Land Use/Zoning . . . . .	3
2.2	Airport Access . . . . .	5
2.3	Racetrack Impact . . . . .	6
2.4	Airport Facilities . . . . .	6

## 1.2 Pilot Survey Report

The initial segment of this Work Paper Two provided results of two surveys conducted by the Consultant: Private pilots and corporate pilots in the area served by NKC.

Analysis of the responses to the surveys showed no clear consensus on the airport's future role, size or service level. However, several valid, useful comments were made and opinions expressed regarding airport facility development, access and management/operation.

Survey data indicated NKC currently serves a "niche" aviation market in the greater Richmond area. The "rural" location, away from incompatible land uses, e.g., high density residential, schools, churches, is a definite asset. Removal from the air traffic pattern and air carrier activity of Richmond International makes NKC an "attractive" facility to serve generally small GA aircraft owners who desire "uncluttered" air space and ground space for storing, servicing and maintaining their aircraft.

Other factors brought out by the surveys included the runway length (3,600 ft.), the circuitous road access and no direct connection to I-64.

## SECTION 2

### FUTURE USE/DEVELOPMENT

#### 2.1 Land Use/Zoning

##### On Airport Land Use

There are three basic uses of airport land at the New Kent county Airport (NKC): Airport operations area (AOA), aviation support (services) area and non-aviation related areas.

The AOA consists of areas within the Building Restriction Lines (BRL) and the Runway Protection Zones (RPZ) at each end of the runway. Those areas are mandated by Federal Aviation Administration requirements for an airport of NKC's dimensions and service role. As shown on the accompanying Conceptual Improvement Plan, the runway, taxiway, apron and NAVAIDS are within the AOA.

The aviation support area includes the land on which are located the terminal, maintenance hangar, T-hangars, fuel facility and other facilities related directly to servicing, storing and supplying aircraft. Those facilities can be identified on the accompanying Conceptual Improvement Plan.

The areas of non-aviation land use within the airport property lines consist of the farmhouse and outbuilding land, the pond and the resource protection areas. Those areas can easily be identified on the Conceptual Improvement Plan.

The Consultant recommends that the existing airport property be retained and not violated by any non-aviation related facilities or uses.

To accommodate potential future corporate aviation facilities, the Consultant recommends reserving the present farmhouse, outbuilding and adjacent land area for that purpose (see Conceptual Improvement Plan).

## Adjacent Land Use

The existing use of land adjacent to the airport perimeter consists of (see Conceptual Improvement Plan):

- Land immediately along NKC's southern property line and along the eastern portion of NKC's north property line -- medium density residential;
- land immediately west of NKC's terminal area -- low density residential;
- land along the northwest property line of NKC -- industrial park;
- strips of land along two small waterways oriented in a north-south direction at each end of NKC's runway -- Resource Protection Areas (RPA's);
- large areas of land east of the airport proper, beyond the east RPA -- agriculture, and;
- large areas of land north, northeast and west (across Airport Road) of NKC -- woodlands.

If the moderate growth continues in New Kent County, the Consultant anticipates that some of the more accessible woodlands will be "converted" to residential use. The existing residential subdivision south of the airport can be a "catalyst" for such residential development. The accessibility, well drained land areas and the development of the horse racetrack (and concomitant support facility growth) could well attract individuals and developers to locate single family residences in the area. If county zoning permits, conceivably the future may show multi-family developments. Such land use developments should be closely monitored by New Kent County officials and planners to insure that compatible land use is maintained in areas surrounding the airport. Zoning and land use ordinances should be continued and established to preclude potential land use conflicts with land surrounding the airport. The existing land use plan developed by New Kent County shows the wooded areas as future medium density residential. More compatible land uses would be industrial parks, office/commercial "parks" or parkland/recreational areas. Adjacent lands at least 5,000 ft. east and west of airport property, and all lands 2,500 ft. north and south of airport property not already residentially developed, should be retained as woodlands or agricultural areas. If that is not practical, according to county officials and planners, then the lands should be designated light industrial, commercial or recreational. If those designations prove infeasible, then the maximum development allowed should be low density residential. That section should be a "last resort" position by the county.

Any existing undeveloped lands under county control through avigation easements should continue in the undeveloped state. This controlled land use is necessary to protect the runway approaches from obstruction encroachment and for safety of pilots and passengers of all aircraft operating at any time at NKC.

## 2.2 Airport Access

### Existing Conditions

The Airport Advisory Commission, New Kent County staff and some Consultant pilot survey respondents noted the proximity of NKC to I-64, a major interstate route between Richmond and Williamsburg. The relocated Airport Road overpasses I-64 just north of the airport, but no interchange exists at that location. There are interchanges at VA 609, approximately two miles east of the airport, and VA 249, approximately six miles west of the airport. Access from I-64 at those interchanges to NKC consists of circuitous travel for approximately four and one-half miles from the east and about six miles from the west.

Access from U.S. 60 (connecting Richmond and Williamsburg) to NKC is along a two mile, two lane, curving roadway (Old Roxbury Rd. -- VA 640 -- to Terminal Rd. -- VA 612 -- to Airport Rd. -- VA 612). That route is well maintained, marked and signed. That is the route most travelled by airport users (pilots, aircraft owners, etc.)

Through elements of this study, the Consultant suggests that a new interchange at I-64 and Airport Road would be extremely difficult for the county to obtain. The existing residential development on each side (north and south) of I-64, and in close proximity to that road, makes it environmentally and monetarily difficult to develop an interchange. Further, the terrain mitigates against an interchange (I-64 in deep cut, with rolling terrain and a water course nearby). The existing interchanges, while not directly accessing the airport, are close enough to each other that the Commonwealth and the Federal Government would be difficult to convince in regards an interchange at Airport Road to primarily (and almost exclusively) serve the airport.

### Recommended Improvements

With existing conditions in mind, and realising funds are not readily available for building new roads or adding interchanges that may not be feasible, the Consultant recommends the existing airport access road (Terminal Road and Airport Road) be well maintained, well marked and more strategic airport direction signs be added. Where shoulders can be widened and lane width enhanced, the county should petition the Commonwealth for those improvements.

Beyond those items, the Consultant cannot in good conscience recommend any major improvements nor an I-64/Airport Road interchange. However, if the coming horse racetrack (and other development) populates the area such that traffic volume and demand for access to Airport Road increases, then the county should reassess the situation and work with the Commonwealth and the Federal Highway Administration to construct an I-64 interchange.

## 2.3 Racetrack Impact

In 1994, a referendum approved horseracing in Virginia. After months of analysis and the review of several proposals from different entrepreneurs for locating a track in any one of several counties, the decision was made favoring New Kent County. In late 1994, the Virginia Racing Commission awarded a license for eventual construction and operation of a horse racetrack to be known as "Colonial Downs." The facility is planned for an area near the present I-64/VA 155 interchange. If all proceeds as planned, the track should be ready for use in late 1996 or early 1997.

The attraction of horse racing in the county is expected to bring into the area visitors from Richmond, other sections of Virginia and probably other neighbouring states. The impact on the local economy is yet to be determined. However, early assessments and projections indicate a substantial number of people will drive to the track, while a lesser number will fly to nearby airports with road access to the track.

NKC will be close to the new racetrack. Although the increase in numbers of based airplanes will probably not be significant, the number of itinerant aircraft at NKC should increase some degree. A section of the overall feasibility report will address the Consultant's opinions of forecasts for both based and itinerant aircraft at NKC. Aircraft operations should increase at NKC due to the expected number of racetrack visitors. However, because the runway length restricts use of the airport to the smaller general aviation (GA) type and twin engine turbine powered aircraft (e.g., Piper Cheyenne, Fairchild Merlin, etc.), the larger, longer range aircraft will most likely use the more expansive facilities and long, multiple runways at RIC or the Chesterfield County Airport.

## 2.4 Airport Facilities

### Runway/Taxiway/Apron Configuration

The existing runway is 75 ft. wide and 3,600 ft. long. Its construction is asphaltic concrete. The Consultant's inspection showed the pavement to be in "fair" condition. The markings are in "good" condition. The pavement shows numerous surface cracks. The grass shoulders appear in "good" condition, and the drainage appears adequate.

If it were feasible to upgrade the airport from the present B-I Airport Reference Code (ARC) designation, then the runway would require lengthening. The 75 ft. width is sufficient for a B-II ARC, but would have to be 100 ft. wide for a C-II ARC. The runway would require lengthening to approximately 4,000 ft. for a B-II ARC service role and to  $\pm$  5,000 ft. to accommodate "pure" jet corporate-type aircraft in the C-II category. (N.B. No computations have been attempted for determining actual length needed under B-II or C-II FAA requirements.)

Because of the constraints imposed by the existing Resource Protection Areas (RPA's) at each end of the runway, runway extension is not feasible. The environmental situation posed by those RPA's, combined with the undulating terrain, the nearby residences and the existence of Airport Road (VA 612) immediately adjacent to the west end (R/W 10) of the runway, make any consideration of a runway extension very costly, lengthy in its necessary processes (e.g., environmental, including noise, wetlands, natural habitats, et al.) and questionable as to the benefit/cost relationship. At this point, the Consultant does not recommend a runway extension. The Consultant does recommend a runway rehabilitation project to seal all cracks, place a layer of textured material over the surface to prevent future reflective cracking and repave the entire runway. After repaving, the project should include remarking the entire runway.

The (nearly) full length taxiway parallel to the runway is in the same "fair" condition as the runway. It should be part of the runway rehab project. The taxiway and its four "stub" taxiways (connecting the runway and taxiway) will require crack sealing, overlay and remarking.

The existing aircraft parking apron was inventoried by the Consultant as being in "good" condition. The pavement surface (asphaltic concrete) shows few cracks, is well drained and well marked. The tie down positions are well delineated. The apron is large enough to accommodate "comfortably" 45 or more GA aircraft. No improvement project is recommended for the apron.

The southeast perimeter of the apron should be reserved for a future storage hangar ( $\pm$  100 ft. x  $\pm$  100 ft.) and an attached office (administration) and repair/maintenance shop building. It should be configured for a potential FBO operation (see Conceptual Improvement Plan).

The area to the east of the apron is now occupied by a farm house, out buildings, some cleared area and woods. That area should be reserved for future development of a corporate hangar and taxi area (see Conceptual Improvement Plan). The taxiway system should be expanded to serve that area.

### FAA Separation Criteria

The Federal Aviation Administration, through its published guidelines, establishes certain criteria for location of buildings, taxiways, aprons, aircraft parking areas, etc. Those declared distances are oriented to the basic component of any airport: Its runway. The separation distances for runway/taxiway, runway/apron and runway/buildings are all set for safety and operational reasons. The distances vary depending on the airport's reference code (ARC). Dimensions for

separation of the following elements are found in the FAA's Advisory Circular 150/5300-13, Change 4, entitled "Airport Design:"

- Runway centerline to taxiway centerline;
- Runway centerline to aircraft parking area;
- Building Restriction Lines (BRL's);
- Runway Safety area (RSA);
- Object Free Zone (OFZ);
- Object Free Area (OFA).

The lines and corresponding dimensions shown on the NKC Conceptual Improvement Plan are in conformance with the FAA's guidelines for a B-I ARC airport. Since the Consultant has established that NKC should remain a B-I airport for the foreseeable future, the lines and dimensions depicted will be retained and will control, and all development at the airport must conform to them.

### Hangars

The airport has one storage/maintenance hangar located immediately south of, and adjacent to the aircraft parking apron. The Consultant's inventory showed the hangar to be in "decent" condition, but with some water leaks in the roof that need attention. Attached to the south side of the hangar is a shop and storage room. Attached to the east side of the hangar is the terminal building.

