

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

FEBRUARY 24, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. January 27, 1997
4. FINANCIAL REPORT
5. AIRPORT MANGER'S REPORT
6. CITIZEN COMMENT
7. UNFINISHED BUSINESS
  - A. Update on NASA proposal
  - B. Update on Maintenance Projects
  - C. Update on Airmobile dates
8. MEETING SCHEDULE
9. ADJOURNMENT

**Meeting Summary**  
**New Kent County Airport Advisory Committee**  
**January 27, 1997**

**Call to Order**

The January 27, 1997 meeting of the New Kent County Airport Advisory Committee was called to order at 7:00 PM. Members present included:

Mr. Felts  
Mr. Schutz  
Mr. Cook  
Mr. Goss  
Mr. Lipscomb

Staff present included:

David P. Maloney, Director of Planning/Assistant County Administrator  
J. Lawrence Gallaher, Director of Public Safety  
Rusty Harrington, Airport Manager

**Nominations and Election of Officers**

Mr. Cook was nominated for the office of Chairman by Ms. Snyder, and the nomination was seconded by Mr. Felts. Upon a unanimous vote, Mr. Cook was elected chairman.

Mr. Schutz was nominated for the office of Vice-chairman by Mr. Felts, and the nomination was seconded by Mr. Lipscomb. Upon a unanimous vote, Mr. Schutz was elected vice-chairman.

**Approval of Minutes**

The minutes of the November 1996 meeting were approved.

**Finance Report**

Staff was directed to correct the mobile home revenues reported as part of the finance report.

**Airport Manager's Report**

Mr. Harrington presented his Airport Manager's report, a copy of which is attached to the minutes.

### **Maintenance Items**

Mr. Gallaher, Director of Public Safety, reported the tree obstructions in the airport protection zones had been removed by Ellis Tree Service. No additional obstruction removal work is anticipated.

Mr. Gallaher and Mr. Maloney stated work on the runway lights was continuing, and said the County advised the contractor that work was expected to be complete by the end of January. Work was proceeding on the crack sealing and striping, and this project was nearing completion.

### **Unfinished Business**

The committee requested staff look into available dates for the Science Museum Airmobile, and report the dates to the EAA to coordinate its visit with a spring "Young Eagles" event. The Committee chose April 19 as the primary date with an April 20 rain date.

The meeting adjourned at 8:00 PM.

Respectfully Submitted

David P. Maloney, AICP

Director of Planning/Assistant County Administrator

## NEW KENT COUNTY AIRPORT MONTHLY REPORT - OCTOBER

It would be easy to see that October was the most successful month the airport has seen since taking over. Based aircraft had risen to 41 full-time, 3 part-time and 68 aircraft performing itinerant operations at New Kent.

Funds collected at the airport totalled \$5,216.75. The breakdown consisted of \$3,547.50 in rents and \$1,714.25 in gas/oil sales. 832.0 gallons of avgas were sold.

Projects at the airport included seeking bids for the runway patching job, bids for repairing the storm damage to the hangars, and the light/beacon repairs.

The crack sealing deadline for bids was November 1, with negotiations beginning with R & W Contractors in west Point to do the job.

The hangar repair job was awarded to Cagwin Construction from here in the county, and is still pending completion.

So far as the runway lights are concerned, Jim Green of Hanover Electric has had a crew dispatched and they have spent about 3 days out on the field. According to Jim parts are being ordered and they have yet to finish the job.

One of the highlights of the month was the EAA's Young Eagles Program hosted by Chapter 231 of the EAA on October 26. Over 180 people attended the event, which has been a most popular program. Sixty-four children took their first plane ride courtesy of EAA pilots here at New Kent.

Lonzo and Patsy Cornett once again coordinated the event, with a lot of help from EAA members from throughout the metro Richmond and Tidewater areas. Also noteworthy was the amount of work done by New Kent pilots. Jack Simons handled ground operations; Cotton Matthews, Bob Haurand and Henry Lackey gave the kids an up close look at several types of airplanes and how to preflight your airplane. Rod Molina and Dave Pastorius gave rides in their classic piper cubs. Many kudos went to Ed Madison and Wayne Meyer, who both took their planeloads for multiple runs in order to make sure everyone got to sit in the co-pilot's seat. We'd also like to thank Aero Industries at Richmond International for volunteering aircraft; Mike Vunck for pro bono design work; the Chickahominy YMCA, the county schools and businesses for promoting the event, as well as the Richmond Times Dispatch and the Tidewater Review for running announcements and most flattering stories about this event.

For the upcoming month, we are seeking bids for an obstacle removal job, in order to keep us FAA compliant. And further, we are working on the repairs we have initiated.

-Rusty Harrington

NEW KENT COUNTY AIRPORT  
MONTHLY REPORT  
NOVEMBER

For the month of November the airport collected \$3,775.63, exclusive of any funds collected by the Treasurer's Office. This brings the year-to-date total to \$44,221.50. This total is also exclusive of directly deposited funds. During the month we pumped 543.7 gallons of Avgas.

Fifty-seven aircraft visited New Kent in November and thirty-nine aircraft were based here on a full-time basis. Three aircraft were based here on a part-time basis.

David Maloney reported at the monthly Airport Advisory Committee meeting that the airport is operating in the black, although by only a margin of just over \$700.00. This was featured in two news articles which ran in the Richmond Times-Dispatch and the Tidewater Review. Also highlighted was the plans for NASA to locate a research station at the airport. This will be manned on a part-time basis by NASA scientists.

And again, progress was made in securing contractors for the hangar repairs from the hurricane, the runway crack sealing job and the light job. I also met with contractors to clear the trees penetrating our airspace.

Cagwin Construction has been selected to repair the hangars, R & W Contractors was selected to repair and re-stripe the runway, and Hanover Electric is still working on the lights.

Rusty Harrington, Airport Manager

NEW KENT COUNTY AIRPORT  
MONTHLY REPORT  
DECEMBER

Activity declined at the airport during December due mostly in fact to the runway being closed for the maintenance project. Still, thirty-seven aircraft visited the county in December. Full-time aircraft based rose to forty and two part-time based aircraft comprised our numbers of based aircraft and operations.

Funds collected at the airport totalled \$3,899.84 for the month, which brought the yearly total to \$48,121.34. This does not include any funds collected through the Treasurer's Office.

The runway crack sealing and re-striping has begun, and we are awaiting the completion of this job. According to R & W Construction, the job will take approximately 10 working days.

Cagwin Construction has begun repairs to the hangars damaged by the hurricane. There is no clear indication when they will finish the job.

Hanover Electric is still working on the lights. Larry and I have purchased a new hose and nozzle for the gas pump. The old hose was frayed and about to fail and the nozzle leaked. The parts should arrive shortly and be installed in due time.

-Rusty Harrington, Airport Manager

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

*MEMORANDUM*

To: The Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: February 18, 1997

Subject: **January Finance Report**

Attached please find the January 1997 finance report. Staff, working with the Treasurer, Accounting and Budget Officer, and Airport Manager has devised a new revenue reporting voucher. It is hoped the new reporting method will allow more accurate reporting of revenues by line item. The new reporting system was implemented on February 14, 1997.

/DPM

FUND # 037 AIRPORT FUND

REVENUE SUMMARY  
7/01/96 - 12/31/97

1100  
- DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN. X
2404	State Revenues						
0025	State Revenues	.00	.00	.00	3,484.40	3,484.40 - 100.00 =	
	State Revenues	.00	.00	.00	3,484.40	3,484.40 - 100.00 =	
	---FUND TOTAL---	40,000.00	42,210.00	6,951.16	32,014.83	10,195.17	24.15
	---REVENUE TOTAL---	40,000.00	42,210.00	6,951.16	32,014.83	10,195.17	24.15

FUND 5-057 AIRPORT FUND

REVENUE SUMMARY  
7/01/96 - 12/31/97

LINE 14-25  
- DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
1899	AIRPORT FUND						
0001	Local revenues	.00	2,210.00	.00	.00	2,210.00	100.00
0002	FUEL/OIL SALES	19,000.00	10,090.00	1,082.16	5,965.12	4,134.58	41.34
0003	HANGER RENTAL	30,000.00	30,000.00	5,415.00	22,065.01	7,934.99	26.44
0004	MOBILE HOME	.00	.00	450.00	600.00	600.00	100.00
	AIRPORT FUND	49,000.00	42,210.00	6,951.16	28,530.13	13,979.57	32.40

2/1/98

FUND 4-097 \*\*AIRPORT FUND\*\*  
 EXPENDITURE SUMMARY  
 7/01/98 - 1/31/97

LINE 10:25  
 - DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAIN. X
90000	**AIRPORT FUND**							
1300	PART-TIME SALARIES & WAGES	25,500.00	25,500.00	2,195.00	17,145.00	.00	8,355.00	32.76
1420	OVERTIME	500.00	500.00	.00	281.50	.00	211.50	46.30
2100	FICA/MEDICARE	2,200.00	2,200.00	147.93	1,332.46	.00	867.84	39.44
2710	WORKMAN'S COMPENSATION	320.00	320.00	.00	1,509.75	.00	1,189.75	371.79
3002	PROFESSIONAL SERVICES	.00	.00	.00	.00	3,000.00	3,000.00	100.00
3004	REPAIRS & MAINTENANCE	2,000.00	2,000.00	514.35	539.05	.00	1,460.95	73.04
3160	PROFESSIONAL SERVICES	.00	.00	.00	500.00	.00	500.00	100.00
3600	ADVERTISING	200.00	200.00	.00	.00	.00	200.00	100.00
5110	ELECTRIC BILLS	10,000.00	10,000.00	690.55	2,729.74	.00	7,070.26	70.79
5230	TELEPHONE	1,500.00	1,500.00	143.80	841.08	.00	658.92	42.59
5309	INSURANCE	1,500.00	1,500.00	.00	1,385.00	.00	185.00	12.33
5810	DUES & SUBSCRIPTIONS	.00	.00	.00	1,407.00	.00	1,407.00	100.00
5899	MISCELLANEOUS	100.00	100.00	.00	.00	.00	100.00	100.00
6007	REPAIRS & MAINTENANCE	.60	2,210.00	.00	.60	3,477.60	1,267.60	57.35
6008	GASOLINE CHARGES	15,000.00	15,000.00	.00	6,928.33	.00	8,071.57	53.81
	**AIRPORT FUND**	58,820.00	61,030.00	3,711.63	39,205.61	6,477.60	19,346.79	31.70
	---FUND TOTAL---	58,820.00	61,030.00	3,711.63	39,205.61	6,477.60	19,346.79	31.70
	-EXPENDITURE TOTAL-	58,820.00	61,030.00	3,711.63	39,205.61	6,477.60	19,346.79	31.70
	---GRAND TOTAL---	96,820.00	103,240.00	10,462.79	67,220.44	5,477.60	29,541.96	28.51

39004

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

*MEMORANDUM*

To: The Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: February 18, 1997

Subject: Airmobile Update

Please be advised the Airmobile is not available for the May Young Eagles program. Staff would encourage the EAA chapter to reconsider the April 19 date due to the fact the Airmobile is available to New Kent County on that date. If it is not possible to move the Young Eagles program to April 19, staff recommends rescheduling the Airmobile for a fall date to be coordinated with the Young Eagles program. Staff further recommends planning efforts begin immediately to ensure a fall Airmobile date.

/DPM

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA**

**March 23, 1997**

**7:00 PM**

**NEW KENT COUNTY AIRPORT**

- 1. CALL TO ORDER**
- 2. ROLL CALL/DETERMINATION OF QUORUM**
- 3. APPROVAL OF MINUTES**
  - A. February 23, 1998**
- 4. STAFF REPORT**
  - A. Project Status Report**
- 5. CITIZEN COMMENT**
- 6. MEETING SCHEDULE**
- 7. ADJOURNMENT**

**Meeting Summary**  
**New Kent County Airport Advisory Commission**  
**February 23, 1997**

**Call to Order**

The February 23, 1997 meeting of the New Kent County Airport Advisory Commission was called to order at 7:00 PM. Members present included:

Mr. Cook  
Mr. Schutz  
Mr. Lipscomb  
Mr. Felts

Staff present included:

David P. Maloney  
Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the October 27, 1997 meeting were approved. Mr. Lipscomb requested a clarification as to whether the Commission was operating under the formal Roberts Rules or the "Little Roberts Rules". By consensus, the commission agreed to operate under "Little Roberts".

**Staff Report**

Mr. Maloney updated the Commission on the status of several projects including the repair of the runway lighting system and the removal and replacement of the underground tanks and aircraft fueling system. Mr. Maloney stated Hanover Electric was proceeding with the runway lights and the project was nearing completion. The project had experienced some weather delays, but the lights were currently operational. Mr. Maloney also explained that Hanover Electric did identify a problem with the regulator, and the contractor was going to attempt to repair rather than replace it.

Mr. Maloney also explained the County was awaiting revised engineering and construction estimates from its engineer for the removal and replacement of the existing fuel system. The original cost estimate for the equipment which included a Con-Vault concrete tank with a separate fueling pump came in over budget. The engineer was requested to revise the proposal to include a self contained system such as the one presented by Mr. Felts. Staff was awaiting the revised estimates from the engineer.

Questions were raised as to whether the estimates for tank removal included remediation costs if the soil were found to be contaminated. Mr. Maloney said remediation and soil disposal costs were included in the estimates provided by the engineer.

A question was raised regarding the status of the FBO selection process. Mr. Maloney responded that proposals had been received and were being reviewed by the County's legal counsel to determine

if they were responsive. Mr. Lipscomb said he expected legal counsel's recommendation soon, and if the proposals were deemed to be adequate, for interviews to commence within 30 days.

A question was also raised concerning a status report on the next young Eagles event. Mr. Maloney stated he had not yet been contacted by the organizers. Commission members stated that they had not been made aware of a date either.

### **Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Commission was scheduled for Monday, March 23, 1998 at the New Kent County Airport.

### **Adjournment**

The meeting adjourned at 7:50 PM

Respectfully Submitted

David P. Maloney, AICP

Director of Planning/Assistant County Administrator



COUNTY  
OF  
NEW  
KENT

**MEMORANDUM**

Department of Planning and  
Community Development

To: Members, New Kent County Airport Advisory Commission

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: March 20, 1998

Subject: Airport Maintenance Update

1. **Runway Lights:** Work is continuing on this project, however, weather delays have hindered progress. County staff will meet with the contractor the week of March 23 to inspect progress to date. It is hoped this project will be finalized in the very near future. It should be noted that the airport lights have been operational for the duration of the project.
2. **Airport Rotating Beacon:** The County has recently received notice that its request for a Facilities and Equipment grant to replace the existing beacon has been approved by the Virginia Department of Aviation. The County is currently awaiting a grant contract from the state. The necessary procurement procedures by the County have already taken place, therefore, once the grant contract is executed, the County can immediately proceed with ordering the equipment. County personnel will install the new beacon.
3. **Fuel Farm Replacement:** The County has received the revised proposal from its engineer to replace the existing fuel farm. The revised estimates indicate project is generally within the approved budget for a basic system. The base system, however, does not include the automated payment system. As such, the administration is examining its budget as well as consulting with the Department of Aviation in an effort to identify funds to add the automated payment system. Again, it is hoped this issue will be resolved in the very near future.

To address a concern that arose during the February meeting, the project estimates do include the cost of site remediation as well as soil disposal in the event it is determined fuel leaks have occurred.

4. **Hanger Door Repair:** As the Commission members are aware, the cable to the hanger door has been replaced, however, the County is still awaiting the contractor to complete the work to the guides and pulleys. Repeated attempts to contact the contractor have been made, and the contractor has been unresponsive. It is anticipated staff will have more information on this project at the meeting.

5. **Hanger Roofs:** Staff has notified the Department of Public Safety regarding needed repairs to several hanger roofs. Work has begun, however, due to weather conditions completion of this project has been delayed.

/DPM

Joe

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

APRIL 28, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. February 24, 1997
4. AIRPORT MANGER'S REPORT
5. CITIZEN COMMENT
6. NEW BUSINESS
  - A. Approval of Scheduled May 17, 1997 Young Eagles Rally
7. MEETING SCHEDULE
8. ADJOURNMENT

MINUTES OF THE FEBRUARY 24, 1997  
MEETING OF THE  
NEW KENT COUNTY AIRPORT COMMISSION

Present were: Mr. Schutz, Mr. Cook, Ms. Snyder, Mr. Goss, Mr. Harrington, Mr. Gallaher. Lee Tyson, Planner, acted as Secretary.

Mr. Goss moved to approve the minutes, Mr. Schutz seconded the motion. The minutes of the previous meeting were approved with correction to show that Ms. Snyder was present.

Ms. Snyder indicated that she would like to see a report of the amount of personal property revenue generated by the airplanes at the airport. Also, she would like to know what makes up "local revenues" in the finance report for the airport.

Mr. Harrington reported that there have been several cases of vandalism at the airport, which is not an inexpensive crime. As of January, 38 full time airplanes are based at NKC, 2 part-time. 14 itinerant planes had used the airport for approaches. \$2558.79 collected in January (\$5.00 less than in January 1996). 91.5 gallons of fuel were pumped. This fuel cost \$109.10 and generated \$181.17. The runway striping, tree clearance, and light repairs have been completed. The cracks have been sealed. It was suggested that the Airport Manager investigate advertising the open status of the airport in Southern Aviator.

The Chairman welcomed Stran Trout. Mr. Trout gave the Commission an update on the Western Area Management Plan activities and indicated that the Plan will investigate the land uses surrounding the airport. Ms. Wilson and Mr. Trout both reported that a neighbor, living in Woodhaven Shores, is parking his vehicles on Airport property in an effort to avoid paying the road maintenance fees at the Subdivision. Mr. Gallaher reported that he would investigate with the County Attorney the need for vehicle towing.

Mr. Schutz reminded Mr. Trout to investigate the noise impacts the airport may have on surrounding land uses.

No firm dates have been given for the installation of the NASA equipment. Mr. Gallaher briefed the Commission on the NASA site visit.

The REAL lights still need to be fixed. Ms. Snyder asked about the maintenance of the terminal building. Mr. Harrington and Mr. Gallaher explained that money had been requested in FY 97/98 budget. Hangars have been repaired to the extent possible. There is also the need to examine the ALP with respect to the Comprehensive Plan. \$3,000 was

bid by Ellis for the removal of the tree obstructions. The DOAV has approved the repairs made to the facility thus far.

Mr. Goss asked if the staff was the contact with the EAA re: the Airmobile and the related projects. Mr. Tyson answered that he did not know whose responsibility that was, but he would pass Mr. Goss' concerns on to the Planning Director. The Commission decided that, due to conflicting schedules, the Airmobile date be moved to September or October, and the Young Eagles project be moved to coincide with this visit. A finalized date is to be determined at the March meeting. The EAA will then be contacted and notified of the Airmobile visit.

Mr. Goss also indicated that a serious disservice was being done to pilots by the mini-weather station at the airport. The information given by the station is in error. The DOAV should be asked to reinstall the equipment correctly.

Mr. Goss also asked if a voice mail system could be installed at the airport giving airport hours, information, and call forwarding to the manager.

Mr. Cook informed the Commission that the next meeting would be March 27, 1997.

/ljt  
297.MIN

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, New Kent County Airport Advisory Commission

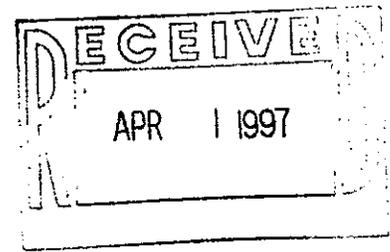
From: David P. Maloney, AICP   
Director of Planning/Assistant County Administrator

Date: April 22, 1997

Subject: **Spring 1997 Young Eagles Rally**

Attached please find a letter from Mr. Louzo Cornett , Coordinator for the Young Eagles Rally. The Commission is requested to review this proposal and make a recommendation to the Board of Supervisors and County Administrator. Please be advised the proposed date of May 17 is also the day upon which the Races at Marengo will be held. Consideration of any potential conflicts between the two scheduled events should be given prior to the Commission making a recommendation to approve this date to the Board of Supervisors and County Administrator.

/DPM  
Attachment



LONZO & PATSY CORNETT - VIRGINIA STATE REPRESENTATIVES  
14621 ROCKAHOCK RD. • LANEXA, VA 23089 804-966-2386

MARCH 28  
~~APRIL 4, 1997~~

Mr. R. Joseph Emerson  
County Administrator  
County of New Kent  
P. O. Box 50  
New Kent, Virginia 23124

Dear Joe,

The EAA Chapter 231 plans to host another Young Eagles Rally at New Kent County Airport on Saturday, May 17, 1997. The rain date is scheduled for Sunday, May 18.

We have received the certificate of insurance from the EAA Office in Oshkosh to cover the rally and have enclosed a copy for your records. The matters specifically excluded from coverage on the insurance certificates from the Avemco Insurance Company will not be conducted as part of the Young Eagles Rally.

Sincerely,

Lonzo N. Cornett  
Coordinator, Young Eagles Rally

LNC/phc

Enclosure

# AVEMCO INSURANCE COMPANY

411 Aviation Way  
Frederick, MD 21701

## CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS ISSUED TO:

Date: March 25, 1997

New Kent County Board of Supervisors DBA New Kent County Airport  
EAA Chapter 231

### DESCRIPTIVE SCHEDULE

NAMED INSURED: Experimental Aircraft Association, Inc., its Chapters and Officers,  
Directors, Members and Volunteers  
ATTN: Bob Mackey  
EAA Aviation Center  
Oshkosh, WI 54903-3086

POLICY NUMBER: AGL-450537-6

POLICY PERIOD: From 5/17/97 To 5/18/97  
(12:01 a.m. local time, both days, at the named insured's address)

### EAA CHAPTER EVENT INSURANCE

PREMISES COVERED: New Kent County Airport

LIABILITY LIMITS:

Coverage Part	Coverage	Bodily Injury Each Person	Property Damage	Each Occurrence	Aggregate
1	Airport Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
3	Products Liability (food and non-alcoholic beverages only)	250,000	250,000	250,000	250,000

This insurance covers Class 1 events, EAA/IAC Chapter sanctioned practice/critique sessions. These are events with in flight activities limited to transportation into and out of the insured premises by participants. This insurance does not include coverage for scheduled fly-bys, acrobatic demonstrations, racing or speed contests, flour or other types of bombing, balloon breaking or chasing, ribbon cutting, simulated dog fights or aerial combat, any activity involving intentional fuel exhaustion, or wing walking.

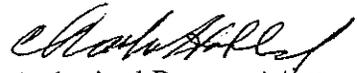
The above certificate holder is an insured on this policy, but only with respect to liability arising out of the named insured's Chapters' activities at a Class I Event which that Chapter(s) sponsor(s) at the above premises covered.

This Certificate of Insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the Policy. It is issued as a matter of information only and confers no rights upon the certificate holder.

ISSUED BY AUTHORITY OF  
AVEMCO INSURANCE COMPANY

AIC

agl-F163A (1-95)

By   
Authorized Representative

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

June 23, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. May 28, 1997
4. STAFF REPORT
  - A. Discussion of cancellation of NASA contract negotiations
5. CITIZEN COMMENT
6. MEETING SCHEDULE
7. ADJOURNMENT

**Meeting Summary**  
**New Kent County Airport Advisory Committee**  
**May 28, 1997**

**Call to Order**

The May 28, 1997 meeting of the New Kent County Airport Advisory Committee was called to order at 7:00 PM. Members present included:

Mr. Lipscomb  
Mr. Felts  
Mr. Goss  
Mr. Cook  
Ms. Schutz

Staff present included:

David P. Maloney, Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the April 28, 1997 meeting were approved.

**Finance Report**

Staff presented the airport budget summary.

**Staff Report**

Mr. Maloney stated 43 airplanes were currently based at the airport. Mr. Maloney also stated he would coordinate with Mr. Cornett to find a compatible date for the Airmobile to schedule a fall Young Eagles day.

**New Business**

Mr. Maloney presented the draft FY 1997-98 Capital Improvement Grant Application to the committee. The application was given approval by way of consensus among the committee members.

Several committee members did express the desire to pursue the option of installing a self-serve/automated payment fueling system to replace the existing avgas fueling system. Mr. Maloney stated he would relay the committee's comments to the Director of Public Safety and County Administrator.

### **Citizen's Comment**

A members of the public also expressed strong support for the installation of an automated fueling system.

### **Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Committee was scheduled for Monday, June 21, 1997 at 7:00 PM at the New Kent County Airport.

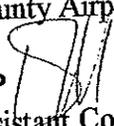
Respectfully Submitted  
David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, New Kent County Airport Advisory Committee

From: David P. Maloney, AICP   
Director of Planning/Assistant County Administrator

Date: June 19, 1997

Subject: **May Budget Summary**

Attached please find a copy of the budget summary for the period July 1, 1996 through May 31, 1997.