There is one other "conventional-type" hangar on the airport. It is a small (i.e., one plane) building located on the west property line in the terminal area. That hangar is not in very good condition!

At a future date, when the based aircraft increase to a level where additional storage space is needed, the Consultant recommends adding a second storage hangar ( $\pm 100$  ft. x  $\pm 100$  ft.). The space should be reserved for it now. The area recommended for that hangar is shown on the Conceptual Improvement Plan. It is recommended that an office/shop type building be constructed concurrently with the second storage hangar and attached to that hangar (east face). That building would house a repair (engine, avionics, etc.) shop and offices for an FBO (or other tenant).

The existing three T-hangars in the terminal area (20 units total) are in deplorable condition and are unsightly. Some are without doors; some are leaning at an awkward angle. In the Consultant's opinion, all existing T-hangars should be demolished. However, the existing T-hangars should not be removed until at least some new T-hangars are constructed. The Consultant has made "provisions" for such "stage" construction. The existing shed and "con-

ventional" hangar along the west property line (terminal area) should be removed and a new seven unit T-hangar constructed. The old four unit T-hangar should then be removed and a new 12 unit T-hangar built. Other T-hangars should be sequentially constructed as the two remaining (old) T-hangars are demolished. The Conceptual Improvement Plan outlines the recommended T-hangar area and shows the access taxiway pavement between the new T-hangars. The Consultant's recommended plan for T-hangar improvements provides for an increase in "ultimate" T-hangar units in the terminal area from the existing 20 to 34.

The existing 16 unit T-hangar facility west of the terminal area and just south of the parallel (to R/W 10/28) taxiway is planned to remain. It is in fairly decent shape. Although it is removed from the main area of present and planned T-hangars in the terminal area, the hangar "complex" should remain -- it is too expensive to replace and/or move!

Although, with a B-I ARC designation, NKC will basically limit aircraft activity to the generally smaller GA airplanes, some of these aircraft will be of the important (to operation and operating income of the airport) corporate type. Currently, there is no hangar space for those more expensive corporate aircraft (other than the main storage/maintenance hangar). The Consultant recommends that the county plan for several corporate hangars (configuration of  $\pm 60$  ft. x  $\pm 80$  ft.) in the area immediately east of the main aircraft parking apron. The space should be reserved now for that development (see Conceptual Improvement Plan). That area is now occupied by a farm house and outbuildings. However, the area is within the airport boundaries.

### Terminal

The existing terminal building is attached to the main storage/maintenance hangar (on the east face). The building is in good shape, but does have some water leaks in the roof that show on the south interior walls. Those leaks should be repaired immediately! The building has a waiting area/lounge, a service counter (with unicom and other facilities), a small kitchenette, two restrooms (also accessed from the hangar), two pilot training rooms, two offices and a large conference room. For the "role" the airport is anticipated to "play" in the foreseeable future, the Consultant considers the existing terminal building to be sufficient to serve the airport's needs. Therefore, no changes are anticipated to the terminal under the term of this feasibility study.

### Maintenance Facility

Airplane maintenance and repair are accomplished either on the apron or in the storage/maintenance hangar. The two rooms at the rear (south side) of that hangar contain a shop and parts storage. There is no airfield maintenance facility, as such, i.e., there is no place to store mowers, plows, tractors, trucks, etc. for maintenance of the airport. The Consultant recommends that New Kent County consider adding a small maintenance facility building. A possible location is just to the west of the existing storage/maintenance hangar. The facility could

be designed to house a small fuel truck to service aircraft parked on the ramp rather than have to tow or power aircraft to a stationary fuel facility.

### Aircraft Fueling Services

There is an existing avgas (100 octane LL gasoline) facility approximately 70 ft. west of the northwest corner of the storage/maintenance hangar. That fuel facility is strategically located to serve itinerant and based (in the T-hangars) aircraft. The Consultant does not recommend any change to that facility.

As based and itinerant aircraft usage of the airport increases, and with the advent of some prop-jet powered aircraft operations, the Consultant recommends a Jet-A fuel facility be added. It should be located near the future site of the corporate hangars (see Conceptual Improvement Plan).

The Consultant recommends removal of the existing autogas dispenser and tank, now located just off the apron on the west side. There is no reason to have auto access to that area -- it is not safe and is not necessary. When the facility is removed, all local, Commonwealth and federal environmental guidelines must be considered and met.

### Other Buildings

The Consultant recommends removal of the existing small (one 'plane) storage hangar (noted before), the small shed and the old terminal -- all are situated along the west property line near terminal road, west of the storage/maintenance hangar (see Conceptual Improvement Plan). Removal of those structures will "clean up" the terminal area. There is no longer any need for any one of those buildings in the overall "scheme" of a "modern" airport. Removal of all three buildings will provide needed room for construction of the needed, new T-hangars.

The Consultant recommends the county provide for keeping the terminal area and the entire airport well policed, presentable and clean.

### NAVAIDS

On inventory day, the existing NAVAIDS on the airport appeared to be in good working condition. Although this study does not provide for an actual check of NAVAIDS, the locations appeared to be in accord with the FAA criteria for PAPI's (Precision Approach Path Indicators), segmented circle, wind cone and REIL's (Runway End Identifier Lights).

The Consultant recommends that the county clear all trees, brush and other deleterious material from the segmented circle and wind cone. The area should be graded to drain, reseeded and kept in a neat, mowed condition.

The Consultant recommends that New Kent County petition the commonwealth for installation of a Global Positioning System to aid in navigation to/from the airport by pilots. This should be installed to provide a non-precision approach to Runway 28.

### Airfield Drainage

The extension of Runway 10 some years ago provided for the lengthened runway to be in a fill condition at its western (10) end. Drainage at that end appears to be adequate due to the gradients of the adjacent drainage swales on either side of the runway. The Consultant's inventory found no inconsistent drainage patterns nor any apparent drainage problems affecting the runway, taxiway or apron. As the recommended improvements (hangars, etc.) are made, attention must be given in design and construction to the drainage necessities of the entire airfield. At this time, the Consultant does not identify any specific drainage improvements.

### Security Fencing

Security of airplane, pilot and operator is a vital concern at any airport. **NKC IS NOT SECURE!** The lack of proper security fencing is evident. The area along the Ashland Farm Road in the northeastern sector of the airport is especially vulnerable -- there is no fence on the airport property line at all. Although there is a fence along the airport entrance road near the existing T-hangars, that fence is old, broken in spots and the gates are perpetually open. The entire airport property line must be fenced with the proper height **SECURITY** fence. All that fencing is eligible for Commonwealth and federal funding.

Some of the existing fencing in the terminal area must be removed. The new security fencing should be placed to accommodate the future T-hangar configuration (see Conceptual Improvement Plan).

### Auto Access and Parking

Based on the Consultant's assessment of auto access to the airport from Terminal Road, the only improvements recommended are repaving and remarking the airport access road from Terminal Road to the terminal building.

As previously discussed, the Consultant is of the opinion that the prospect of a new I-64 interchange at Airport Road (VA 612) is remote at best. In the cost cutting "climate" of today in the Commonwealth and the Federal Government, there is little likelihood that funds could be

found to provide for the design and construction of such a project. Preliminary investigation shows that there is little to recommend such work because there is no traffic generator in the area other than the airport. That facility does not generate enough traffic -- and probably will not do so in the foreseeable future -- to warrant such a major commitment of funds. In the Consultant's opinion, the county should concentrate on petitioning the Commonwealth to improve the existing access from U.S. 60 to the airport by maintenance, good marking and signing, shoulder widening, improving the horizontal and vertical curvature where feasible and keeping the trees trimmed.

Auto parking at the terminal building appears to be adequate for the foreseeable future. The existing lot should be repaved and remarked for optimum parking spaces. The only additional parking recommended is adjacent to, and immediately east of the recommended new (easternmost) T-hangar (see Conceptual Improvement Plan). That area should be paved with asphaltic concrete and marked for 90 degree parking.

### Lighting

The Consultant recommends the county install security lighting along the airport entrance road, around the (new) T-hangar area and around the storage/maintenance hangar. Security lighting should be added to the recommended new storage hangar and corporate hangar areas when those facilities are developed.

### Landscaping

Any facility that serves the public should present a pleasant appearance. An airport, the "gateway to the community," has two "faces." Its airside and its landside. Each of those should always be clean and presentable to all who use the facility. The Consultant recommends that the county regrade, reseed and re-landscape the area around the terminal building and along the airport entrance road. This is an inexpensive way to make the facility more "user friendly."

### Signage

The Consultant recommends the county make and display a nice, earth-tone color sign at the intersection of Terminal Road and the airport entrance road. It should give basic airport information (but not be "wordy") and WELCOME the visitor in a cordial manner.

Similarly, the Consultant recommends the county make and display a nice, medium size, earth-tone color sign to be placed in the infield between the taxiway and the aircraft parking apron. The sign should give the name of the airport, the field elevation and a "word" of welcome to the visiting pilot and passengers.

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson, AICP  
Planner I

DATE: July 25, 1995

SUBJECT: August 1, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held on Tuesday, August 1, 1995, beginning at 7:30 p. m., at the New Kent County Airport.

Attached for your information are an agenda, and a copy of the minutes from the July 11, 1995 meeting.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC895.AGD

AGENDA  
NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
August 1, 1995

1. Call to Order
2. Roll Call
3. Approval of Minutes - July 11, 1995 Meeting
4. Airport Manager's Report
5. Old Business
6. New Business
  - a. Review of Draft New Kent County Airport Feasibility Study
7. Adjournment

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION**

**MINUTES OF THE JULY 11, 1995 MEETING**

**CALL TO ORDER**

The monthly meeting of the New Kent County Airport Advisory Commission was held at the New Kent County Airport on Tuesday, July 11, 1995, beginning at 7:30 p. m.

**ROLL CALL**

Those present were: New Kent County Board of Supervisors Representative - The Honorable Michael D. Salmon, District Two Representative - Raleigh Cook, District Four Representative - Lonzo Cornett, Director of the New Kent County Planning Department - David P. Maloney, Airport Manager - Charles Gillette, and New Kent County Planner I - Lee Tyson. Lee Tyson served as Secretary for the July 11, 1995 meeting.

A quorum of members not being present, no official business was conducted.

**REVIEW OF MINUTES - JUNE 6, 1995 MEETING**

The members present reviewed the minutes of the June 6, 1995 AAC meeting and made the following corrections: 1. An estimate for the sealing and striping of the runway has been received by the Department of Public Safety.

**AIRPORT MANAGER'S REPORT**

The monthly report of Charles Gillette, New Kent County Airport Manager, was reviewed. Thirty one (31) airplanes are now based at NKC. This includes one new arrival and one plane which is no longer based at NKC. Mr. Salmon asked Mr. Gillette if a reason was given for the plane leaving the airport. Mr. Gillette responded that no reason was given. The revenues for June, 1995 totaled \$4,289.00; the year-to-date total is \$25,045.00.

Mr. Gillette reported that the NKC Board of Supervisors had given its approval to obtain certain safety and security items. It is estimated that it will cost \$3,000.00 to cut the trees in the runway protection zone; and, \$18,000.00 to completely fence the airport property. As vandalism is on-going concern, it was pointed out that the fencing was needed very badly. Mr. Gillette reported that a lump sum estimate of \$16,5000.00 was received for resealing and striping the runway. Mr. Gillette reported that Charles Bowery has been retained to cut the grass at the airport. Thanks to volunteer labor, only \$805.00 has been spent this year for grass cutting. Mr. Gillette also reported that Lonzo Cornett has repaired the gate across the hangar road. A "Welcome to Virginia" sign has been obtained and will be installed as soon as possible. One runway strobe light has

been sent to Atlanta, GA for repair. Once it is repaired and reinstalled, NKC can cancel the NOTAM.

Mr. Salmon apologized for there being no Airport Manager's Report at the June Board of Supervisor's Meeting due to miscommunication. The Airport Manager's Report will continue as an Agenda Item for all Board meetings. The next meeting is August 7, 1995.

#### **OLD BUSINESS - UPDATE ON BUCHART HORN, INC. AIRPORT FEASIBILITY STUDY**

Mr. Cornett asked for an update on the NKC Feasibility Study being conducted by Buchart Horn, Incorporated. Mr. Maloney responded that a draft report had been received but too few copies had been sent for each member of the AAC to receive one. He has contacted Ben Burton of Buchart Horn, Inc. and requested additional copies. Mr. Cornett asked if the study recommended that more authority be given to the AAC. Mr. Maloney responded that day-to-day control of the airport will remain a County function and that the AAC will remain in an advisory capacity only. Mr. Maloney also pointed out that the report mentioned an interchange with Interstate 64 as a possibility. It was also pointed out that the study concluded that the operation of NKC by the Capital Region Airport Commission should also be investigated. Mr. Salmon asked if Buchart Horn was going to give a report to the Board of Supervisors. Mr. Gillette indicated that he believed that Buchart Horn was required to report to the Board under the terms of their contract. Mr. Maloney indicated that he would investigate the matter and report back to the AAC.

Mr. Maloney reported that he had met with Larry Gallaher, Director of New Kent County Department of Public Safety, and Anthony Cox and Cliff Burnette of the Virginia Department of Aviation, concerning the funding process. Mr. Maloney indicated that he and Mr. Gallaher felt much more comfortable with their level of understanding of the funding process. The DOAV will solicit bids for the production of an Airport Layout Plan. The result will be that the County will have a new ALP at no cost. Mr. Salmon asked that steps be taken to get NKC at the top of the priority list for a new ALP if at all possible. Mr. Gillette indicated that Delta, Inc. has already made extensive investigations into NKC and has visited the airport frequently. Mr. Maloney reported that a new ALP will give an outline for needed capital improvements and that the ALP and the CIP are both needed before any capital funding can be obtained from the DOAV. Mr. Gallaher is working with the DOAV to obtain as much "free" equipment as is possible (i. e., windsock, lenses, etc.). Mr. Maloney also indicated that three (3) bids were needed before maintenance grant funds could be spent. He also pointed out that one of these bids could come under the State Contract.

Mr. Cornett then asked if he could install the "Welcome to Virginia" sign. Mr. Maloney indicated that he had no objection, but that Mr. Gallaher was responsible for the

operation of the airport. It was suggested that Mr. Maloney, Mr. Gallaer, and Mr. Emerson meet and clearly define responsibilities for the airport.

Mr. Gillette pointed out that there was volunteer labor available for the grounds maintenance work needed for the airport. Mr. Salmon reported that there had been some discussion among the members of the Board of Supervisors concerning the use of inmate labor at the airport.

Mr. Cornett then indicated that he hoped the "Flying Kids" program could be considered at the August, 1995 Board of Supervisors meeting.

#### **NEW BUSINESS**

There was no new business to come before the AAC.

The next meeting date was set for August 1, 1995 at 7:30 p. m. at the NKC Airport.

#### **ADJOURNMENT**

There being no further business, the meeting as adjourned at 8:30 p. m.

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Lee J. Tyson, AICP  
Planner I - Acting Secretary

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson, AICP  
Planner I

DATE: September 7, 1995

SUBJECT: September 12, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held on Tuesday, September 12, 1995, beginning at 7:30 p. m., at the New Kent County Airport.

Attached for your information are an agenda, a copy of the minutes from the August 1, 1995 meeting, and a copy of the Airport Manager's Report.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC995.AGD

**AGENDA**  
**NEW KENT COUNTY**  
**AIRPORT ADVISORY COMMISSION**  
**September 12, 1995**

1. Call to Order
2. Roll Call
3. Approval of Minutes - August 1, 1995 Meeting
4. Airport Manager's Report
5. Old Business
6. New Business
7. Adjournment

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION**

**MINUTES OF THE AUGUST 1, 1995 MEETING**

**CALL TO ORDER**

The monthly meeting of the New Kent County Airport Advisory Commission was held at the New Kent County Airport on Tuesday, August 1, 1995, beginning at 7:30 p. m.

**ROLL CALL**

Those present were: District Two Representative - Raleigh Cook, District Four Representative - Lonzo Cornett, District Five Representative - Winn Vaughan; Director of the New Kent County Planning Department - David P. Maloney, Director of the New Kent County Public Safety Department - Larry Gallaher, Airport Manager - Charles Gillette, and New Kent County Planner I - Lee Tyson. Lee Tyson served as Secretary for the August 1, 1995 meeting.

**REVIEW OF MINUTES - JULY 11, 1995 MEETING**

The members present reviewed the minutes of the July 11, 1995 AAC meeting. Mr. Cook moved that the minutes be approved as presented. Mr. Vaughan seconded the motion. The motion passed by a voice vote.

**AIRPORT MANAGER'S REPORT**

Charles Gillette, New Kent County Airport Manager, presented his report for the month of July 1995. Forty-seven (47) visits to the airport were made by pilots during the month of July. The revenues for July, 1995 totaled \$5,067.00; the year-to-date total is \$30,011.00.

Mr. Gillette reported that a possible burglary had been attempted at the terminal building. There was some evidence that one of the windows had been tampered with. There continues to be a problem with the theft of light lenses and other random acts of vandalism. A security fence is needed very badly. The beacon, runway lights, and other electrical components went dead during the month of July due to an electrical problem and dead beacon motor. These have been fixed with the help of the Department of Aviation. The "Welcome to Virginia" sign has been installed.

**OLD BUSINESS -**

Mr. Maloney indicated that the state maintenance grant project is continuing to be worked on and should be completed within the next two (2) weeks.

Mr. Cornett mentioned that he hoped that the "Young Eagles" program could be discussed at the August Board of Supervisors meeting. Mr. Cornett indicated that he

would have a report prepared giving the Board members the particulars of the event. This report would be prepared by August 4, 1995 and forwarded to the staff for inclusion in the Board of Supervisor's packet.

Mr. Rodney McNew, the District Representative, entered the meeting. He reminded those in attendance that the New Kent County Fair was to be held at New Kent County High School. It is the hope of the AAC that the 1996 County Fair can be held at the airport.

Mr. Cornett reported that a pay telephone must be installed. According to Mr. Cornett the cost of installation is \$130.00, and the monthly fee is \$30.00. A pay telephone is an FAA requirement.

### **NEW BUSINESS**

The new business consisted of a review of the Buchart Horn, Inc. "Feasibility Study." Mr. Cornett asked for a review of the County's position with respect to the Capital Region Airport Commission. Mr. Maloney indicated that there are both advantages and disadvantages to having the CRAC take over the operation of NKC. Among the advantages identified: the County is relieved of the day-to-day operation of the airport; more funding is available for improvements to facilities and services; operation of NKC by the CRAC may spur development of an interchange at I-64/SR 612; the County would obtain a seat on the CRAC; the possibility exists that assistance could be obtained for wetlands mitigation, which would allow expansion of the runways at NKC.

The following items were then identified as needing attention by Buchart Horn, Inc.:

- \* Page 4 - NKC does not have a displacement threshold;
- \* Page 6 - The signage has been upgraded to conform to all requirements;
- \* Page 10 - Two (2) lighting fixtures have been added for the parking and hangar areas.
- \* The cost of moving the windsock should be doubled, to cover the cost of the electrical service involved.
- \* The old hangar is producing revenue and should not be removed. Instead, the four (4) unit open T-hangar should be removed and replaced.
- \* The hangars which are subject to flooding should be re-graded to improve drainage and served by a new electric service.
- \* The AVGAS pump should be moved if the above-ground fuel farm is installed.
- \* The "corporate hangar" location called for in the future should be site of a new terminal building, and the existing terminal should be retained for maintenance and the FBO's headquarters.
- \* Page 26 - The number of aircraft on-site has not declined.
- \* Page 64 - The Department of Aviation, not the Department of Transportation, is to do the runway resealing.

A new ALP will be the ultimate product of the Feasibility Study. The new ALP is required for the Capital Improvement Plan.

The next meeting date was set for September 12, 1995 at 7:30 p. m. at the NKC Airport.

**ADJOURNMENT**

There being no further business, the meeting as adjourned at 8:45 p. m.

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Lee J. Tyson, AICP  
Planner I - Acting Secretary

**MONTHLY REPORT OF ACTIVITIES  
NEW KENT COUNTY AIRPORT  
August, 1995**



The airport activity as well as fuel and oil sales declined slightly from the previous month, most likely because of the extremely hot and hazy weather we experienced during August. Our visitor's log indicated that approximately 35 aircraft visited our airport during August (this does not include aircraft based at New Kent).

\* \* \*

**Other activities/accomplishments at the airport during the month of August include:**

. We currently have 31 aircraft based at New Kent County Airport. This is the same number that we had the end of July.

. Revenue from rentals and fuel sales during August totaled \$3873 and our year-to-date total is \$33,984.

. As I reported last month, our runway nav aids and lighting systems were damaged by an apparent lightning strike. We had to send the transmitter control board back to the factory for repairs. Once we received the repaired board, the Virginia Department of Aviation (VDA) lighting technician and our County maintenance personnel were able to get the systems back in full operation and all NOTAMS concerning our inoperative lights have been cancelled.

. We had to replenish our fuel supply during the month. The overall cost has gone up due to a rise in freight charges. I increased our selling price to help make up the difference.

. The nuisance vandalism continued again this month. Unknown persons posted a sign over our new "Welcome to Virginia" sign. Also, one of our pilots reported a white automobile racing up and down the runway as he was attempting to land one evening. It is imperative that we proceed with fencing the entire airport property to help improve overall security.

. I was able to attend one day of the VDA annual meeting in Charlottesville. It was an opportunity to network with other general aviation airport personnel, industry suppliers, FAA and VDA personnel.

. I completed restoration and re-lettering of the fuel pump. County Maintenance employees installed an emergency shut-off switch near the fuel pump.

. Two planes from the Peninsula area came to the airport to seek shelter during the threat of Hurricane Felix.

. Thanks to our volunteer Ann Gillett mowing around the terminal, hangars and common areas, the airport continues to look very good. We still would like to take advantage of the Henrico/New Kent prisoner work program to help us with brush cutting and general overall clean-up at the airport.

. Hosted the Airport Advisory Commission at the Airport on August 1st.

. Arranged to have a pay telephone installed outside the terminal building. This should help with the safety/security at the airport by having phone service available after our normal business hours.

#### AIRPORT ACTION ITEMS

1. It is my understanding that we now have preliminary approval from VDA for the maintenance projects we had requested. We need proceed with soliciting the necessary quotations to get the work done.



Charles T. Gillett  
Airport Manager  
September 2, 1995



# COMMONWEALTH of VIRGINIA

## Department of Aviation

5702 Gulfstream Road  
Sandston, Virginia 23150

V/TDD - (804) 236-3624  
FAX - (804) 236-3635

KENNETH F. WIEGAND  
Director

August 16, 1995

### MEMORANDUM

TO: Southeastern Virginia Airport Sponsors

FROM: Vernon Carter *[Signature]*  
Airport Engineer  
Airport Services Division

SUBJECT: Special Alert

Within the last eight days, three airports in the Southeastern portion of Virginia have become victims of vandalism and theft. Emporia, Petersburg and Wakefield Airports have been broken into with minor damage and loss experienced by each.