/DPM  
Attachment

NEW KENT COUNTY  
 EXPENDITURE SUMMARY  
 7/01/96 - 5/31/97

6/12/97 \*610600\*  
 FUND 5-087 \*\*AIRPORT FUND\*\*

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
90000	**AIRPORT FUND**							
1300	PART-TIME SALARIES & WAGES	25,500.00	25,500.00	2,367.00	26,714.00	.00	1,214.00-	4.76-
1420	OVERTIME	500.00	500.00	60.00	381.00	.00	119.00	23.80
2100	FICA/MEDICARE	2,200.00	2,200.00	185.67	2,072.83	.00	127.17	5.78
2710	WORKMAN'S COMPENSATION	320.00	320.00	.00	1,719.00	.00	1,399.00-	437.18-
3002	PROFESSIONAL SERVICES	.00	.00	3,600.00-	.00	.00	.00	437.18-
3004	REPAIRS & MAINTENANCE	2,000.00	2,600.00	.00	984.95	.00	1,015.05	50.75
3160	PROFESSIONAL SERVICES	.00	.00	.00	600.00	.00	600.00-	100.00-
3600	ADVERTISING	200.00	200.00	18.40	18.40	.00	181.60	90.80
5110	ELECTRIC BILLS	10,000.00	10,000.00	732.16	6,481.37	.00	3,518.63	35.18
5230	TELEPHONE	1,500.00	1,500.00	115.73	1,321.69	.00	178.31	11.88
5309	INSURANCE	1,500.00	1,500.00	.00	1,685.60	.00	185.00-	12.33-
5810	DUES & SUBSCRIPTIONS	.00	.00	.00	1,407.00	.00	1,407.00-	100.00-
5899	MISCELLANEOUS	100.00	100.00	.00	.00	.00	100.00	100.00
6007	REPAIRS & MAINTENANCE	.00	2,210.00	3,000.00	34,043.60	1,256.10	33,109.10-	498.14-
6008	GASOLINE CHARGES	15,060.00	15,000.00	.00	6,983.57	.00	8,036.43	53.57
	**AIRPORT FUND**	58,820.00	61,030.00	3,478.96	84,411.81	1,256.10	24,637.91-	40.37-
	----	58,820.00	61,030.00	3,478.96	84,411.81	1,256.10	24,637.91-	40.37-

----FUND TOTAL----

01/12/97 \*CLOS60\*  
FUND 4-097 \*\*AIRPORT FUND REVENUES\*\*

AJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	X REMAIN.
	**AIRPORT FUND REVENUES**						
1899	Local Revenues	.00	2,210.00	.00	2,210.00	-00	.00
001	FUEL/OIL SALES	10,000.00	10,000.00	857.65	9,711.43	288.57	2.88
002	HANGER RENTAL	30,000.00	30,000.00	3,060.00	34,275.01	4,275.01	14.25
003	MOBILE HOME	.00	.00	150.00	1,200.00	1,200.00	100.00
004	**AIRPORT FUND REVENUES**	40,000.00	42,210.00	4,067.65	47,396.44	5,186.44	12.28
	**AIRPORT FUND REVENUES**	40,000.00	42,210.00	4,067.65	47,396.44	5,186.44	12.28
2404	State Revenues	.00	.00	.00	31,306.10	31,306.10	100.00
325	State Revenues	.00	.00	.00	31,306.10	31,306.10	100.00
	State Revenues	.00	.00	.00	31,306.10	31,306.10	100.00
3307	Federal Revenues						
41050	Transfer From General Fund	40,000.00	42,210.00	4,067.65	76,702.54	36,492.54	86.45
	---FUND TOTAL---						

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, New Kent County Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: June 19, 1997

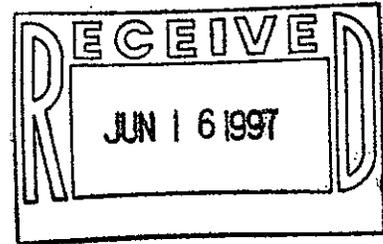
Subject: **Withdrawal of proposed NASA Airport Lease**

Attached please find a copy of a letter from SAIC (NASA subcontractor) for the proposed site at the New Kent County Airport. SAIC is withdrawing its proposal due to a re-evaluation by NASA of necessary sites. It was explained that NASA was going to relocate the equipment that would have been placed at the airport to an ocean lighthouse. Staff responded to Mr. Gianfagna that if NASA's or SAIC's needs change, New Kent County would be very willing to reenter into negotiations.

/DPM  
Attachment



Science Applications International Corporation  
An Employee-Owned Company



June 12, 1997

Mr. David P. Maloney  
Director of Planning  
Assistant County Administrator  
P.O. Box 50  
New Kent, Virginia 23124

Dear Mr. Maloney,

We have been advised today by the National Aeronautics and Space Administration (NASA) Langley Research Center that a decision was made yesterday to change planned sites for conducting atmospheric research under the Mission to Planet Earth Program. As a result, NASA has canceled the requirement for SAIC to lease premises at the New Kent County Airport for these purposes.

Therefore, SAIC withdraws the proposal to lease premises at the New Kent County Airport. Please cancel any further consideration of this proposal by New Kent County authorities. We regret that this change has precluded successful completion of our discussions. It has been a pleasure to visit New Kent County and meet you and Mr. Cornwall.

Sincerely,

SCIENCE APPLICATIONS INTERNATIONAL CORPORATION

A handwritten signature in black ink that reads "Bill Gianfagna". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Bill Gianfagna  
Business Manager

COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, New Kent County Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: July 25, 1997

Subject: **Draft Rules, Regulations, and Minimum Standards**

Attached please find a copy of the draft Rules, Regulations, and Minimum Standards that were developed by the County's consulting firm Buchart-Horn as part of the *New Kent County Airport Feasibility Study* approved by the Board of Supervisors in April 1996. The draft standards are being submitted to the committee for its review and comment prior to being presented to the Board of Supervisors. Please note the attached draft was reviewed and approved by the previous committee, however, due to the lapse in time, it is being presented again to assure no significant modifications are required.

The Rules, Regulations, and Minimum Standards document is designed to be a comprehensive set of standards governing airport operations, activity, and safety. It should be noted that the standards may be amended from time to time to assure they are relevant to current conditions at the airport. Furthermore, some aspects of the standards may not necessarily be applicable as a result of the current operating conditions. Many of the standards assume the presence of a full time airport manager and/or FBO. Staff will answer any questions committee members may have during the July 28 meeting.

/DPM  
Attachment

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA**

**June 23, 1997**

**7:00 PM**

**NEW KENT COUNTY AIRPORT**

1. **CALL TO ORDER**
2. **ROLL CALL/DETERMINATION OF QUORUM**
3. **APPROVAL OF MINUTES**
  - A. **June 23, 1997**
4. **NEW BUSINESS**
  - A. **Airport Minimum Standards Review and Recommendation**
5. **CITIZEN COMMENT**
6. **MEETING SCHEDULE**
7. **ADJOURNMENT**

**Meeting Summary**  
**New Kent County Airport Advisory Committee**  
**June 23, 1997**

**Call to Order**

The June 23, 1997 meeting of the New Kent County Airport Advisory Committee was called to order at 7:00 PM. Members present included:

Mr. Cook  
Ms. Snyder  
Mr. Goss  
Ms. Schutz

Staff present included:

David P. Maloney, Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the May 28, 1997 meeting were approved.

**Finance Report**

Staff presented the airport budget summary.

**Staff Report**

Mr. Maloney provided information from NASA regarding NASA's decision to terminate further negotiations with the County for leased space at the airport. NASA decided to modify the locational requirements of the weather instrumentation equipment, leading to the decision to terminate negotiations.

**Other Business**

In regard to other business, Mr. Maloney stated he had expressed the committee's interest in installing an automated payment fueling system to the administration. Mr. Maloney further reiterated it may not be possible to install such a system due to budgetary constraints.

Members of the committee expressed concern over the location of the windsock and potential erroneous readings of the electronic wind indicator due to its mounting location. Mr. Maloney stated he would contact officials with the State to determine if the electronic wind indicator is mounted inappropriately.

The committee also requested staff to look into replacing the tie-down lines at several of the aircraft tie-down spaces.

#### **Citizen Comment**

Mr. George Delk expressed concern over a near ground collision involving his aircraft and an ultralight. Mr. Delk indicated both aircraft were preparing for takeoff at opposite ends of the runway. The confusion on the part of the pilots as to which end of the runway to use may have been caused by inaccurate wind direction readings.

#### **Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Committee was scheduled for Monday, July 28, 1997 at 7:00 PM at the New Kent County Airport.

Respectfully Submitted  
David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

APPENDIX A

NEW KENT COUNTY AIRPORT

W 96

NEW KENT COUNTY, VIRGINIA

RULES, REGULATIONS

AND

MINIMUM STANDARDS

DRAFT EDITION: JULY 1994

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Include helicopters and ultralights:

Heavy twins: 1500 AGL

Single engine: 1000 AGL

Ultralights: 500 AGL and below

No straight-ins

## CHAPTER 1

### GENERAL PROVISIONS

#### SECTION 1 PURPOSE

These airport rules, and regulations and minimum standards, hereinafter referred to as "regulations and standards," are adopted to establish the necessary administrative, operational and safety regulations and standards for the management, government and use of the New Kent County Airport (W 96).

#### SECTION 2 DEFINITIONS

The following words and terms shall have the meaning indicated below, unless the context clearly requires otherwise:

- 2.1 **AGL:** An altitude expressed in feet measured above ground level.
- 2.2 **AIM:** Airmen's Information Manual. A publication containing basic flight information and air traffic control procedures designed primarily for use as a pilot's instructional manual in the National Airspace System of the United States.
- 2.3 **Aeronautical Activities:** Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to, or is required for the safety of such operations. Aeronautical activities include, but are not limited to: Air taxi and charter operations, pilot training, aircraft rental, aircraft hangar leasing, sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sales of aviation petroleum products, repair and maintenance of aircraft, sales of aircraft parts and any other activities which directly relate to the operation of aircraft. In contrast, examples which are not "Aeronautical Activities" include: Ground transportation (taxis, car rentals, limousine service, etc.), restaurants, in-flight food catering and auto parking lots.
- 2.4 **Airport:** New Kent County Airport (W 96) and all of the property, buildings, facilities and improvements within the exterior boundaries of such airport as it now exists on the Airport Layout Plan, or as it may hereafter be extended, enlarged or modified.
- 2.5 **Airport Manager:** The designated person (or his designee) appointed by the county to manage the airport.
- 2.6 **Airport Operations Area (AOA):** The area of the airport used, or intended to be used for landing, take off or surface maneuvering of aircraft, including the associated hangars and navigational and communication facilities.
- 2.7 **County:** The county of New Kent, Virginia, Board of Supervisors, designated officials, officers, employees or representatives unless otherwise designated; i.e.,

County Airport Manager, County Administrator, County Attorney, County Planner.

- 2.8 **FAA:** Federal Aviation Administration.
- 2.9 **FAR:** Federal Aviation Regulations.
- 2.10 **FBO:** Fixed Base Operator(s) duly licensed and authorized by written agreement with the county to operate at the airport under strict compliance with such agreement and pursuant to these regulations and standards.
- 2.11 **Flying Club:** An organization established to promote flying for pleasure, and develop skills in aeronautics, including pilotage, navigation and awareness and appreciation of aviation requirements and techniques.
- 2.12 **Full Service FBO:** A Fixed Base Operator who provides retail aviation fuel and oil sales and aircraft maintenance per these regulations and standards.
- 2.13 **Heavy Twin:** A multi-engine aircraft with a gross weight exceeding 12,500 pounds.
- 2.14 **IFR:** Instrument Flight Rules which govern the procedures for conducting instrument flight.
- 2.15 **Individual Users:** Individual pilots, aircraft owners, tie-down and t-hangar renters, transient users and other individual users of the airport.
- 2.16 **Landside:** All buildings and surfaces used by surface vehicular and pedestrian traffic on airport.
- 2.17 **Light Twin:** A multi-engine aircraft with a gross weight of less than 12,500 pounds.
- 2.18 **MSL:** An altitude expressed in feet measured from Mean Sea Level.
- 2.19 **Minimum Standards:** The standards which are established by the county as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.
- 2.20 **NFPA:** National Fire Protection Association.
- 2.21 **NOTAM:** "Notice to Airmen" published by the FAA.
- 2.22 **Proprietary/Aeronautical Activity:** An activity, as prescribed by FAA Advisory Circular 150/5190-2A (Exclusive Rights at Airports), in which the county may engage while denying others the right to engage in the same activity.
- 2.23 **Unicom:** A nongovernmental communications facility which may provide airport information at certain airports. Locations and frequencies are shown on aeronautical charts and publications.