Our Department would encourage airport users in the aforementioned vicinity to exercise caution at their facility during evening hours, and to report suspicious activities to local authorities. We also recommend additional patrolling of these facilities if possible by police or security guards.

If we can be of any further assistance, please contact our office.

VWCJr:vwcjr

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson, AICP  
Planner I

DATE: September 14, 1995

SUBJECT: October 3, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held on Tuesday, October 3, 1995, beginning at 7:30 p. m., at the New Kent County Airport.

Attached for your information are an agenda, and a copy of the minutes from the September 12, 1995 meeting. The Airport Manager's Report will be distributed as soon as it is received.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC1095.AGD

AGENDA  
NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
October 3, 1995

1. Call to Order
2. Roll Call
3. Approval of Minutes - September 12, 1995 Meeting
4. Airport Manager's Report
5. Old Business
6. New Business
7. Adjournment

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION**

**MINUTES OF THE SEPTEMBER 12, 1995 MEETING**

**CALL TO ORDER**

The monthly meeting of the New Kent County Airport Advisory Commission was held at the New Kent County Airport on Tuesday, September 12, 1995, beginning at 7:30 p. m.

**ROLL CALL**

Those present were: District One Representative - Rodney McNew, District Four Representative - Lonzo Cornett, District Five Representative - Winn Vaughan, Director of the New Kent County Planning Department - David P. Maloney, Airport Manager - Charles Gillette, and New Kent County Planner I - Lee Tyson. Lee Tyson served as Secretary for the August 1, 1995 meeting. Also present was Phillip Felts, a member of the community.

**REVIEW OF MINUTES - JULY 11, 1995 MEETING**

The members present reviewed the minutes of the August 1, 1995 AAC meeting. Mr. McNew moved that the minutes be approved as presented. Mr. Vaughan seconded the motion. The motion passed by a voice vote.

**AIRPORT MANAGER'S REPORT**

Charles Gillette, New Kent County Airport Manager, presented his report for the month of July 1995. The Airport Manager's Report has been distributed in advance of the meeting and Mr. Gillette indicated that he would not go into detail as to matters covered by his written report. Instead, he reported that inmates from the Henrico County Jail Complex were to be detailed to do maintenance in and around NKC beginning on Thursday, September 14, 1995. Among the tasks to be completed were the cutting of grass and brush from around the fencing and clearing of debris from some areas of the airport. According to Mr. Gillette, heavy equipment is available to the work detail for bush-hogging and similar activities.

Mr. Gillette also indicated that the revenues were down at NKC, primarily as a result of the loss of the rent upon the eviction of one of the tenants.

**OLD BUSINESS -**

Mr. Cornett informed the meeting that a tentative date of Saturday, October 14, 1995 had been set for the "Young Eagles" program. This program provides airplane rides to children from the area free of charge. All present agreed that the program would be a good promotional activity for NKC and hoped for a large turnout. Mr. Cornett

indicated that he has spoken with Mr. Salmon, Chairman of the New Kent County Board of Supervisors, concerning the program. Mr. Salmon indicated that no formal approval for the event would be required and that Mr. Cornett should proceed with the particulars.

Mr. Maloney reported that all of the AAC's comments had been forwarded to Buchar Horn, Inc. for inclusion in the Feasibility Study which is being prepared for the County. No final product (the study) has been forthcoming. The members wished to have the record reflect that they were disappointed with the pace of the study process.

Mr. Cornett asked for a review of the County's position with respect to the Capital Region Airport Commission. Mr. Maloney indicated that there are both advantages and disadvantages to having the CRAC take over the operation of NKC. Among the advantages identified: the County is relieved of the day-to-day operation of the airport; more funding is available for improvements to facilities and services; operation of NKC by the CRAC may spur development of an interchange at I-64/SR 612; the County would obtain a seat on the CRAC; the possibility exists that assistance could be obtained for wetlands mitigation, which would allow expansion of the runways at NKC. Mr. Maloney indicated that the Staff had been given direction by the Board of Supervisors with respect to the CRAC; however, this direction was related during an executive session of the Board and Mr. Maloney could not be specific as to the staff's charge.

Mr. Cornett responded by saying that he wanted to be sure his opposition to the CRAC operation of NKC made it into the minutes. He indicated that he did not believe that the Board of Supervisors was receiving adequate reports of the AAC's ideas and concerns with the CRAC or the operation of NKC in general. Mr. Cornett indicated that he did not believe that the citizens of New Kent wanted outside interference in the operation of a County-owned facility. Like him, many of the citizens had come to New Kent County to escape from the influence of the city. Further, he believes that the citizens do not want the county to simply give away an asset as valuable as the airport. Mr. Cornett indicated that the CRAC has its own internal problems and could not be expected to adequately manage NKC. It is Mr. Cornett's opinion that the only benefit to be arrived at by having the CRAC assume control of the county's airport would fall to the county staff and the Board of Supervisors (neither would have to be concerned with the operation of the airport).

Mr. Gillette responded by saying that he did not believe that the Board of Supervisors was fully aware of the tremendous potential that the airport has. According to Mr. Gillette, the facilities are perfect for group meetings and special events, there is ample space that could be used for parks and recreation activities, and there is interest in renting parts of the existing terminal building for office space. Mr. Gillette further indicated that he believed that the airport had suffered from ten (10) years of neglect,

but on the whole saw the airport as an asset.

Mr. Cornett indicated that he believed that Mr. Gillette should be given more authority in the day-to-day operation of the airport. He (Mr. Cornett) is of the opinion that Mr. Gillette is hampered by having to clear routine matters through other members of the County staff. Mr. Cornett suggested that the airport could be a self-sufficient operation with a minimum amount of work and funding. He asked what level of funding the Board of Supervisors had authorized for the airport.

Mr. Maloney indicated that approximately \$10,000 had been set aside to be used primarily as matching funds for grant activity.

Mr. Cornett asked how many seats New Kent would receive on the CRAC Board if it assumed control of NKC. Mr. Maloney indicated that he believed that the City of Richmond, and the counties of Henrico and Chesterfield each had two seats on the Board. New Kent County, in all probability, would receive one seat. Mr. Cornett responded that he believed that this level of representation for the County would be insignificant and that the County would be at the mercy of the other larger localities.

Mr. Maloney told the meeting that the structure of the CRAC Board is such that no one locality can have a majority or members. By obtaining a seat on the Board, New Kent would get a voice in determining the air transport policy for the metropolitan area. With the scaling back of the general aviation facilities at RIC, this could result in a boost to the operations at NKC. If NKC is a base for general aviation that will result in an increase in the machine taxes, BPOL taxes, an increased number of planes being based at NKC and a corresponding increase in property taxes. Moreover, Mr. Maloney indicated that he believed that CRAC could bring more financial power to the table for hangar construction, groundside transportation, and facilities improvement. Mr. Cornett disagreed. He indicated that he believed that David Blacksheer (sp.?) did not care what happened at NKC. Instead of the advantages outlined by Mr. Maloney, Mr. Cornett feels that New Kent County will get one seat on the board, a limited amount of income based on the lease arrangement with the CRAC's chosen FBO, and no control of the FBO's operations. The lack of control over how the FBO operates the airport is a major disadvantage in Mr. Cornett's opinion. Mr. Cornett further responded by saying that the County is fully able to do all of the things that the CRAC is capable of. The airport manager has already investigated the cost of repairing the existing hangars and replacing those that need it; he has been approached by individuals who are interested in renting space at the terminal for various operations; and he has been able to maintain the existing structures better with volunteer labor.

Mr. Cornett then indicated that he believed that the AAC members should draft a letter to the Board of Supervisors expressing their concerns about the operation of the airport.

Mr. Cornett further indicated that he did not believe that the County Staff had kept the Board members adequately briefed as to the AAC's concerns and that a letter prepared by the members themselves would best express the members ideas. Mr. Maloney again indicated that the Board of Supervisors had charged the Staff with examining a number of options with respect to the airport but that he was unable to go into specifics.

Mr. Gillette informed the meeting that he felt that the County should be willing to split the operations at the airport into individual segments. According to Mr. Gillette, several people had expressed an interest in operating a maintenance operation in the existing hangar, and he felt confident that other operators could be found for the flight school and related activities. He also indicated that he did not believe that the tenants of the office space at the terminal should be limited to airport related uses. Any office use could use the existing space, which is currently vacant. Mr. Gillette did indicate that control over these tenants would need to be administered, but that he felt confident that such a rental agreement could be drawn up.

Mr. McNew then asked about the status of the FBO search. Mr. Maloney indicated that there were no talks ongoing. Mr. Cornett responded that he believes that the RFP issued by the County Attorney was too restrictive and required too much of the FBO (i. e., too much insurance, too little financial incentive). Mr. Cornett indicated that under the restrictions set forth in the RFP, the County was asking for too much and willing to provide too little support. Mr. Maloney responded by saying that he felt that the Board of Supervisors had examined the prior operation of the airport and wanted firmer control over the costs associated with it. The RFP was seen as a tool to exert that level of control. Mr. Cornett asked if starting the RFP process over was an option. Mr. Gillette added that if a new RFP was developed, it should allow for the proposal to cover only portions of the overall airport operation (i. e., flight school, agricultural support, maintenance, etc.). In that way, rental income would be coming in from at least those operations that were able to support themselves. Mr. Gillette also indicated that the airport is a large site, and the development of currently vacant portions of the site should also be examined.

Mr. Vaughan commented that he supported the idea of the AAC members having a work session to draft a letter to the Board of Supervisors expressing their concerns about the airport's management. He also suggested that the letter include a set of options to be developed by the AAC. Mr. Vaughan indicated that he was a "non-flyer" and took a different approach to the airport. He sees the site as having potential for recreational uses, office space rental, meeting room space, and similar activities. He indicated that he believes that many of the citizens of the County who are not pilots and have no connection to the airport see NKC as a "country club" for a very few people. By opening the airport up to Ruritan or Rotary Club meeting, and similar events, more citizens will see the benefit of having a municipal airport. Mr. Vaughan also suggested that the work

session be held during the day to accommodate more of the AAC members. Mr. Cornett indicated that he would prepare a draft letter and that the AAC members could then have a basis to work from.

Mr. Cornett then asked Mr. Maloney the status of various grants. Mr. Maloney responded by saying that the paperwork had been forwarded to Larry Gallaher, the Director of Public Safety because the DPS is ultimately responsible for the maintenance of the County property. Mr. Maloney further indicated that some conversations had taken place between the Staff and the Department of Aviation concerning the security fencing. A Capital Improvements Plan is usually, required before money may be made available for security related items, but the Department of Aviation may pre-allocate some money for such a badly needed item.

Mr. Cornett then asked if Mr. Gillette could not take some actions without prior approval from Mr. Gallaher. Mr. Maloney answered by saying that as the Director of the Department of Public Safety, Mr. Gallaher is responsible for the maintenance of the airport and he (Mr. Maloney) could not address the relationship between Mr. Gillette and Mr. Gallaher. Mr. Gillette indicated that he would be glad to do the groundwork for the grant submissions and forward it to James Cornwell, County Attorney, for final drafting of the bids required to do any maintenance work. Mr. Cornett said that he hoped that the grant could be obtained before winter.

Mr. Gillette informed the group that the airport will serve as a checkpoint for a road rally in the near future. Several of the participants had already scouted ahead.

Mr. Felts asked why the airport did not carry maps and related retail items for sale to the flying public. Mr. Gillette responded that it had originally been hoped that the new FBO would have such a service and that the County had not envisioned having to provide such a service. Mr. Cornett indicated that without a flight school, there was little demand for such items.

The next meeting date was set for October 3, 1995 at 7:30 p. m. at the NKC Airport.

#### ADJOURNMENT

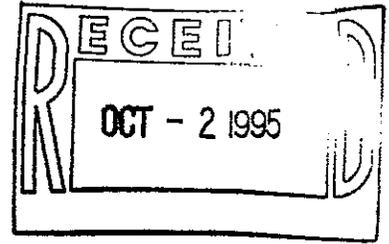
There being no further business, the meeting as adjourned at 9:00 p. m.

---

Lee J. Tyson, AICP  
Planner I - Acting Secretary

MEMORANDUM

September 29, 1995



To: Members of the New Kent County Board of Supervisors  
Robert Boroughs, Marvin Bradby, James Burrell, David Ringley,  
Michael Salmon

From: New Kent County Airport Advisory Commission  
Raleigh Cook, Lonzo Cornett, Rodney McNew, Larry Smith,  
Winn Vaughan

Copy: Larry Gallaher, Charles Gillett, David Maloney, Lee Tyson

Subject: New Kent County Airport

=====

It is our understanding that negotiations with the bidders for the full-service Fixed Base Operator (FBO) at New Kent County Airport have ended and the County staff is now exploring alternate courses of action concerning what to do with the airport. The New Kent County Airport Advisory Commission met for a workshop session on September 20, 1995. The objective of the meeting was to assess the current situation at the airport, explore present and future uses for the airport and to advise the Board of Supervisors of our progress. Therefore, this report is to

1. bring the Board of Supervisors up-to-date on the current status of the airport,
2. make recommendations to the Board as to the direction we should now take and
3. provide suggestions as to the future uses of the airport and surrounding property.

### Current Status

The airport is operating from 8:00 AM to 5:00 PM, seven days a week, providing rental hangars, fuel/oil sales and terminal services to both based and itinerant aircraft. The airport terminal has been cleaned up, including cleaning windows and rest rooms. The terminal area is furnished with loaned furniture, plants and pictures. The grass around the terminal, hangars, runway and taxiway is cut and trimmed. The airport grounds have never looked so good. The runway lighting systems are working. Security lighting has been installed. Repairs to the terminal and hangars have been minimal due to lack of funds. Preliminary approval for Virginia Department of Aviation funding for safety-related items has been obtained. These items include runway crack sealing and re-stripping, tree cutting and relocation of the windsock.

Also, now that we have available workers from the Henrico/New Kent County prison farm, a general cleanup of years of accumulated trash and/or junk that has been laying around has begun. They are also doing some grass mowing and brush cleaning along fence lines. Even though they have only been at the airport for a few days, their cleanup effort is already noticeable. Hopefully, funding will be available in the future to make necessary repairs to the terminal building and hangars.

### Recommendations

- Reject all bids from the previous Request For Proposal (RFP).
- The consensus was that the previous RFP was too confining to entice a FBO to consider New Kent. Our recommendation is that the Airport Commission re-write the bid package with legal advice from the County Attorney and a new bid solicitation be done.
- Due to the extended length of time it takes to develop an RFP, solicit bids and get a full-service FBO on board, we recommend that the commencement date for the new full-service FBO be no sooner than October 1, 1996. In the interim, it is further recommended that we lease available space for a flight school, aircraft rental operation FBO and a maintenance operation FBO for a period of time on a lease that would terminate **no sooner than** October 1, 1996. During this interim period, the County could evaluate the present services and determine whether it would be more beneficial to award a contract to a full-service FBO or continue with the services that are presently operating at the airport.

- The interim Airport Manager should be given expanded authority to operate the airport. He could then ease the burden of the County by being the focal point for contact and negotiations of leases with individuals willing to locate in New Kent to conduct flight training, maintenance, etc. He/she would also provide primary oversight to these leases. The Airport Manager should also develop a budget to operate the airport and be responsible for the commitment of available funds.
- It is **strongly** recommended that the Board of Supervisors not consider giving New Kent Airport to the CRAC. In view of the current and planned developments underway in New Kent County, it is much too early to consider this proposal and we implore you to delay considering this option until the full potential of the airport and surrounding property can be fully explored. Plans for future development in the County coincide with our plans for the airport. The airport properties that already belong to the County could be better utilized. It would be a waste to surrender the airport at this time only to have someone from outside our County reap the benefits later.

#### Suggestions For Future Uses

- The Airport Manager should develop a plan to get the community involved at the Airport; i.e., make available other areas of the airport for meetings, training, banquets, receptions, etc. and solicit active participation by private or community groups and/or individuals.
- The Airport Commission should develop a five-year plan for development surrounding the airport; i.e., picnic areas, pavilions, youth center, office facilities, etc.

The Airport Commission is most eager to discuss these suggestions with you and would welcome the opportunity to meet with you in the near future. We encourage you to seriously consider these recommendations and to meet with us before any final decisions are made.

  
Lonzo Cornett, Chairman  
on behalf of the New Kent County  
Airport Advisory Commission

I N T E R

MEMO

O F F I C E

**To:** R. Joseph Emerson, Jr., AICP, County Administrator

**From:** J. Lawrence Gallaher, CPCA, CEM

**Subject:** Airport Advisory Commission--Letter

**Date:** October 2, 1995



Joe,

Please find attached a copy of a letter from the New Kent County Airport Advisory Commission regarding the current status of the airport and their suggested course for the future. Please advise me of any comments that you may have on this matter.

JL G

/jlg

### Current Status

The airport is operating from 8:00 AM to 5:00 PM, seven days a week, providing rental hangars, fuel/oil sales and terminal services to both based and itinerant aircraft. The airport terminal has been cleaned up, including cleaning windows and rest rooms. The terminal area is furnished with loaned furniture, plants and pictures. The grass around the terminal, hangars, runway and taxiway is cut and trimmed. The airport grounds have never looked so good. The runway lighting systems are working. Security lighting has been installed. Repairs to the terminal and hangars have been minimal due to lack of funds. Preliminary approval for Virginia Department of Aviation funding for safety-related items has been obtained. These items include runway crack sealing and re-striping, tree cutting and relocation of the windsock.

Also, now that we have available workers from the Henrico/New Kent County prison farm, a general cleanup of years of accumulated trash and/or junk that has been laying around has begun. They are also doing some grass mowing and brush cleaning along fence lines. Even though they have only been at the airport for a few days, their cleanup effort is already noticeable. Hopefully, funding will be available in the future to make necessary repairs to the terminal building and hangars.

### Recommendations

- Reject all bids from the previous Request For Proposal (RFP).
- The consensus was that the previous RFP was too confining to entice a FBO to consider New Kent. Our recommendation is that the Airport Commission re-write the bid package with legal advice from the County Attorney and a new bid solicitation be done.
- Due to the extended length of time it takes to develop an RFP, solicit bids and get a full-service FBO on board, we recommend that the commencement date for the new full-service FBO be no sooner than October 1, 1996. In the interim, it is further recommended that we lease available space for a flight school, aircraft rental operation FBO and a maintenance operation FBO for a period of time on a lease that would terminate **no sooner than** October 1, 1996. During this interim period, the County could evaluate the present services and determine whether it would be more beneficial to award a contract to a full-service FBO or continue with the services that are presently operating at the airport.

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- It is **strongly** recommended that the Board of Supervisors not consider giving New Kent Airport to the CRAC. In view of the current and planned developments underway in New Kent County, it is much too early to consider this proposal and we implore you to delay considering this option until the full potential of the airport and surrounding property can be fully explored. Plans for future development in the County coincide with our plans for the airport. The airport properties that already belong to the County could be better utilized. It would be a waste to surrender the airport at this time only to have someone from outside our County reap the benefits later.

Suggestions For Future Uses

- The Airport Manager should develop a plan to get the community involved at the Airport; i.e., make available other areas of the airport for meetings, training, banquets, receptions, etc. and solicit active participation by private or community groups and/or individuals.
- The Airport Commission should develop a five-year plan for development surrounding the airport; i.e., picnic areas, pavilions, youth center, office facilities, etc.

The Airport Commission is most eager to discuss these suggestions with you and would welcome the opportunity to meet with you in the near future. We encourage you to seriously consider these recommendations and to meet with us before any final decisions are made.

  
Lonzo Cornett, Chairman  
on behalf of the New Kent County  
Airport Advisory Commission

COUNTY  
OF  
NEW  
KENT

Board of Supervisors

Michael D. Salmon, Dist. 1  
E. David Ringley, Dist. 2  
James H. Burrell, Dist. 3  
Marvin D. Bradby, Dist. 4  
Robert A. Boroughs, Dist. 5

Office of County Administrator

MEMORANDUM

TO: The Airport Advisory Commission

FROM: R. J. Emerson, Jr., A.I.C.P.  
County Administrator

DATE: October 10, 1995

SUBJECT: Joint Meeting

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Per your request for a joint meeting with the Board of Supervisors, a date has been set for November 15th starting at 6:00 p.m. in the Board Room. Please notify my secretary, Sue Morgan (966-9695) if you cannot attend this meeting.

RJEJr

RJEJr:slm  
cc: The Honorable Board of Supervisors  
aimtg,rje

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson AICP  
Planner I

DATE: October 12, 1995

SUBJECT: November 14, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held on Tuesday, November 14, 1995, beginning at 7:30 p. m., at the New Kent County Airport.

Attached for your information are an agenda, and a copy of the minutes from the October 2, 1995 meeting. The Airport Manager's Report will be distributed as soon as it is received. Also attached is a copy of correspondence received from the Virginia Department of Aviation concerning a Ground Communications Outlet (GCO) that is available for installation at NKC.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC1195.AGD

AGENDA  
NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
November 14, 1995

1. Call to Order
2. Roll Call
3. Approval of Minutes - September 12, 1995 Meeting
4. Airport Manager's Report
5. Old Business
6. New Business
7. Adjournment

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION

MINUTES OF THE October 2, 1995 MEETING

**CALL TO ORDER**

The monthly meeting of the New Kent County Airport Advisory Commission was held at the New Kent County Airport on Tuesday, October 2, 1995, beginning at 7:30 p. m.

**ROLL CALL**

Those present were: District Two Representative - Raleigh Cook, District Four Representative - Lonzo Cornett, Director of the New Kent County Planning Department - David P. Maloney, and New Kent County Planner I - Lee Tyson. Lee Tyson served as Secretary for the October 2, 1995 meeting. In the absence of a quorum, no business meeting was held.

The next meeting date was set for November 14, 1995 at 7:30 p. m. at the NKC Airport.

---

Lee J. Tyson, AICP  
Planner I - Acting Secretary



# COMMONWEALTH of VIRGINIA

## *Department of Aviation*

*KENNETH F. WIEGAND*  
*Director*

*5702 Gulfstream Road*  
*Sandston, Virginia 23150*

V/TDD - (804) 236-3624  
FAX - (804) 236-3635

September 19, 1995

Mr. Joseph R. Emerson  
County Administrator  
Post Office Box 50  
New Kent, Virginia 23124

Dear Mr. Emerson:

Over the past year the Department of Aviation, in partnership with ARINC has developed, and successfully demonstrated, a system that we refer to as a GCO, or Ground Communications Outlet. You may be familiar with the Remote Communications Outlet (RCO) and Radio Transmit/Receive (RTR) facilities which are installed by the Federal Aviation Administration (FAA). The GCO is an off-the-shelf unit which costs far less than the RCO/RTR to purchase, install and operate.