2.24 VDA: Virginia Department of Aviation.

2.25 WADO: Washington Airports District Office, Federal Aviation Administration.

### SECTION 3 AIRPORT MANAGER

The Airport Manager, or his authorized representative, who is authorized to take all actions necessary to regulate, benefit and protect the public who use the airport, to regulate aircraft and vehicular traffic at the airport, and to oversee all airport operations consistent with these regulations and standards and the laws of the Commonwealth of Virginia. The Airport Manager is the county representative for airport operations.

### SECTION 4 RULES AND REGULATIONS

All aeronautical activities at the airport, all operations and flying of aircraft at the airport, and all business and other activities at the airport shall be conducted in conformity with these regulations and standards, all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDA, the Commonwealth of Virginia and the NFPA which are made a part of these regulations and standards by this reference. In the event of any conflict between these regulations and standards and the statute, ordinance, law, rule, regulation, order or ruling of any governmental entity cited in this section and exercising the same or similar jurisdiction, the latter shall prevail.

### SECTION 5 SPECIAL EVENTS

No special event, including but not limited to air shows, air races, fly-ins, skydiving or other events requiring the general use of the airport, other than normal or routine airport traffic, shall be held unless formal written approval for the event has been granted by the Board of Supervisors. Said approval shall specify the areas of the airport authorized for such special use, dates and such other terms and conditions as the Board of Supervisors may require.

### SECTION 6 PUBLIC USE

The airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the Airport Operations Area and special events and like clauses, as may be determined by the county. The airport is provided by the county for the use, benefit and enjoyment of the public.

### SECTION 7 COMMON USE AREAS

Common use areas include all runways for landing and take-off, taxiways, airport lighting, all apparatus or equipment for disseminating weather and wind information, for radio or other electrical communication and any other structure, equipment or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft. All parallel and connector taxiways shall be common use areas. All apron taxiways through leased areas shall be considered common use areas available for use, in common, by all persons flying or operating aircraft on the airport and shall be kept clear and available for aircraft traffic. T-hangar taxilanes are also considered common use areas. No FBO or other person shall use any common use area for the parking or storing of aircraft, the repair, servicing or fueling of aircraft, or for any other purpose, other than the flying and operation of aircraft, without the prior consent of the county or

its authorized representative. Common use area designations may be changed by the county at any time.

## **SECTION 8 VEHICULAR TRAFFIC AND PARKING**

The traffic laws of the Commonwealth of Virginia shall apply to the streets, roads and vehicular parking areas at the airport, unless otherwise provided by law. All traffic, informational and warning signs shall be obeyed. Except for fire-fighting equipment, ambulance and emergency vehicles, no person shall take or drive any vehicle on the airport other than on established streets, roads and vehicular parking facilities, unless permission has been first obtained from the Airport Manager or, in his absence, the Full Service FBO. This permission is not required for personal vehicles operated onto the tie-down ramp areas to and from a parked aircraft, or to the t-hangar area by t-hangar renters. The pilot in command of parked aircraft, or his authorized representative, must operate the vehicle onto the ramp area. Operators of unauthorized vehicles shall be subject to arrest, and vehicles towed, if necessary, at the owner's expense. In addition to the foregoing, the following rules apply to vehicles operated on the airport:

- 8.1 No person shall operate a motor vehicle on the airport in a reckless or negligent manner. Except for fire, emergency or law enforcement vehicles, no person shall operate a motor vehicle on the Airport Operations Area portion of the airport in excess of 15 miles per hour.
- 8.2 Pedestrians and aircraft shall have the right of way at all times. When vehicles are operating on the Airport Operations Area, they shall pass to the rear, and at least 20 feet clear of taxiing aircraft.
- 8.3 When parking on the tie-down or transient apron, vehicles shall be parked clear of taxilanes and parked aircraft so as not to endanger, damage or interfere with such aircraft.
- 8.4 The operator of any vehicle must have a valid drivers license and be qualified to drive the vehicle being operated.

## **SECTION 9 ADVERTISING AND SIGNS**

No signs or other advertising shall be placed or constructed upon the airport, or any building, or structure or improvement thereon without having first obtained written approval from the county. The county may refuse permission for such signs if it determines that such signs are undesirable, unnecessary or may create a safety hazard.

## **SECTION 10 ACCEPTANCE OF RULES BY USE**

The use of the airport shall constitute an acceptance by the user of these regulations and standards, and shall create an obligation on the part of the user to obey these regulations and standards.

## **SECTION 11 REGULATIONS AND STANDARDS MADE AVAILABLE**

All persons permitted to do business on the airport shall keep a current copy of these regulations and standards and shall make the copy available to all persons requesting a copy. A copy shall be

posted at all times in a conspicuous location at the airport, the county administration building and at such other public places as the Board of Supervisors may direct.

## **SECTION 12 PEDESTRIANS**

All pedestrians at the airport shall remain behind the fenced Airport Operations Area unless arriving or departing in an aircraft, or unless escorted by an airport employee or authorized representative.

## CHAPTER II

### AIRCRAFT OPERATION AND AIRPORT TRAFFIC

#### SECTION 1 GENERAL

- 1.1 Every person operating an aircraft shall comply with, and operate such aircraft in conformity with procedures recommended in the AIM, and these regulations and standards, and all pertinent statutes, ordinances, laws, rules, regulations, orders and rulings of the FAA, VDA and other appropriate governmental agencies. Each person operating an aircraft is responsible for the safety of his operation and the safety of others exposed to such operation.
- 1.2 Anyone proposing an aeronautical activity at the New Kent County Airport, other than the activities specifically described and allowed herein, shall submit a request in writing to the County Planner for approval prior to engaging in such activity. The written request shall thoroughly describe the activity, the operations and all provisions for ensuring the safety of such operations. The requested aeronautical activity will not be conducted until properly coordinated and approved in writing by the Airport Manager and until all other prerequisites to conducting such activity have been satisfied.
- 1.3 All pilots of aircraft having radio equipment permitting two-way communications shall contact the airport's CTAF on 122.8 to obtain airport advisory information, if available, and announce their intentions when they are within ten miles of the airport. Pilots having radios permitting reception only should maintain a listening watch on the frequency at the airport when they are within ten miles of the airport.
- 1.4 The attached traffic pattern map (appendix A) is made a part of these regulations and standards, and each person operating an aircraft shall comply with such map.
- 1.5 All aircraft must follow the appropriate taxiway and runway guidance marking and lighting when operating on the airport.
- 1.6 Aircraft shall not be operated carelessly or negligently, nor with disregard of the rights or safety of others.
- 1.7 If the Airport Manager, or in his absence, the designated Full Service FBO manager, believes the conditions at the airport are unsafe for takeoffs or landings, it shall be within his authority to issue a NOTAM to close the airport, or any portion thereof, for a reasonable time so the unsafe condition may be corrected.
- 1.8 In the event any aircraft is wrecked or damaged to the extent that it cannot be moved under its own power, the Airport Manager, or in his absence the designated Full Service FBO, shall be immediately notified by the pilot in command of the aircraft (or an FBO if the pilot in command is unable to give notice). Subject to governmental investigations and inspection of the wrecked or damaged aircraft, the owner or pilot of the aircraft, or the owner's agent or legal representative, shall take immediate action to move the aircraft from all landing areas, taxiways, ramps, tie-

down areas and other traffic areas, and move it to a place designated by the Airport Manager. No such aircraft shall be permitted to remain exposed to view on the airport for more than 24 hours. If the owner of the aircraft fails for any reason to remove the wrecked or damaged aircraft from the airport as may be requested by the Airport Manager, or to remove it from the Airport Operations Area as herein indicated, the FBO, to perform this function, may cause the removal and storage or disposal of such wrecked or damaged aircraft at the sole expense of the aircraft owner.

- 1.9 Every aircraft owner, operator or lessee shall pay when due all charges for services received, or premises, equipment or goods leased or purchased.

## SECTION 2 PARKED AIRCRAFT AND AIRCRAFT OWNER SELF MAINTENANCE

- 2.1 No person shall park, store, tie down or leave any aircraft on any area of the airport other than designated by the Airport Manager, or by a Full Service FBO subject to approval of the Airport Manager.
- 2.2 The pilot or owner of an aircraft shall properly secure the aircraft while it is parked or stored. Aircraft pilots or owners are solely responsible for parking and tying down their aircraft, including any special security measures required by weather conditions or other conditions at the airport. Aircraft pilots or owners shall be responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings at the airport in the event of wind or severe weather. Owners of all aircraft shall be held solely responsible for any damage or loss resulting from the failure of such owner or the pilot of such aircraft to comply with this rule.
- 2.3 Separate areas shall be designated by the county for FBO aircraft and itinerant tie-downs. No person shall use any aircraft anchoring or tie-down facilities when such facilities are already in actual use, rented to or designated by the county for use by another person.
- 2.4 Repairs to aircraft or engines shall be made in the areas designated for this purpose by the county, and not on any part of the landing area, taxiways, ramps or fueling service areas. No person shall allow a person who is not his employee onto the airport to perform maintenance on his owned or operated aircraft unless the aircraft requires a repair which cannot be adequately performed by an authorized full service FBO providing aircraft maintenance and repair services on the airport. An employee is defined as an individual on the normal payroll of the employer, hired to perform a specific function on a full time basis for that employer. Any aircraft owner utilizing an employee to perform aircraft maintenance may be required to provide the county evidence of employment in a form acceptable to the county. Social Security records, corporate identification, etc., shall be deemed acceptable evidence of employment. An aircraft owner shall not contract with a second party, such as an aircraft maintenance company or contractor, to perform "scheduled" maintenance on his aircraft at the airport unless said company or contractor is recognized by the county as an authorized maintenance FBO as defined in these regulations and standards. The pilot or owner of an aircraft shall not be restricted at any time in

performing routine maintenance on, or cleaning and servicing his/her aircraft, as long as it does not violate these rules and regulations, nor in any way conflict with county, state or FAA requirements for such work. If other than routine maintenance or service is required, then the pilot or owner may notify the FBO, and the FBO shall have the opportunity to provide those services, providing the FBO has the capabilities so to do and conforms to these rules and regulations and FAA standards for such work. "Unscheduled" maintenance is limited to the following:

- 2.4.1 Warranted maintenance work that requires repair or additional attention by the warranting company;
  - 2.4.2 A malfunction that prevents the aircraft from being taken to another airport for maintenance and;
  - 2.4.3 maintenance work that requires a specialty service that is not being provided by an existing FBO operating at the airport.
- 2.5 All aircraft maintenance shall be conducted strictly in accordance with these regulations and standards; all federal, state and county fire and safety regulations; all federal, state and county rules and regulations; air worthiness directives and; other applicable rules and regulations.
- 2.6 No aircraft engine shall be started on an aircraft unless a competent operator is in control of the aircraft.
- 2.7 No aircraft engine shall be run up unless the aircraft is in such a position that the propeller or turbine engine blast clears all hangars, shops, other buildings, persons, other aircraft and automobiles or vehicles in the area, and the flight path of landing aircraft.

### SECTION 3 TAXIING

- 3.1 All aircraft shall be taxied at the lowest reasonable speed.
- 3.2 Aircraft awaiting take-off shall stop off the runway and in a position so as to have a direct view of aircraft approaching for a landing, and shall give full right-of-way to such approaching aircraft.
- 3.3 No person shall taxi an aircraft until he has ascertained by visual inspection of the area that there will be no danger of collision with any person or object.
- 3.4 Aircraft on the taxiway must stop before entering the runway and allow aircraft which are exiting the runway to clear the runway. Aircraft clearing the runway after landing have the right-of-way over aircraft on the taxiway preparing to enter the runway.
- 3.5 Back taxiing on the runway shall be done only if it can be done safely and only when associated taxiways are closed or when no other taxiing route is available.