The purpose of this equipment is to allow the pilot to communicate with Air Traffic Control from the cockpit of the aircraft. When one of your pilots has filed an IFR flight plan, prior to his/her departure, they must place a phone call to Approach Control (FAA, Air Traffic Control) and obtain a "Clearance". Upon completion of the clearance the pilot will be issued a "void time" which is usually 10 minutes, during which he must be airborne and also be acquired on radar by Air Traffic.

Not only is it difficult for the pilot to accomplish all of his/her tasks during this period of time, but a large "block" of airspace must also be sterilized to assure that this pilot will not encounter another aircraft while he is reaching altitude. There are times when pilots will simply not file and others when he cannot meet the void time; both present potential safety hazards to those pilots.

By having a GCO on the field, the pilot can perform all final flight planning, make a final weather check, carefully execute the aircraft run-up procedures, taxi out to the end of the runway and, from the cockpit, call Air Traffic for the clearance. Upon copying and reading back the clearance, Air Traffic can assign a void time of, in most instances, less than five minutes which can be met easily by the pilot.

Mr. Joseph R. Emerson  
September 19, 1995  
Page 2

The Manager of the Air traffic Control Tower who is responsible for your airport has indicated that your airport should be a candidate to receive a GCO installation. From our understanding of your situation, we agree and are offering you the opportunity to acquire a system with full funding by the Department through its Facilities and Equipment Program. This approval of funding includes the equipment acquisition and installation and the installation of the dedicated telephone line. The system, installed, will cost approximately \$10,000.00 and the telephone line will cost approximately \$150.00. We will expect the airport sponsor to bear the cost of the monthly telephone service and calls and the system maintenance.

We have done some research regarding the cost of intrastate, long distance telephone service ranges from \$.15 to \$.27 per minute. The average cost within the state is approximately \$.24 per minute. We estimate that the average monthly cost for each sponsor will run approximately \$45.00.

The maintenance cost for the system is eligible for funding by the Department under the Facilities and Equipment Program at the rate of 90%. Since the unit is solid state technology, we do not anticipate that maintenance will be required very frequently. Since we have not had an opportunity to view this equipment for a long period of time, we are unable to provide you with much history regarding equipment maintenance statistics and resultant cost.

Please review this letter carefully and if you are interested in being considered for this GCO installation, provide us with a confirmation in writing. If there are additional questions, we invite you to call or write. We want you to be informed prior to your commitment for this system. As you may have perceived, the Department is excited about this application of off-the-shelf technology that will enhance the safety and utilization of Virginia's airports and airspace.

Sincerely,



James L. Bland

Manager

Airport Services Division

JLB/map

cc: John V. Mazza, Jr., VAB  
William Trussell, ARINC  
Robert B. Mendez, FAA, WADO  
ATC

# AIRPORT REMOTE ACCESS SYSTEM (ARRAS)

Virginia Department of Aviation

ARINC

National Association of  
State  
Aviation Officials  
Washington Conference  
Roundtable  
April 25, 1995

# HISTORY OF REMOTE RADIO ACCESS

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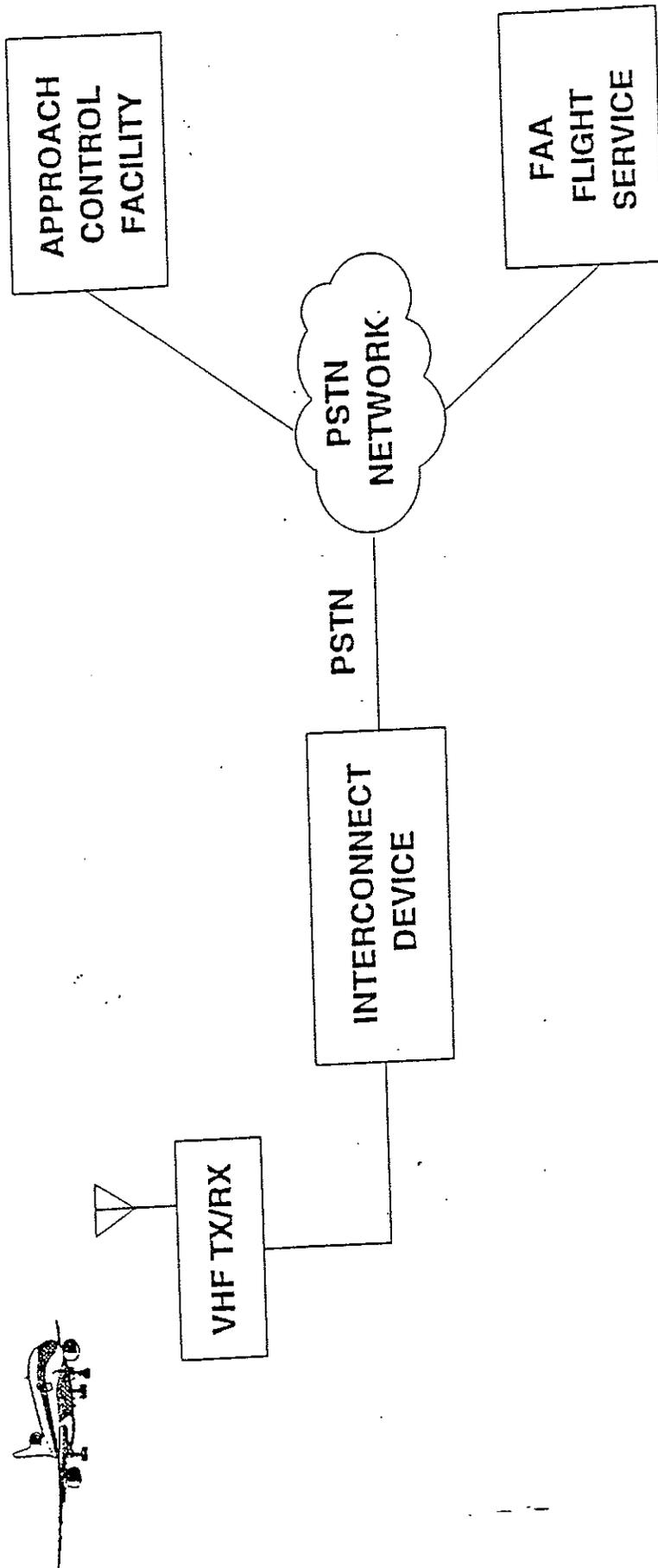
ARINC produces first remote Radio Access System in early 1980s.

- Used by commercial Air Carriers as alternative to dedicated voice networks.
- Initial system utilized DTMF signalling for command and control.

"Key click" added by manufacturers in response to Customer requirements for elimination of DTMF microphone.

Synthesized voice capability added for feedback signalling to aircraft.

# SYSTEM DESCRIPTION



# APPLICATION AS RTR/RCO ALTERNATIVE

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To be used as alternative to dedicated facilities.

Address needs of low traffic volume airports for clearance delivery and VFR flight plan closure.

"Key Click" signalling to initiate call to appropriate ATC facility.

Connection remains until ATC Agency disconnects.

Costs are reduced to equipment, maintenance and costs of actual calls placed.

## CONCLUSION AND RECOMMENDATIONS

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Technology provides viable, lower-cost alternatives to dedicated RCO/RTR facilities for clearance delivery and flight plan closure.

Field demonstration program accomplished which proved applicability and facilitated acceptance.

Specifications can be developed to assist in procurement process.

THE WINDER NEWS - WEDNESDAY, MAY 24 1995 - 3B

# FAA and DOT suggest innovative communications system for airport

By Jim Kvicala

News Staff Writer

After over a year's work trying to get a remote communications outlet (RCO) for the Barrow County Airport, airport authority members were told recently they wouldn't get the Federal Aviation Administration funding they'd been expecting.

Instead, the state Department of Transportation offered to fund most of the cost of installing an Airport Remote Radio Access System (ARRAS), a less expensive communications system with almost the same capabilities as the RCO.

Authority Chairman Stan Coley met with DOT and FAA representatives May 11 to discuss the situation.

Coley said he was told the FAA would not fund an RCO at the airport, based on the facilities currently available.

The RCO enables planes on the ground at the local airport to talk with air traffic controllers by relaying the radio traffic over an open phone line. Because the system is in effect making a continuous long distance phone call, maintaining the system is very expensive.

DOT and FAA officials told Coley the ARRAS would make a good substitute that would be cheaper to purchase and maintain.

The system is similar to the RCO, but instead of relaying local radio traffic over an open phone line, a pilot would use his radio to initiate dialing of a special 800 phone number by the ARRAS.

A pilot would not be able to file a flight plan on the ARRAS as he could using the RCO, Coley said, but hard-

ware for the system would cost only \$10,000. A year's maintenance would run between \$600 and \$1,200.

Because the DOT would like to see one of the systems at a Georgia airport, Coley said, they are offering to pay 75 percent of the cost (around \$7,500).

The ARRAS technology is very new, so new it is currently in use at only two airports in the United States, he said.

Authority members agreed to consider the new system, and continue talking with state and federal officials about the project.

In other business, the authority considered proposals from four aviation consulting firms bidding on the airport consultant contract.

Authority member Tony Farr said all four companies are based in or maintain branch offices in Atlanta, all are approved by the states DOT and the FAA, and all four bids were below the budget set for consultant services.

Wilbur Smith & Associates, founded in 1962, has performed consulting work for the Peachtree City airport.

Robert & Company, founded in 1917, has provided consulting services on projects at Hartsfield International Airport in Atlanta.

LFA, founded in 1981, is a large firm that has contracts with Peachtree-Dekalb Airport and Eem Epps Airport in Athens, Farr said.

W.K. Dixon, founded in 1929, has consulted recently on airport projects in Henry County and Gwinnett County.

Farr said all the bidders were well qualified and any one picked by the authority would do a good job.

"It's a 'win-win' situation," he said.

Jim Beavo  
Virginia Dept of Aviation  
(804) 236-3635  
From Bill Russell / Arras

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

MEMORANDUM

TO: Members of the Airport Advisory Commission

FROM: Lee J. Tyson, AICP  
Planner I

DATE: October 18, 1995

SUBJECT: NKC Airport Capital Improvement Program  
Preallocation Request

Attached is information that will be discussed at the AAC meeting to be held November 14, 1995. The agenda package for the meeting was prepared before this information was completed.

I look forward to seeing each of you at the November meeting.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC1195.AGD

COUNTY  
OF  
NEW  
KENT

M E M O R A N D U M

Department of Planning and  
Community Development

TO: Members of the Airport Advisory Commission

FROM: David P. Maloney, Director of Planning  
Assistant County Administrator 

DATE: October 17, 1995

SUBJECT: New Kent County Airport Capital Improvement Program  
Preallocation Request

Attached please find the Proposed Program Narrative and Five Year Capital Expenditure Program for the necessary Capital Improvements to the New Kent County Airport. The proposed schedule has been somewhat modified from the Improvement Plan recommended in the Airport Feasibility Study. These modifications are based on project priorities as they relate to the available funds for the Airport. Please advise regarding any necessary changes to the proposed CIP.

Should you have any questions or comments regarding the Capital Improvement Plan, please advise.

DPM/pmt

Attachment

PROGRAM NARRATIVE  
NEW KENT COUNTY AIRPORT  
FIVE YEAR CAPITAL IMPROVEMENT  
PREALLOCATION REQUEST  
FISCAL YEAR 1996

**BACKGROUND**

The projects identified in New Kent County's proposed Five Year Capital Improvement Program Preallocation Request were derived from the recently completed *New Kent County Airport Feasibility Study* conducted by Buchar Horn, Inc. Although all projects that appear on the attached improvement plan have been identified through the study, staff has made some adjustments regarding the priorities as they appear in the plan versus their priorities as identified in the study. Furthermore, several of the projects identified by the consultant were not included in the five year program. In short the following plan reflects the County's priorities for the airport as they relate to local funding constraints and capital needs on a county-wide basis.

**PROJECT JUSTIFICATION**

**Year One:**

Construct Security Fencing: To prohibit illegal and uncontrolled entry onto the airfield to prevent personal injury and property damage.

Remove Underground Automobile Fuel Storage Tanks: Reduce the number of on-airport facilities required to comply with federal and state underground storage tank regulations, and remove unnecessary facilities from the apron areas. Automobiles do not belong on this portion of the airport.

Clear, Grade, and Reseed Beacon Area: Increase visibility of beacon with no obstructions from either the ground or the air.

**Year Two:**

Demolish Open Bay Hanger and 4 Unit T-hanger: Hangers have exceeded useful life, and clearing will make room for future construction of replacement facilities.

Removal of Fence In Area of Terminal Building: Removal of this fence will provide room for future replacement hangers.

Construct One 7 Unit T-hanger: Replaces open bay hanger.

**Year Three:**

Construct 8 Unit T-hanger: Replaces previously demolished 4 unit T-hanger.

Apron Pavement Improvements: Replaces substandard access to new T-hangers.

**Year Four:**

Demolish two 8 Unit T-hangers: Hangers have exceeded useful life, and clearing will make room for future construction of replacement facilities.

Construct one 8 Unit T-hanger: Replaces demolished 8 unit T-hangers.

**Year Five:**

Additional Apron Improvements for New T-hangers: Replaces substandard access to new T-hangers.

PREAPPLICATION FOR DEPARTMENT OF AVIATION FUNDING

AIRPORT NAME  
New Kent Airport

SPONSOR NAME  
New Kent County

ADDRESS  
P. O. Box 50

CITY  
New Kent, VA

ZIP CODE  
23124

SUBMITTED BY  
David P. Maloney  
TITLE Director of Planning/  
Assistant County Administrator

TELEPHONE  
(804) 966-9690

PROJECT DESCRIPTION	TOTAL COST	FEDERAL FUNDS	STATE FUNDS		LOCAL FUNDS	REMARKS
			ENTITLE.	DISCRET.		
YEAR 1 Construct Security Fencing Remove Underground Auto Fuel Storage Tanks Clear, Grade, Reseed Beacon Area	\$ 90,400 15,000 4,500	\$ 81,360 12,000 4,050		\$4,520 1,500 225	\$4,520 1,500 225	
YEAR 2 Demolish Open Bay and 4-Unit T-Hanger Remove Fence In Terminal Area Construct 7 Unit T-Hanger	\$ 12,000 2,400 105,000	\$ 11,070 2,160 94,500		\$ 615 120 5,250	\$ 615 120 5,250	
YEAR 3 Construct 8 Unit T-Hanger Apron Pavement Improvement	\$120,000 75,000	\$108,000 67,500		\$6,000 3,750	\$6,000 3,750	
YEAR 4 Demolish 8 Unit T-Hanger Construct 8 Unit T-Hanger	\$ 27,000 120,000	\$ 24,300 108,000		\$1,350 6,000	\$1,350 6,000	
YEAR 5 Apron Improvements For 8 Unit T-Hanger	\$ 35,000	\$ 31,500		\$1,750	\$1,750	

**COUNTY  
OF  
NEW  
KENT**

*Office of the County Attorney*

**M E M O R A N D U M**

**TO : MEMBERS OF THE BOARD OF SUPERVISORS  
R.J. EMERSON, JR., COUNTY ADMINISTRATOR  
DAVID P. MALONEY, DIRECTOR OF PLANNING  
J. LAWRENCE GALLAHER, DIRECTOR OF PUBLIC SAFETY**

**FROM : JAMES E. CORNWELL, JR., COUNTY ATTORNEY**

**RE : AIRPORT ADVISORY COMMISSION MEETING**

**DATE : NOVEMBER 17, 1995**

-----

Gentlemen:

My secretary contacted Mr. Cornett by telephone today, and he confirmed that at least 3 members of the commission are available to meet on Monday, November 20, 1995 at 1:30 p.m. The time was changed due to a calendar conflict for Mr. Maloney.

Should you have any questions, please feel free to contact this office.

Very truly yours,

  
James E. Cornwell, Jr.  
County Attorney

JECJr/bgo

\\memo4\bosetc11.17

## MEMORANDUM

**TO:** Members of the Airport Advisory Commission

**FROM:** Lee J. Tyson, ~~AACP~~  
Planner I

**DATE:** November 30, 1995

**SUBJECT:** Airport Advisory Commission  
December 5, 1995 Meeting

Please be advised that the monthly meeting of the New Kent County Airport Advisory Commission will be held Tuesday, December 5, 1995, beginning at 7:30 p.m., at the New Kent County Airport. Attached is a meeting agenda and the minutes from the November 1995 meeting.

Also attached are the following items to be discussed at the December 5, 1995 meeting:

1. Availability of Ground Communications Outlet.
2. Grant awarded for obtaining an electronic windspeed/direction indicator.
3. Grant awarded for relocation of windcone.
4. ALP Consultant Selection.
5. Capital Improvement Program Preallocation Request.
6. Science Museum of Virginia-AirMobile Exhibit.

I look forward to seeing each of you at the December meeting.

If you have any questions, or need additional information, please feel free to contact me at 966-9690.

/ljt  
AAC1295.AGD

AGENDA  
NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION  
December 5, 1995

1. Call to Order
2. Roll Call
3. Approval of Minutes - November 14, 1995 Meeting
4. Airport Manager's Report
5. Old Business
6. New Business
7. Adjournment

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION

MINUTES OF THE November 14, 1995 MEETING

The November 14, 1995 meeting of the New Kent County Airport Advisory Commission was cancelled by the Chairman.

The next meeting is scheduled for Tuesday, December 5, 1995, beginning at 7:30 p.m., at the New Kent County Airport.

Respectfully submitted,

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Lee J. Tyson, AICP  
Planner I - Acting Secretary



# COMMONWEALTH of VIRGINIA

## *Department of Aviation*

KENNETH F. WIEGAND  
*Director*

5702 Gulfstream Road  
Sandston, Virginia 23150

V/TDD - (804) 236-3624  
FAX - (804) 236-3635

September 19, 1995

Mr. Joseph R. Emerson  
County Administrator  
Post Office Box 50  
New Kent, Virginia 23124

Dear Mr. Emerson:

Over the past year the Department of Aviation, in partnership with ARINC has developed, and successfully demonstrated, a system that we refer to as a GCO, or Ground Communications Outlet. You may be familiar with the Remote Communications Outlet (RCO) and Radio Transmit/Receive (RTR) facilities which are installed by the Federal Aviation Administration (FAA). The GCO is an off-the-shelf unit which costs far less than the RCO/RTR to purchase, install and operate.

The purpose of this equipment is to allow the pilot to communicate with Air Traffic Control from the cockpit of the aircraft. When one of your pilots has filed an IFR flight plan, prior to his/her departure, they must place a phone call to Approach Control (FAA, Air Traffic Control) and obtain a "Clearance". Upon completion of the clearance the pilot will be issued a "void time" which is usually 10 minutes, during which he must be airborne and also be acquired on radar by Air Traffic.

Not only is it difficult for the pilot to accomplish all of his/her tasks during this period of time, but a large "block" of airspace must also be sterilized to assure that this pilot will not encounter another aircraft while he is reaching altitude. There are times when pilots will simply not file and others when he cannot meet the void time; both present potential safety hazards to those pilots.

By having a GCO on the field, the pilot can perform all final flight planning, make a final weather check, carefully execute the aircraft run-up procedures, taxi out to the end of the runway and, from the cockpit, call Air Traffic for the clearance. Upon copying and reading back the clearance, Air Traffic can assign a void time of, in most instances, less than five minutes which can be met easily by the pilot.

Mr. Joseph R. Emerson  
September 19, 1995  
Page 2

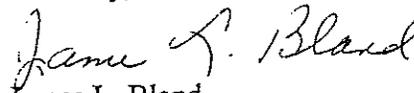
The Manager of the Air traffic Control Tower who is responsible for your airport has indicated that your airport should be a candidate to receive a GCO installation. From our understanding of your situation, we agree and are offering you the opportunity to acquire a system with full funding by the Department through its Facilities and Equipment Program. This approval of funding includes the equipment acquisition and installation and the installation of the dedicated telephone line. The system, installed, will cost approximately \$10,000.00 and the telephone line will cost approximately \$150.00. We will expect the airport sponsor to bear the cost of the monthly telephone service and calls and the system maintenance.

We have done some research regarding the cost of intrastate, long distance telephone service ranges from \$.15 to \$.27 per minute. The average cost within the state is approximately \$.24 per minute. We estimate that the average monthly cost for each sponsor will run approximately \$45.00.

The maintenance cost for the system is eligible for funding by the Department under the Facilities and Equipment Program at the rate of 90%. Since the unit is solid state technology, we do not anticipate that maintenance will be required very frequently. Since we have not had an opportunity to view this equipment for a long period of time, we are unable to provide you with much history regarding equipment maintenance statistics and resultant cost.

Please review this letter carefully and if you are interested in being considered for this GCO installation, provide us with a confirmation in writing. If there are additional questions, we invite you to call or write. We want you to be informed prior to your commitment for this system. As you may have perceived, the Department is excited about this application of off-the-shelf technology that will enhance the safety and utilization of Virginia's airports and airspace.