## SECTION 4 TRAFFIC RULES

- 4.1 All pre-takeoff checks shall be completed before taxiing to takeoff position on the runway.
- 4.2 All aircraft taking off shall proceed straight ahead to an altitude of at least 500 feet AGL and, after ascertaining there is no danger of collision with other aircraft, shall then follow normal practice as outlined in appendix A, and the AIM.
- 4.3 All aircraft intending to remain in the traffic pattern shall continue to climb to the traffic altitude of 1000 feet AGL for singles and light twins, and 1500 feet AGL for heavy twins, following procedures as described in the AIM, and thereafter follow the pattern as set forth on the attached traffic pattern chart (appendix A). Helicopters shall maintain an altitude of 500 feet AGL and remain clear of fixed wing traffic. Aircraft having flight characteristics which make the above procedures impossible shall be flown at approach altitudes for that type of aircraft and shall conform to the pattern shown as nearly as possible.
- 4.4 Operators of ultralight aircraft must be vigilant for other aircraft operating around the airport at altitudes from 600 feet to 1,500 AGL. Ultralight operations must be avoided in close proximity to aircraft of greater speed and weight. When operating within the traffic pattern of the airport (which is uncontrolled), ultralight pilots must be concerned, pay close attention and conform to the landing direction indicators on the airport. It is the responsibility of the ultralight pilot to determine the safe landing direction for his/her aircraft.
- 4.5 Existing residential areas adjacent to, and in close proximity to the airport should be avoided to the fullest possible extent during landings and takeoffs. The established airport traffic pattern should be strictly observed in the interest of safety to persons on the ground and in the interest of noise abatement to residents within the operational radius of the airport. Standard noise abatement procedures should be followed on all takeoff procedures for subsonic turbojet powered aircraft.
- 4.6 All IFR approaches in VFR weather conditions shall be conducted in accordance with the applicable FAR's and recommended procedures in the AIM.

## SECTION 5 LANDINGS

- 5.1 Aircraft entering the traffic pattern shall do so as described in the AIM.
- 5.2 All aircraft shall turn off the runway as soon as reasonably possible after landing, and taxi only on designated taxiways.

## SECTION 6 FIRE PREVENTION AND AIRCRAFT SELF-FUELING

- 6.1 General. The purpose of this section is to provide fire prevention and self-fueling regulations and standards for persons who service or fuel their own aircraft. Persons

who intend to use flammable or volatile liquids on the airport and/or fuel their own aircraft shall do so in accordance with the requirements of the National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing and FAA Advisory Circular 150/5230-4 (with all changes). The following shall apply except where applicable codes differ, in which case the latter shall prevail.

- 6.2 **Flammable or Volatile Liquids.** No person shall use flammable or volatile liquids having a flash point of less than 100 degrees Fahrenheit in the cleaning of aircraft, aircraft engines, propellers, appliances, or for any other purpose. The procedures and precautions outlined in the criteria of NFPA pamphlet 410-D (Safeguarding Aircraft Cleaning, Painting and Paint Removal) and NFPA pamphlet 410-F (Aircraft Cabin Cleaning and Refurbishing Operations) are hereby incorporated by reference and made part of this section as if fully set out herein, and shall be adhered to in all cleaning, painting and refurbishing operations using flammable and volatile fluids, including the storage of such fluids. No rags soiled with flammable substances shall be kept or stored in any building on the airport with the exception of county approved aircraft maintenance facilities, but only if kept or stored in a manner acceptable to the county.
- 6.3 **Cleaning and Liquid Disposal.** No person shall clean any engines or other parts of an aircraft in any hangar with flammable substances. If flammable liquids are used for this purpose, the operations shall be carried on in the open air in the designated owner maintenance area. Fuels, oils, dopes, paints, solvents and acids shall not be disposed of, or dumped into drains on the aprons, catch basins, ditches (on, or adjacent to the airport) or elsewhere on the airport. Such liquids shall be disposed of at an approved waste disposal point off property.
- 6.4 **Cleaning Floors.** Floors shall be kept clean and free of oil. The use of volatile or flammable solvents for cleaning floors is prohibited.
- 6.5 **Drip Pans.** If required by aircraft design, drip pans shall be placed under engines and kept clean.
- 6.6 **Fueling Operations.** No fixed wing aircraft shall be fueled while its engine is running, or while in a hangar or other enclosed place. Adequate connections for grounding of electricity shall be continuously maintained during fueling. Persons may only self-fuel aircraft owned by them provided such operation is conducted in accordance with NFPA 407 and these regulations and standards. Self-fueling shall be conducted only in those areas so designated. An aircraft owner may service his own aircraft, provided he does so personally, or with his own full time employee and his own equipment in accordance with the established regulations related to such work. Any aircraft owner utilizing an employee to perform aircraft self fueling may be required to provide the county evidence of employment in a form acceptable to the county. Social Security records, corporate identification, etc., shall be deemed acceptable evidence of employment. Full service FBO's may fuel aircraft in areas other than the designated self-fueling area.
- 6.7 **Fuel Storage.** No fuels shall be stored on airport property other than the airport's

bulk storage and distribution system (fuel farm) except:

- 6.7.1 Fuel stored in a tank on a maintenance vehicle used for the refueling of grounds maintenance equipment and;
- 6.7.2 a mobile refueling gas tank used by the designated full service FBO for the purpose of refueling the aircraft refueling vehicles.

## 6.8

Fuel Servicing Vehicles. No person shall dispense fuel into his/her own aircraft. All fuel dispensing into aircraft on the airport shall be done by the FBO or his/her designated representative. The FBO shall use only fully approved servicing vehicles (hereinafter referred to as "refuelers") to dispense fuel at any airport location.

- 6.8.1 Refuelers and their systems shall be maintained and operated in accordance with Environmental Protection Agency (EPA), federal, state and local codes covering fuel dispensing on airports, and NFPA 407 (latest edition). The applicable sections of FAA Advisory Circular 150/5230-4 (with revisions) shall be followed.
- 6.8.2 The FBO shall purchase and maintain in force insurance that will, in the opinion of the county, protect the FBO and the county from claims which may arise out of, or result from the fueling services performed, whether such services be performed by refueler operator's officers or employees, or by anyone for whose acts any one of them may be liable. The insurance coverage shall be such as to fully protect the county and the general public from any and all claims for injury or damage, or both, resulting, or arising from any actions or omissions on the part of the refueler operator, its officers or employees. The refueler operator shall furnish the county with a certificate of insurance naming the county as an additional insured for all coverage, in addition to updated certificates of insurance reflecting any and all changes to the refueler operator's insurance coverage, including, but not limited to changes in coverage terms, coverage limits, insured risks, agents or insurers. Should any of the coverage be canceled, the issuing company or its agent will mail a 30 day written notice of such cancellation to the county.
- 6.8.3 The FBO shall be accountable for any damage, fuel spills or environmental contamination resulting from its negligent operations or equipment malfunction. All such damages shall be paid for by the FBO. Adequate environmental insurance, or proof of financial ability to clean up a major spill, must be provided to the county prior to bringing a fuel servicing vehicle onto airport property and conducting refueling activity. Refueler operators shall be fully responsible for the protection of all persons, including members of the public, employees of other contractors or subcontractors, and all public and private property which are affected by work performed by, or on behalf of the refueler operator.
- 6.8.4 An annual fee of \$500.00 will be paid to New Kent county to obtain a permit

to conduct volume fueling operations at the airport. Volume fueling shall be defined as fueling of more than one owner aircraft, or aircraft larger than a single, reciprocating engine type.

- 6.8.5 Each refueler shall be conspicuously marked in letters of contrasting color, with the word "flammable" on both sides and rear of the cargo tank, and with the wording "emergency shutoff" and other appropriate operating instructions required at the emergency operating devices in letters at least two inches. Each refueler will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.
- 6.8.6 A refueler cargo tank shall be supported by, attached to, or be part of the vehicle upon which it is carried.
- 6.8.7 Refueling with non-public refuelers shall be conducted only in those areas designated in writing by the county.
- 6.9 **Contracts Prohibited.** An aircraft owner shall not contract with, or permit a second party, such as a fuel service company or fuel contractor, to refuel his aircraft. Refueling by such a second party is considered a commercial aeronautical activity.
- 6.10 **Fuel Flowage Fee.** The FBO, or any full service FBO, shall pay a fuel flowage fee to the county, as defined below, for all fuel pumped in excess of 500 gallons in a calendar year. A fuel flow report, invoice or receipt with the appropriate remittance shall be provided to the Airport Manager by the last day of each month for the fuel dispensed on the airport during such month.

**Fuel Flowage Fee: New Kent County Airport**

Gallons Pumped Per Year	Fee in \$ Per Gallon
0 - 500,000	0.05
500,001 - 1,000,000	0.10
1,000,001 - 1,500,000	0.125
1,500,001 and above	0.15

**SECTION 7                   NON-COMMERCIAL SAILPLANE OPERATIONS**

No glider, sailplane, ultralight, hang-glider or similar aircraft will be allowed to operate at the airport without the express written consent of the county.

## CHAPTER III

### AIRPORT OPERATORS, LEASES, CONCESSIONS AND MINIMUM STANDARDS

#### SECTION 1 BUSINESS ACTIVITIES

Subject to applicable orders, certificates or permits of the FAA, or its successors, grant agreements with the FAA or VDA and the laws of the Commonwealth of Virginia, no person shall use the airport or any portion thereof, or any of its improvements or facilities as a primary base for operations for commercial, business or aeronautical activities who has not first obtained the consent and required approval and/or licenses for such use from the county and entered into such written leases and sub-leases and other agreements as may be required by the Board of Supervisors.

Notwithstanding any other provisions of these regulations and standards, and any FBO lease agreement now or hereafter approved by the county, the requirements of the latter shall prevail.

#### SECTION 2 APPLICATION PROCEDURES

Any applicant wishing to establish an aeronautical activity on the airport shall be furnished a copy of these Minimum Standards, and all amendments thereto, and shall make application in writing to the county, setting forth in detail the following:

- 2.1 Name and address of the applicant.
- 2.2 A current financial statement prepared by financial entities approved by the county.
- 2.3 A certified written listing of the assets owned or being purchased which will be used in the applicant's operation business at the airport.
- 2.4 A current credit report covering all business in which the applicant has engaged during the past five years of business. If business has not been in existence for five years, the report shall cover all businesses in which the principals have engaged in the past five year period.
- 2.5 A description of previous experience in airport services, a listing of key personnel to be assigned to the New Kent County Airport, and a description of the duties, responsibilities and prior experience of such personnel.
- 2.6 A written and signed authorization permitting the FAA, all aviation or aeronautical commissions, administrators or departments of all states in which the applicant or its key personnel has engaged in aviation business, and all airports at which the applicant or its key personnel has been, or, at time of application, is conducting a business, to supply the county with all information in their files relating to the application, the applicant's operations or the applicant's key personnel. The applicant shall execute such forms, releases and discharges as may be requested by any of these agencies or by the county.

- 2.7 Tools, equipment, services and inventory, if any, proposed to be furnished in connection with such activity.
- 2.8 Requested or proposed date for commencement of the activity and the term of conducting the same.
- 2.9 Estimated cost of any structures or facilities to be furnished, the proposed specifications for same, and the means or method of financing such construction or acquisition of facilities in connection with this proposal and required Fixed Base Operations Agreement.

### SECTION 3 NOTICE AND HEARING

Upon the filing of such an application with the county, it shall be immediately referred to the Airport Advisory Commission and considered at the next scheduled meeting. If no meeting is scheduled within 30 days from the filing of such application, a meeting shall be called for considering same and notice thereof given to the applicant.

If such application involves conduct of an aeronautical activity for commercial purposes, all other persons then conducting commercial aeronautical activities on the airport shall also be notified of the filing of such application, and the time and place of the Airport Advisory Commission meeting to consider the same.

Upon consideration of the application, the Airport Advisory Commission shall determine whether the applicant meets the standards and qualifications as herein established, and whether such application should be granted in whole or in part, and if so, upon what terms and conditions, and shall make a report and recommendations to the Board of Supervisors concerning the same.

Upon receipt of recommendation of the Commission, the Board of Supervisors shall include said matter on the agenda of the next regular meeting and, at such meeting or at a subsequent meeting to which it may be passed, shall approve, modify or reject such recommendations and application and immediately advise the applicant of the disposition in the matter.

### SECTION 4 ACTION ON APPLICATION

The county may deny any application, or reject any bid or proposal to operate any activity on the airport if, in its opinion, it finds any one or more of the following:

- 4.1 The applicant does not meet the qualifications, standards and requirements established by these regulations and standards.
- 4.2 The applicant's proposed operations or construction will create a safety hazard.
- 4.3 The granting of the application will require the county to spend funds or to supply labor or materials which the county is unwilling to spend or supply.
- 4.4 There is no appropriate, adequate or available space or building on the airport to accommodate the applicant at the time of the application.