Sincerely,



James L. Bland

Manager

Airport Services Division

JLB/map

cc: John V. Mazza, Jr., VAB  
William Trussell, ARINC  
Robert B. Mendez, FAA, WADO  
ATC

# AIRPORT REMOTE ACCESS SYSTEM (ARRAS)

Virginia Department of Aviation

ARINC

National Association of  
State  
Aviation Officials  
Washington Conference  
Roundtable  
April 25, 1995

# HISTORY OF REMOTE RADIO ACCESS

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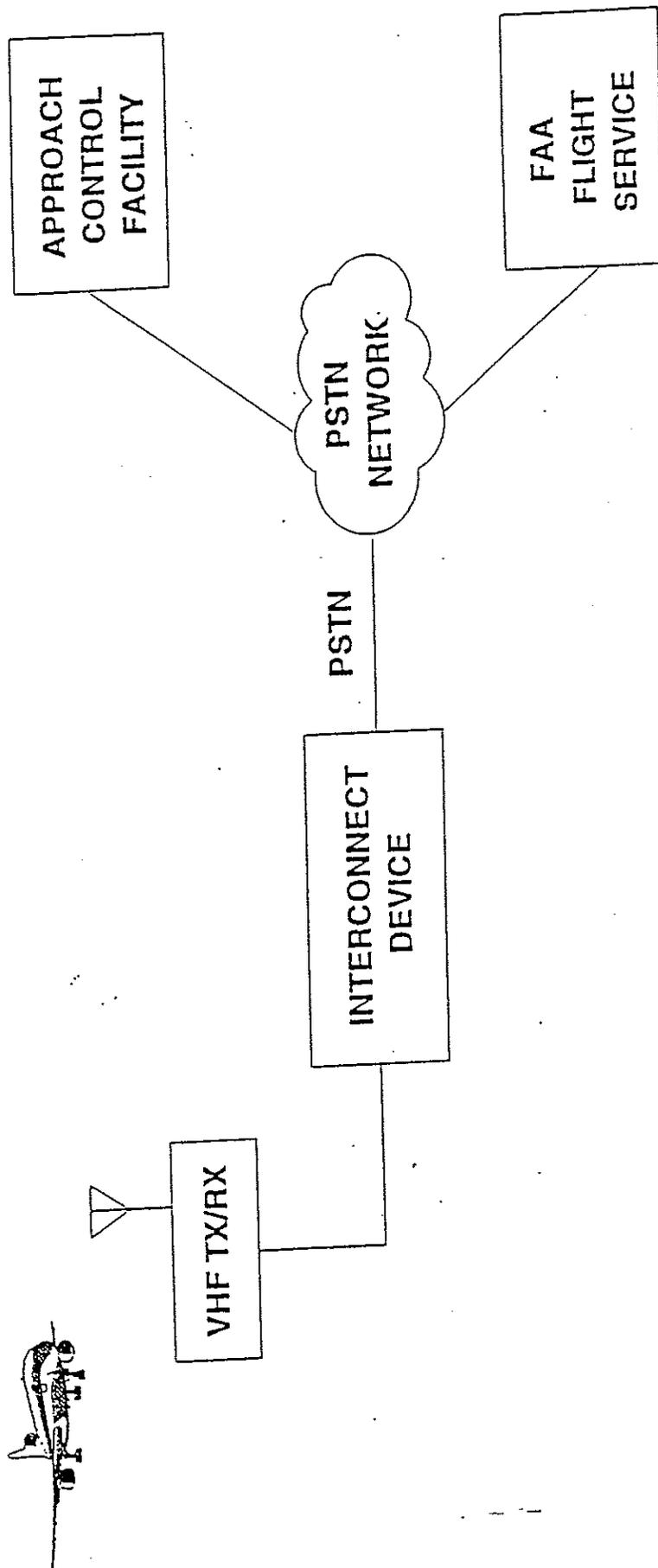
ARINC produces first remote Radio Access System in early 1980s.

- Used by commercial Air Carriers as alternative to dedicated voice networks.
- Initial system utilized DTMF signalling for command and control.

"Key click" added by manufacturers in response to Customer requirements for elimination of DTMF microphone.

Synthesized voice capability added for feedback signalling to aircraft.

# SYSTEM DESCRIPTION





## CONCLUSION AND RECOMMENDATIONS

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Technology provides viable, lower-cost alternatives to dedicated RCO/RTR facilities for clearance delivery and flight plan closure.

Field demonstration program accomplished which proved applicability and facilitated acceptance.

Specifications can be developed to assist in procurement process.

THE WINDER NEWS - WEDNESDAY, MAY 24 1985 - 38

# FAA and DOT suggest innovative communications system for airport

By Jim Kvicala  
News Staff Writer

After over a year's work trying to get a remote communications outlet (RCO) for the Barrow County Airport, airport authority members were told recently they wouldn't get the Federal Aviation Administration funding they'd been expecting.

Instead, the state Department of Transportation offered to fund most of the cost of installing an Airport Remote Radio Access System (ARRAS), a less expensive communications system with almost the same capabilities as the RCO.

Authority Chairman Stan Colay met with DOT and FAA representatives May 11 to discuss the situation.

Colay said he was told the FAA would not fund an RCO at the airport, based on the facilities currently available.

The RCO enables planes on the ground at the local airport to talk with air traffic controllers by relaying the radio traffic over an open phone line. Because the system is in effect making a continuous long distance phone call, maintaining the system is very expensive.

DOT and FAA officials told Colay the ARRAS would make a good substitute that would be cheaper to purchase and maintain.

The system is similar to the RCO, but instead of relaying local radio traffic over an open phone line, a pilot would use his radio to initiate dialing of a special 800 phone number by the ARRAS.

A pilot would not be able to file a flight plan on the ARRAS as he could using the RCO, Colay said, but hard-

ware for the system would cost only \$10,000. A year's maintenance would run between \$600 and \$1,200.

Because the DOT would like to see one of the systems at a Georgia airport, Colay said, they are offering to pay 75 percent of the cost (around \$7,500).

The ARRAS technology is very new, so new it is currently in use at only two airports in the United States, he said. Authority members agreed to consider the new system and continue talking with state and federal officials about the project.

In other business, the authority considered proposals from four aviation consulting firms bidding on the airport consultant contract.

Authority member Tony Farr said all four companies are based in or maintain branch offices in Atlanta, all are approved by the state DOT and the FAA, and all four bids were below the budget set for consultant services.

Wilbur Smith & Associates, founded in 1962, has performed consulting work for the Peachtree City airport.

Robert & Company, founded in 1917, has provided consulting services on projects at Hartsfield International Airport in Atlanta.

LPA, founded in 1981, is a large firm that has contracted with Peachtree-Dekalb Airport and Ben Epps Airport in Athens, Farr said.

W.K. Dixon, founded in 1929, has consulted recently on airport projects in Henry County and Gwinnett County.

Farr said all the bidders were well qualified and any one picked by the authority would do a good job.

"It's a 'win-win' situation," he said.

Jim Beavo  
Virginia Dept of Aviation

(804) 236-3635

From Bill Trussell / Air.



# COMMONWEALTH of VIRGINIA

## Department of Aviation

5702 Gulfstream Road  
Sandston, Virginia 23150

V/TDD - (804) 236-3624  
FAX - (804) 236-3635

KENNETH F. WIEGAND  
Director

November 1, 1995

Mr. Joseph R. Emerson  
County Administrator  
Post Office Box 50  
New Kent, Virginia 23124

Re: New Kent Airport; Project No. FE0041-01

Dear Mr. Emerson:

Please find enclosed one original and two copies of the Grant Offer for the project referenced above. This offer, once accepted, becomes your Grant Agreement with the Commonwealth of Virginia, Department of Aviation supporting our Tentative Allocation of funding dated October 11, 1995.

This Agreement must be executed on behalf of the sponsor by an official authorized to take such action, and the sponsor's attorney must execute the certificate on page 3. This offer must be accepted and certified by December 25, 1995 or may otherwise be withdrawn.

The amount of this grant has been determined by the costs associated with a fixed scope of work. As such, no changes in the scope of work should be undertaken without first obtaining the approval of the Department of Aviation.

After acceptance of the offer, please return the original and one copy to this office. You should retain one copy to assist you and your engineer in the administration of this project. Should there be questions, you have only to call upon us.

Sincerely,

*James L. Bland*  
James L. Bland *map*  
Manager  
Airport Services Division

JLB/map  
Enclosures

ELECTRONIC KENNETH F. WIEGAND / DIRECTOR



# COMMONWEALTH of VIRGINIA

## Department of Aviation

5702 Gulfstream Road  
Sandston, Virginia 23150

V/TDD - (804) 236-3624  
FAX - (804) 236-3635

KENNETH F. WIEGAND  
Director

November 7, 1995

DAVID MALONEY  
FYI

Mr. J. Lawrence Gallaher, Jr.  
Department of Public Safety  
County of New Kent  
P.O. Box 50  
New Kent, VA 23124

Re: Relocate Windcone at New Kent County Airport, DOAV Project No. FE0041-02

Dear Mr. Gallaher:

Funding for the above referenced project has been approved in the amount of \$800.00 (\$1,000.00 total project cost) from the Virginia Department of Aviation's Facilities and Equipment Fund. The Department's funding shall not exceed \$800.00 nor 80% of the total project cost. Copies of itemized invoices from the project and a pay request form must be submitted for reimbursement (the County's labor expenses are reimbursable if itemized). Payment can be expected within 30 days of the Department receiving such invoices.

Please call me at (804) 236-3641 if there should be any questions or comments.

Sincerely,

J. Michael Swain, P.E.  
Airport Facilities and Equipment Engineer  
Airport Services Division

/jms

pc: Vernon W. Carter, DOAV  
S. Morgan Harris, DOAV

DAVID



## COMMONWEALTH of VIRGINIA

## Department of Aviation

KENNETH F. WIEGAND  
Director5702 Gulfstream Road  
Sandston, Virginia 23150  
November 7, 1995V/TDD - (804) 226-3824  
FAX - (804) 238-3835MEMORANDUM

TO: Mr. J.R. Emerson

FROM: Teresa Allen, Procurement Officer  
Keith F. McCrea, AICP, Senior Aviation Planner *K.F.M.*

SUBJECT: Airport Layout Plan Study  
Consultant Selection

The Virginia Department of Aviation is conducting a system planning study to include eight airports throughout the Commonwealth. The object of the study is to prepare an Airport Layout Plan and associated technical report for each of the airports. Your airport has been selected as one of the eight.

The Department has tentatively selected the firm of Delta Airport Consultants to conduct the Airport Layout Plan Study at your airport. Because we are still in the fee negotiation phase of the procurement process, the selection of this firm is not final.

We have asked the consultant to contact you and discuss your needs before meeting with us to complete the project scope of work and fee negotiation. The consultant should be contacting you during the period of November 8th- 20th. Specifically, you should identify development issues that you see as the most critical at the airport so the consultant includes them in the proposed scope of work. I encourage you to refer to your five-year capital improvement plan (CIP) and/or previous planning studies as a reference in this regard.

We plan to meet with the consultant and FAA on November 27, 1995 to discuss the scope of work for each airport, and your participation at this meeting in Richmond is welcomed. If individual airport sponsors show significant interest, we will attempt to arrange meetings to accommodate everyone's schedule. As we move through the month, we will contact you to confirm November 27th as the meeting date.

Please call either of us if you have any questions, regarding the consultant selection process or the schedule.



# COMMONWEALTH of VIRGINIA

*Science Museum of Virginia*

Walter R. T. Witschey, Ph.D.  
Director

2500 West Broad Street  
Richmond, Virginia 23220-2054

Mr. Joseph R. Emerson  
New Kent Airport  
County Administrator  
P.O. Box 50  
New Kent VA 23124

November 15, 1995

Dear Joseph R. Emerson:

Just a brief note to let you know that I am new onboard with the Science Museum of Virginia and will be coordinating all aerospace education in-school workshops and public event participation throughout the state, particularly as it may involve the traveling AirMobile exhibit.

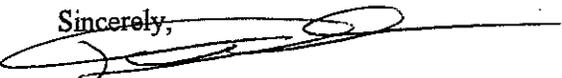
An initial tasking that I have assigned to myself is to establish a dialogue with Virginia airport sponsoring and booster organizations at all levels. I recently met with Cherry Evans and Betty Wilson of the Commonwealth of Virginia Department of Aviation, who supplied me with a list of folks who are associated with local airports statewide. I am currently in the process of contacting everyone on this list.

The Science Museum of Virginia AirMobile is a traveling, interactive exhibit and is staffed by two outreach educators who assist visitors as well as present in-school and public workshops on various aerospace topics. We would like to involve your local airport and other community organizations in our field activities when in your area, and also in a support capacity with their public events when possible.

Very shortly, we will have a published schedule of our Spring '96 bookings which we will be happy to forward to you. In the meantime, we solicit your input as to who else in your community should be put on our list for future mailings from this office.

Please write, call or fax. Hope to hear from you soon as well as personally meeting in the not too distant future.

Sincerely,

  
Dave Reisenwitz  
Aerospace Education Outreach Coordinator  
(804) 367-8867 Phone  
(804) 367-9348 Fax