- 4.5 The proposed operation, airport development or construction does not comply with the FAA approved Airport Layout Plan for the airport.
- 4.6 The development or use of the area requested by the applicant will result in depriving existing FBO's of portions of the area in which they are operating; will result in congestion of aircraft or buildings or; will unduly interfere with the operations of any present FBO on the airport or prevent free access to the FBO's operations.
- 4.7 The applicant has supplied the county or any other person with any false information, has misrepresented any material fact, or has failed to make full disclosure in his application or in supporting documents.
- 4.8 The applicant has violated any of these regulations and standards, or the regulations and standards of any other airport, or the Civil Air Regulations, the Federal Aviation Regulations or any other statutes, ordinances, laws, orders, rules or regulations applicable to the airport or any other airport.
- 4.9 The applicant has defaulted in the performance of any lease or other agreement with the county.
- 4.10 The applicant's credit report contains negative information. The applicant does not appear to be a person of satisfactory business responsibility and reputation.
- 4.11 The applicant does not have, or appear to have access to operating funds necessary to conduct the proposed operation.
- 4.12 The applicant has committed any crime or violated any county ordinance.
- 4.13 The applicant is unable to obtain sufficient insurance, financial sureties or guarantors to protect the interest of the county, the Commonwealth of Virginia, the FAA or other appropriate governmental entities.
- 4.14 The applicant's activities or operations have been, or could be detrimental to the airport or another airport.
- 4.15 Nothing contained herein shall be construed to prohibit the county from granting or denying, for any reasons it deems sufficient, an application to do business at, or otherwise use the airport.

## **SECTION 5 AIRPORT LICENSE AND LEASES NON-TRANSFERABLE**

No right, privilege, permit or license to do business at the airport, or any lease of any area of the airport or a part thereof shall be assigned, sold or otherwise transferred or conveyed in whole or in part without the prior express written consent of the county. No lease, or portion thereof may be assigned or sublet without prior approval of the county. All assignees or subleases approved by the county shall comply with these regulations and standards.

## SECTION 6 RATES

Product prices, service charges or rates charged by FBO's at their leaseholds for hangar space, t-hangar rentals, tie downs, etc., shall not be excessive, discriminatory or otherwise unreasonable, and shall be filed with the county.

## SECTION 7 REFUSE

No person shall throw, dump or deposit any waste, refuse or garbage on airport grounds. All waste, refuse and garbage shall be placed, and kept enclosed in garbage cans or containers, and all areas of operations shall be kept safe, neat and clean at all times.

## SECTION 8 APPROVAL OF CONSTRUCTION

No building, structure, tie down, ramp, paving, taxi area or any other improvement or addition on the airport shall be placed or constructed, enacted, altered or removed without prior written approval of the county. Prior to such work being done, the county may, at its discretion, require a work bond, letter of credit or other surety to guarantee the work. The form of such bond, letter of credit or surety shall be subject to the approval of the county attorney. The county shall consider conformance to the Airport Master Plan and Airport Layout Plan prior to the approval or denial of any construction or development at the airport. All construction shall comply with the Virginia Procurement Act.

## SECTION 9 OPERATIONS AREA

No person authorized to operate or conduct business activities at the airport shall do so on any area except that approved in writing by the county or its authorized agent.

## SECTION 10 FIXED BASE OPERATORS (FBO)

### 10.1 General FBO Regulations

10.1.1 Except in cases of an FBO offering t-hangar or inside hangar aircraft storage only, each FBO is required to provide and maintain an office which shall be staffed and open to the public during normal business hours of each normal business day. Such office shall be the operator's office or place of business on the airport. This office shall include a waiting room with appropriate furnishings, separate restrooms for men and women and a public telephone (unless adequate facilities currently exist as determined by the county). These facilities and office shall be kept in a neat, clean and orderly condition and properly painted. The office shall contain at least 300 square feet of inside floor space, less inside partitions. Only one office shall be required of each FBO. No FBO, its employees, agents, officers or other persons connected with the business shall use the office area or other facilities of any other FBO without consent of said FBO and the county.

10.1.2 Each FBO shall enter into an agreement with the county which shall include an agreement on the part of the FBO to accept, be bound by, comply with and conduct its business operations in accordance with these regulations and

standards and to agree that this approval and authority to carry on business at the airport shall be subject to these regulations and standards.

- 10.1.3 Unless otherwise provided in a lease agreement with the county, the FBO shall, at its own expense, provide, construct, install, equip and maintain all utilities, buildings, structures, ramps, tie-down areas, taxiways, fences and all other facilities and improvements requested or approved by the county for the FBO to carry on the activities or services authorized by the county.
- 10.1.4 The FBO shall pay when due all charges for water, sewer, power, telephone service and all other utilities and services supplied to this operation at the airport. The FBO shall also promptly pay, when due, all wages or salaries to his employees, and all rentals, fees and payments to the county.
- 10.1.5 Plans, specifications and FAA Form 7460-1 for any construction required by the FBO, shall be submitted to the county for review and approval within 60 days from the issuance of the airport business permit, and construction thereon shall commence within 60 days from the FAA and county's approval of the plans and specification. Unless otherwise provided in an FBO lease agreement, the deadlines provided in this paragraph may be extended by the county for good cause upon request of the FBO. All construction shall comply with applicable building codes and other ordinances, and the proper permits shall be secured and the fees shall be paid by the FBO.
- 10.1.6 Unless otherwise provided by the county, all operations of the FBO shall be conducted in an area of sufficient size to accommodate all services for which the operator is approved, allowing for growth in the foreseeable future and additional services as contemplated by the county. The FBO shall conduct its business operations strictly within the areas assigned it by the county and its operations shall not in any way interfere with the operations of the other FBO's, agencies or other businesses operating on the airport, the use of the airport by the general public or any common use areas. The FBO shall not use any common use areas except as authorized by these regulations and standards or by the county.
- 10.1.7 The FBO shall provide financial assurances or security (including personal guaranties) determined by the County to provide financial protection to the County against failure of the FBO to perform its obligations.
- 10.1.8 An FBO shall cooperate with the county and Airport Manager in the operation, management and control of the airport, and shall do all things necessary to advance or promote the airport and to develop and maintain the airport as an attractive, efficient and modern facility.
- 10.1.9 All complaints by any person other than the county against any FBO for violation of these regulations and standards, or the terms of an FBO agreement, shall be in writing and filed with the Airport Manager. All complaints shall be signed by the person making the complaint and shall specify dates, times, facts and witnesses, if any.

- 10.1.10 The FBO agrees to indemnify, defend, save and hold harmless the county, its agents, officers, representatives and employees, from, and against any and all actions, penalties, liability, claims, demands, damages or losses arising directly or indirectly out of acts or omissions of the FBO, its agents, officers, representatives, employees, servants, guests or visitors.
- 10.1.11 To guarantee performance of paragraph 10.1.10 above, the FBO shall secure, at its expense, public liability and property damage insurance on which the county and its agents, officers, representatives and employees shall be named as additional insured. Such policies of insurance shall be maintained in full force and effect during all terms of existing leases, agreements or business licenses or renewals or extensions thereof. Such policies shall be in minimum amounts of \$5,000,000 on account of bodily injuries to, or death of one person, and \$5,000,000 on account of bodily injuries and \$5,000,000 on account of damage to property, and shall be placed with a reputable company approved by the county. Copies of all such policies of insurance shall be delivered to the county and shall be held for the benefit of the parties as their respective interests may appear. The amounts of said insurance shall not be deemed a limitation on the FBO's liability to the county. If the county or any of its authorized agents, officers, representatives or employees becomes liable for an amount in excess of the insurance, the FBO agrees to indemnify, defend, save and hold harmless the county, its agents, officers, representatives and employees for the whole thereof.
- 10.1.12 The FBO shall furnish all services authorized or approved by the county on a fair, and not unlawfully discriminatory basis to all persons, and shall charge fair, reasonable and no unlawfully discriminatory prices for each unit of service; provided that the FBO may make reasonable discounts, rebates or other similar types of price reductions to volume purchasers, if permitted by law.
- 10.1.13 Each FBO, upon being fully authorized by the county to construct any required physical facilities, shall immediately commence and conduct on a full time basis, all business activities and services upon completion of said facility.
- 10.1.14 The county may, at its discretion, terminate any lease or other agreement authorizing the FBO to conduct any services or businesses at the airport, which said termination shall automatically revoke the FBO's lease, for any cause or reason provided in these regulations and standards, or of the terms of any agreement between the county and the FBO, and in addition thereto, upon the happening of any one or more of the following:
1. Filing of a petition, voluntarily or involuntarily, for the adjudication of the FBO as bankrupt;
  2. the FBO making any general assignment for the benefit of creditors;
  3. abandonment or discontinuance of any permitted operation at the

airport by the FBO, or the failure to conduct operation on a full time basis without the prior approval of the county;

4. failure of the FBO to remedy any default or breach of violation by it or its personnel in keeping, observing, performing and complying with these regulations and standards and the terms, covenants and conditions in any lease or agreement entered into pursuant hereto on the part of the FBO to be performed kept or preserved, within 30 days from the date written notice from the county has been mailed, or delivered to the place of business of the FBO at the airport;
5. failure to promptly pay to county, when due, all rents, charges, fees and other payments which are payable to the county by the FBO;
6. operation of the business of the FBO so as to create a safety hazard on the airport for other airport users, aircraft or property at the airport, the general public or any pilots, students or passengers;
7. the discovery that the FBO has misrepresented, misstated, falsified, withheld or failed to make full or accurate disclosure of any information, and;
8. any action or omission of the FBO or its principals which adversely affects, or may adversely affect the mission of the airport.

10.1.15 In the event of such termination, the FBO shall immediately and peaceably vacate the airport and surrender possession of the premises to the county and shall cease and desist all business operations at the airport. Should the FBO fail to make such surrender, the county shall have the right at once and without any notice to the FBO to enter and take full possession of the space occupied by the FBO at the airport by force otherwise, and to expel, oust and remove any and all persons that may be found within, or upon the space property at the sole expense of the FBO and without being liable to prosecution, or to any claim for damages. Upon such termination by the county, all rights, powers and privileges of the FBO shall cease and the FBO shall make no claim of any kind whatsoever against the county, its agents or representative by reason of such termination or any act or omission related thereto.

10.1.16 In addition to all other rights and remedies provided in these regulations and standards, the county shall have any and all other rights and remedies at law or in equity, including the equitable remedy of injunction, to enforce these regulations and standards, to obtain compliance herewith and to improve the penalties herein provided.

10.1.17 The Airport Manager, or any authorized agent of the county, shall have the right to inspect, at any time, all airport premises, together

with the structures or improvements, and all aircraft, equipment, all licenses and registrations and all records of the FBO or its officers, agents, or representatives of agents.

- 10.1.18 The FBO shall park and store the aircraft used in its operations and its customers' aircraft only on areas assigned by the county, unless alternate arrangements for such parking or storage are made with another FBO or the Airport Manager.
- 10.1.19 The FBO will provide an owner maintenance area for minor authorized, or other minor maintenance procedures by owners.
- 10.1.20 The FBO will provide written lease agreements for all hangar space. The agreements will outline limitations and responsibilities of both lessee and lessor.
- 10.1.21 The FBO will be responsible for establishing and maintaining a listing of available hangar space and current hangar and tie-down rental rates at the airport.

## 10.2 FBO Minimum Standards

No person shall use the airport as an FBO until such person has executed a lease agreement approved by the county. The FBO must meet the qualifications, standards and requirements of these regulations and standards, pay all required fees and receive approval from the county. As appropriate, the county will accept requests to combine space from individual specialty provider FBO's who provide more than one commercial aeronautical activity. FBO's desiring to provide retail aviation fuel and oil sales are required to comply with Section 11 of this chapter entitled "Full Service FBO's: Minimum Standards." An FBO shall be a person who carries on, or conducts one or more of the below listed services at the airport, meets the applicable minimum standards for each service provided, and adheres to all general FBO regulations. All FBO's shall carry insurance coverage acceptable to the county, and shall comply with all certifications, notices of cancellation, additional insured requirements and other requirements or recommendations of the county.

### 10.2.1 Aviation Fuel Sales

Except as otherwise provided in any agreement between the FBO and the county, an FBO conducting aviation fuel and oil sales or service to the public on the airport shall be required to provide the following services and equipment;

1. Appropriate grades of aviation fuel including 100 octane low lead (100 LL);

2. an adequate inventory of generally accepted grades of aviation engine oil and lubricants;
3. fuel dispensing equipment, properly maintained, meeting all applicable federal, state and county requirements for such equipment for all types of fuel dispensed;
4. proper equipment for repairing and inflating aircraft tires, servicing oleo struts, changing engine oil, washing aircraft and aircraft windows and windshields and for recharging or energizing discharged aircraft batteries and starters;
5. safe storage and handling of fuel in conformance with all federal, state and county requirements and fire codes pertaining to safe storage and handling of fuel;
6. adequate towing equipment and parking and tiedown area to safely and efficiently move aircraft and store them in all reasonably expected weather conditions;
7. lawful and sanitary handling and timely disposal, away from the airport, of all trash, waste and other materials including, but not limited to used oil, solvents and other waste. (The piling and storage of crates, boxes, barrels and other containers will not be permitted within the leased premises.);
8. permanent restroom facilities for personnel and customers;
9. where flight operations are expected, a flight planning area with appropriate seating, work areas, communications facilities, directories and all items necessary for complete flight planning separate from other public areas;
10. adequate grounding wires installed, continuously inspected and maintained at all fueling locations, to eliminate the hazards of static electricity and;
11. an adequate supply of properly located fire extinguishers and other precautions and/or equipment required by county fire codes.

#### 10.2.2 Aircraft Charter

Except as otherwise provided in any agreement between the FBO and the county, an FBO conducting aircraft charter and/or air taxi service shall be required to provide:

1. Passenger lounge, rest rooms and telephone facilities;

2. adequate table, desk or counter for checking in passengers, handling ticketing or fare collection and handling or luggage;
3. passenger liability insurance of at least \$100,000.00 per passenger seat and property damage liability of at least \$3,000,000.00;
4. at least one aircraft that:
  - a. has a seating capacity of at least four;
  - b. is certified for IFR flight;
  - c. meets exclusive use requirements as defined in FAR part 135.25 paragraphs (b) and (c) and;
  - d. the operation must meet all requirements of FAR, part 135.

### 10.2.3 Aircraft Maintenance and Repair

Except as otherwise provided in any agreement between the FBO and the county, an FBO offering aircraft engine, airframe and accessory sales, maintenance and repair facilities to the public shall provide:

1. In case of airframe and/or engine repairs, sufficient hangar space to house any aircraft upon which such service is being performed;
2. suitable storage space for aircraft awaiting repair, maintenance or delivery;
3. adequate enclosed shop space to house the equipment and adequate equipment and tools, jacks, lifts and testing equipment to perform overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft;
4. at least one FAA certificated air frame and power plant mechanic available eight hours per day, five days per week, and on call at all other times, with inspection authority for the work to be performed;
5. the ability to remove, or have removed, any disabled aircraft from the public landing area (as soon as permitted by FAA, NTSB and Virginia State Police authorities);
6. adequate provisions for the removal/disposal of solutions, cleaning agents, lubricants and other wastes in compliance with federal, state and county regulations;

7. access to at least one qualified avionics mechanic or repair facility;
8. facilities for washing and cleaning aircraft meeting Environmental Protection Agency requirements for stormwater discharge and;
9. storage of aircraft undergoing repair. Aircraft shall not be stored for salvage operations unless screened from public view.

#### 10.2.4 Aircraft Rental

Except as otherwise provided in any agreement between the FBO and the county, an FBO conducting aircraft rental activity shall provide:

1. Suitable office space at the airport for consummating rentals and keeping proper records in connection therewith;
2. at least one airworthy aircraft suitably maintained and certificated;
3. hangar storage space for at least one aircraft to be used for rental purposes, if available;
4. adequate facilities for servicing and repairing the aircraft;
5. adequate arrangements for parking the aircraft being rented;
6. during eight hours minimum of each calendar day, a properly certificated pilot capable of conducting flight checks of prospective renters must be available;
7. adequate public liability and property damage insurance sufficient to protect the operator and the county from legal liabilities involved;
8. proper checklist and operating manual for all aircraft rented;
9. an adequate supply of properly located fire extinguishers and other precautions and/or equipment required by county fire codes and;
10. auto parking for customers and employees.

#### 10.2.5 Flight Training

Except as otherwise provided in any agreement between the FBO and

the county, an FBO conducting flight training activities shall provide:

1. At least one training aircraft that:
  - a. Has a minimum of two seats;
  - b. is maintained in accordance with Federal Aviation Regulations;
  - c. is kept in a clean and presentable manner and;
  - d. is available for training and rental.
2. at least one four place training and rental aircraft which complies with 1(b), (c), and (d) above;
3. equipment for IFR flight and training in at least one (1) of the aircraft in 1 and 2 above, with the following equipment:
  - a. a NAV/COMM radio;
  - b. transponder;
  - c. ADF;
  - d. marker beacon and;
  - e. current FAR 91.411 and 91.413 inspections.
4. at least one full-time (eight hours per day, six days per week) properly certificated flight instructor available on call for single engine land airplanes;
5. at least one properly certificated instructor providing scheduled ground school instructions sufficient to enable students to pass the FAA written examinations for private pilot and commercial ratings;
6. adequate public liability and property damage insurance sufficient to protect the operator and the county from legal liabilities involved;
7. adequate office and classroom space, separate from public areas, for at least five students.
8. adequate mock-ups, pictures, slides, film strips or other visual aids necessary to provide proper ground school instructions;
9. current certificates required by the FAA for flight instruction;

10. adequate facilities or arrangements for storing, parking, servicing and repairing all its aircraft and;
11. auto parking for customers and employees.

#### 10.2.6 Independent Flight Instructor

An independent flight instructor providing a commercial aeronautical activity to the general public, and/or advertising to the general public, will be permitted to provide aircraft flight instruction without meeting the requirements of Subsection 10.2.5 (Flight Training), above, provided that:

1. A New Kent county business license is obtained (if applicable);
2. an airport business permit is acquired;
3. an airport independent flight instructor permit is acquired from the Airport Manger which requires:
  - a. Proof of the proper and current FAA licenses and certificates;
  - b. proof of a New Kent county business license and;
  - c. proof of adequate public liability and property damage insurance sufficient to protect the operator and the county from legal liabilities involved, as stipulated by the county, and;
4. training or business activities are not conducted in the public areas of the airport terminal building or in the leased space of another FBO without written approval of the county.

#### 10.2.7 Crop Dusting and Spraying

Persons or companies seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the county that:

1. Suitable arrangements have been provided for the safe storage and containment of noxious chemical materials in agreement with EPA guidelines; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the airport;
2. the operator shall have available properly certificated aircraft suitably equipped for the agricultural operation undertaken and;

3. the operator shall make suitable arrangements for servicing the aircraft with adequate safeguards against spillage on runways and taxiways or pollution or dispersal of chemicals by wind to other operational areas on the airport;
4. adequate public liability and property damage insurance sufficient to protect the operator and the county from legal liabilities involved.

#### 10.2.8 Combination Activities

A person or company conducting a combination of the specific activities listed hereinabove shall not be required to duplicate the requirements of the individual activities. Where the requirement of one activity is sufficient to meet the requirement of a separate activity to be conducted, the one facility shall be sufficient to meet both requirements.

#### 10.2.9 Aircraft Sales

The FBO shall provide the office required by these regulations and standards and shall lease from the county or applicable FBO an area of sufficient size to permit the storage and/or display of all aircraft for sale or used in the aircraft sales business. All inventory must be insured with liability coverage acceptable to the county and include all aircraft that overnight, or are based at the airport.

#### 10.2.10 Parts and Accessories Sales

The FBO must have a lease to conduct one or more additional FBO services listed in this section, and provide suitable space for the display of the parts and accessories for sale.

#### 10.2.11 Aircraft Outside Storage

The FBO must have a lease to conduct one or more additional FBO services listed in this section, and provide suitable space for tie-down area of sufficient size to accommodate all aircraft used by the FBO in its operations and all aircraft that will be parked or stored by the operator.

#### 10.2.12 Aircraft Inside Storage: T-Hangar

An FBO shall provide a storage building of sufficient size to accommodate at least ten single engine GA aircraft. The FBO may have an office in the storage building. If no office is maintained, the FBO shall post in conspicuous places on the hangar facilities the name, address and telephone number of the FBO and of the person who shall be managing or operating the hangar facilities. The

operator shall have an area of sufficient size to accommodate the building with proper access and construct said facilities in locations stipulated in the Airport Master Plan with specific plans approved by the county. Aircraft hangars will be used solely for registered aircraft and aviation equipment.

#### 10.2.13 Aircraft Stripping and Painting Facility

Except as otherwise provided in any agreement between the FBO and the county, an FBO offering aircraft stripping and painting services to the public shall:

1. Provide minimum of a 10,000 sq. ft. hangar sufficient to house any aircraft upon which such service is being performed with a paved apron area in front of the hangar and office space with auto parking areas for customers and employees;
2. provide suitable storage space for aircraft awaiting stripping, painting or delivery;
3. provide adequate enclosed shop space to house necessary equipment and tools;
4. have available eight hours per day, five days per week, competent and responsible personnel that are knowledgeable of all phases of aircraft stripping, preparation and treatment of aluminum and painting;
5. comply with, and abide by all standards, rules, regulations and requirements of the FAA, Virginia Department of Environmental Regulation, U. S. Environmental Protection Agency, OSHA and any other federal, state or county agencies having jurisdiction over aircraft stripping and paint operations;
6. comply with NFPA and the National Board of Fire Underwriters on "Paint Spraying and Spray Booth" regulations regarding the arrangement, construction and protection of spray booths, and the storing and handling of materials used in connection with aircraft painting, varnishing and spray painting operations;
7. not allow any stripping, painting, varnishing, doping, materials or agents, or other contaminants to flow into, or be placed in any sewer system;
8. perform all aircraft stripping and painting operations inside the hangar or building designed for such purposes;

9. properly treat and dispose of solutions, cleaning agents, lubricants and other hazardous materials and wastes in compliance with federal, state and county regulations and;
10. provide a written plan for adhering to all these safety and environmental requirements.

#### 10.2.14 Avionics Shop

Except as otherwise provided in any agreement between the FBO and the county, an FBO offering avionics services to the public shall:

1. provide adequate space to be used for shop, storage and test equipment;
2. have available on a full time basis (eight hours per day, five days per week) an FAA certified technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communications Commission license to conduct complete aircraft transmitter, receiver and antenna repair and;
3. lease sufficient space, or provide satisfactory arrangement for access to, and storage of aircraft on which work is being performed.

### SECTION 11 FULL SERVICE FBO'S: MINIMUM STANDARDS

A Full Service FBO shall provide retail aviation fuel and oil sales and aircraft maintenance services as these services are described in Section 10 of this chapter. In addition to the requirements for these two services and the general FBO regulations contained in Section 10 of this chapter, the following requirements apply to Full Service FBO's:

- 11.1 Sufficient area to perform as a fixed base operator, including, but not limited to a maintenance hangar with a minimum area of 6,000 square feet, tie-down facilities, paved apron and auto parking areas and office space.
- 11.2 A flight planning area separate from other public areas, with appropriate seating, work areas, communication facilities, directories and all items necessary for complete flight planning.
- 11.3 A lounge and waiting area for passengers.
- 11.4 Facilities for safe aircraft storage and towing, hangaring and/or tie-downs of based and transient aircraft.
- 11.5 If mobile refueling equipment is provided, it must meet all safety requirements of the insurance company, FAA, VDA, NFPA and county regulations. This equipment shall have reliable metering devices subject to independent inspection, with a pumping efficiency capable of filling the largest aircraft likely to be serviced within

30 minutes' time.

- 11.6 Adequate grounding wires at all fueling locations to eliminate the hazards of static electricity.
- 11.7 An adequate supply of properly located and functioning fire extinguishers and other precautions and/or equipment required by county fire codes.
- 11.8 A guest register and log of all aircraft using the airport to document airport usage to aid in obtaining state funds.

## **SECTION 12            REQUIREMENTS FOR SUBLESSORS PERMITTED TO CONDUCT AERONAUTICAL ACTIVITIES**

Each FBO proposing to subcontract an aeronautical activity as a sublessor at the airport shall conform to all applicable elements of Section 10 of these "Rules, Regulations and Minimum Standards," and shall meet the following requirements to the satisfaction at the county:

- 12.1 The sublessor shall have previously conducted a similar aeronautical activity in an acceptable manner.
- 12.2 The sublessor must have the financial capability to support the activity.
- 12.3 The sublessor must meet applicable requirements of the FAA, VDA or other authority governing the proposed activity.
- 12.4 The sublessor must furnish suitable insurance acceptable to the county, including liability insurance and bonding, to protect and hold the county, its officials, employees, agents and representatives harmless from any liability arising out of the proposed activity.
- 12.5 No interest in the activity shall be transferred to another party without written consent of the county.
- 12.6 The county will have final approval with regard to any new activity to be conducted on airport property.

## **SECTION 13 FLYING CLUBS**

All flying clubs desiring to base their aircraft and operate on the airport must comply with the applicable provisions of these regulations and standards. However, they shall be exempt from regular fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein.

- 13.1 The club shall be a nonprofit entity (corporation, association or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. The ownership of aircraft must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the aircraft shall be equal, and no part of the net earnings of the club will

inure to the benefit of any member in any manner. The club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance, insurance and replacement, upgrading or expansion of its aircraft fleet.

- 13.2 The club shall not conduct charter, air taxi or rental operations. The club shall not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club, and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time. Maintenance shall be subject to the provisions of these regulations and standards.
- 13.3 All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the airport, except that said flying club may sell or exchange its capital equipment.
- 13.4 With its initial application, the flying club shall furnish the county a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability \$100,000/\$50,000 per person; public liability \$300,000/\$100,000 per accident; property damage \$100,000/\$20,000, with hold harmless clauses in favor of the county, its officers, agents, representatives and employees (ten days prior notice of cancellation shall be filed with the county); number and type of aircraft; evidence that ownership is vested in the club and; operating rules of the club. Evidence of insurance will be submitted to the county on an annual basis, during the renewal month of the policy. The books and other records of the club shall be available for review at any reasonable time by the county and/or the Airport Manager.
- 13.5 A flying club shall comply with all federal, state and county laws, ordinances, regulations and these regulations and standards.
- 13.6 If a flying club violates any of the foregoing, or permits one or more members to do so, and the violation is not corrected within a reasonable time as determined by the Airport Manager, the club will be required to terminate all operations on the airport and vacate the airport.

#### **SECTION 14 AIRPORT INDUSTRIAL PARK LEASES**

Owners or lessors of property in the Airport Industrial Park who desire to access the runway or any airport corporate taxiway which may be constructed on the north side of the runway, shall apply to the county for access. The owner must submit construction plans depicting a corporate taxiway. These plans must show grading, drainage, pavement, fencing, etc. Use of the connection taxiway to gain access to the landing area shall be permitted by written agreement only, and restricted to aircraft use incidental to such business without offering any commercial aeronautical services to the public on airport property. "Through the fence" operations, as referenced in FAA Order 5190.6A:

"Airport Compliance Requirements," shall not be permitted to provide aeronautical services to the public.

#### **SECTION 15 PERSONAL AIRCRAFT SALES**

Nothing contained herein shall prohibit any person from selling such person's own aircraft.

#### **SECTION 16 WAIVER OF CHAPTER III PROVISIONS**

The county may, at its discretion, waive all or any portion of Chapter III of these regulations and standards for the benefit of any government or governmental agency performing non-profit public services to the aircraft industry, or performing air search and rescue operations, or performing fire prevention, fire fighting or law enforcement operations, but only to the extent permitted by the rules of the FAA and the laws of the Commonwealth of Virginia and New Kent county.

#### **SECTION 17 REPAIR, RESTORATION AND REPLACEMENT**

Nothing contained in these regulations and standards shall be construed to require the county to maintain, repair, restore or replace any structure, improvement or facility which is damaged or destroyed.

#### **SECTION 18 EFFECT ON EXISTING LEASES**

All leases of land under written lease agreement at the airport with the county at the time these regulations and standards become effective, shall be required to comply with these regulations and standards.

#### **SECTION 19 EXPANSION OF SERVICES**

When an applicant wishes to qualify as a specialized FBO in order to provide services not already provided at the airport, the foregoing minimum standards may be modified for a limited period of time, subject to the written approval of the county. It is the express purpose of this provision to encourage the expansion of services at the airport where they do not exist, and only to the extent, and for the period of time necessary to create an inducement to the establishment of such services.

## CHAPTER IV

### PENALTIES

#### SECTION 1 GENERAL

In addition to any penalties otherwise provided by county ordinance or law, the Civil Air Regulations, Federal Aviation Regulations, Virginia Aviation Law, and all other rules and regulations of the FAA, any person violating these regulations and standards may be promptly removed, either temporarily or permanently, from the airport by the county and/or the Airport Manager. The County Administrator may hear appeals submitted in writing by any person or persons so removed or ejected within ten days of such removal.

## CHAPTER V

### GOVERNMENT AGREEMENTS

#### SECTION 1 WAR OR NATIONAL EMERGENCY

During time of war or national emergency, the county shall have the right to lease the airport, the landing area, or any part thereof to the United States Government for military use, and any license or authority granted under these rules, and any lease agreement executed pursuant hereto, shall be subject to such government lease. The provisions of the government lease shall control insofar as they are inconsistent with the said operators agreement, lease or authority.

#### SECTION 2 LEASES SUBORDINATE TO GOVERNMENT LEASE

Any license, authority, lease or agreement entered into pursuant to these regulations shall be subject and subordinate to the provisions of any existing or future agreement between the county and the United States, relative to the operation or the maintenance of the airport, the execution of which has been, or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

#### SECTION 3 DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of the FAA, and enforced by New Kent county to utilize Disadvantaged Business Enterprises (DBE) in all aspects of contracting at the airport. This commitment can be demonstrated by the efforts taken in the development of a DBE Plan and in correspondence with New Kent county stating such position. The plan will be made available upon request.

## CHAPTER VI

### AIRPORT MASTER PLAN

#### SECTION 1 FBO APPROVAL NOT REQUIRED

The county may, without the knowledge, consent or approval of any FBO or other person licensed to do business or use part of the airport, make changes in the Master Plan of the airport and in these regulations and standards. However, it is the county's intent to inform FBO's and other businesses of any such changes which are significant.

## CHAPTER VII

### RESERVATION OF RIGHTS TO INDIVIDUAL USERS

#### SECTION 1 EXPLANATION OF RIGHTS AND DUTIES IMPOSED

Notwithstanding anything to the contrary contained herein, the following rights, privileges and duties are hereby conferred and imposed upon individual users of the airport facilities, including, but not limited to individual pilots, aircraft owners, tie-down and t-hangar renters.

- 1.1 Each individual user as defined herein shall meet and maintain all requirements, regulations and standards for licensing, maintenance and repair of aircraft established by Federal Aviation Regulations (FAR's) safety bulletins, FAA advisory circulars, Virginia Aviation Law, and all other federal and state regulations and standards for licensing, maintenance and repair of aircraft.
- 1.2 It shall be the duty of each individual user of the airport to fully inform herself/himself of, and to keep current on, all federal, state and county aviation regulations and standards, and to completely and promptly comply therewith.

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

August 25, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. July 28, 1997
4. NEW BUSINESS
5. UNFINISHED BUSINESS
  - A. Airport Minimum Standards Review and Recommendation
  - B. Airport Maintenance Issues
6. CITIZEN COMMENT
7. MEETING SCHEDULE
8. ADJOURNMENT

**Meeting Summary**  
**New Kent County Airport Advisory Committee**  
**July 28, 1997**

**Call to Order**

The July 28, 1997 meeting of the New Kent County Airport Advisory Committee was called to order at 7:00 PM. Members present included:

Mr. Cook  
Mr. Felts  
Mr. Goss  
Ms. Schutz  
Mr. Lipscomb

Staff present included:

David P. Maloney, Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the June 23, 1997 meeting were approved. There was extension discussion by Mr. Felts that the County should install an automated payment fueling system, and appropriate budget revisions should be made to accommodate the costs if necessary. The committee also requested it be given the opportunity to review the fueling system specification prior to the County posting bids for installation of the equipment.

**New Business**

The draft Airport Rules, Regulations, and Standards was distributed. Several members of the committee requested an additional 30 days to review the standards. Staff stated the matter would also appear on the August agenda for further discussion.

Mr. Schutz indicated explicit language should be included in the document that the County could amend the rules and regulations from time to time as operating conditions merit.

**Other Business**

The committee raised several maintenance issues. Specifically the committee mentioned the roof to hanger 15 needed repairs, the windsock still needed to be relocated, inquired about the status of the runway light repair work, and inquired about access to the maintenance hanger after hours by tenants.

The committee requested staff investigate if clearing trees around the windsock could resolve the issue, and if so, if inmate labor could be used for the project. Mr. Maloney stated the various issues would be investigated, and a report to the committee would be made during the next meeting.

## **Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Committee was scheduled for Monday, August 25, 1997 at 7:00 PM at the New Kent County Airport.

Respectfully Submitted  
David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

8/22/97 \*CL060\*  
 FUND #-097 \*\*AIRPORT FUND REVENUES\*\*

NEW KENT COUNTY  
 REVENUE SUMMARY  
 7/01/96 - 6/30/97

TIME 12:59  
 -D E T A I L-

HAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN. X
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1899	**AIRPORT FUND REVENUES**						
0001	Local revenues	.00	2,210.00	.00	2,210.00	.00	.00
0002	FUEL/OIL SALES	10,000.00	10,000.00	997.19	10,708.62	708.62-	7.08-
0003	HANGER RENTAL	30,000.00	30,000.00	2,020.00	36,255.01	6,295.01-	20.98-
0004	MOBILE HOME	.00	.00	.00	1,200.00	1,200.00-	100.00-
	**AIRPORT FUND REVENUES**	40,000.00	42,210.00	3,017.19	50,413.63	8,203.63-	19.43-
	**AIRPORT FUND REVENUES**	40,000.00	42,210.00	3,017.19	50,413.63	8,203.63-	19.43-

2404	State Revenues	.00	27,821.70	.00	31,306.10	3,484.40-	12.52-
0025	State Revenues	.00	27,821.70	.00	31,306.10	3,484.40-	12.52-
	State Revenues	.00	27,821.70	.00	31,306.10	3,484.40-	12.52-

3307	Federal Revenues						
41050	Transfer From General Fund	40,000.00	70,031.70	3,017.19	81,719.73	11,689.03-	16.68-
	--FUND TOTAL--	40,000.00	70,031.70	3,017.19	81,719.73	11,689.03-	16.68-

8/22/97 \*GL060\*  
 FUND 5-097 \*\*AIRPORT FUND\*\*

NEW KENT COUNTY  
 EXPENDITURE SUMMARY  
 7/01/96 - 6/30/97

TIME 12:59  
 -D E T A I L-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAIN. X
90000	**AIRPORT FUND**	25,500.00	25,500.00	2,184.00	28,878.06	.00	3,398.00-	13.32-
1300	PART-TIME SALARIES & WAGES	500.00	500.00	571.50	952.50	.00	452.50-	90.50-
1420	OVERTIME	2,200.00	2,200.00	149.05	2,221.88	.00	21.88-	.99-
2100	FICA/MEDICARE	320.00	320.00	.00	1,719.00	.00	1,399.00-	437.18-
2710	WORKMAN'S COMPENSATION	2,000.00	2,000.00	.00	984.55	.00	1,015.05	50.75
3004	REPAIRS & MAINTENANCE	.00	.00	.00	600.00	.00	600.00-	100.00-
3160	PROFESSIONAL SERVICES	200.00	200.00	.00	18.40	.00	181.50	90.80
3600	ADVERTISING	10,000.00	10,000.00	653.12	7,134.49	.00	2,865.51	28.65
5110	ELECTRIC BILLS	1,500.00	1,500.00	157.37	1,479.06	.00	20.94	1.39
5230	TELEPHONE	1,500.00	1,500.00	.00	1,685.00	.00	185.00-	12.33-
5309	INSURANCE	.00	.00	.00	1,407.00	.00	4,407.00-	100.00-
5810	DUES & SUBSCRIPTIONS	100.00	100.00	.00	.00	.00	100.00	100.00
5899	MISCELLANEOUS	.00	34,063.00	928.50	34,991.50	1,017.60	1,946.10-	5.71-
6007	REPAIRS & MAINTENANCE	15,000.00	15,000.00	105.47	7,069.04	.00	7,930.96	52.87
6008	GASOLINE CHARGES	58,820.00	92,883.00	4,749.01	89,160.82	1,017.60	2,704.58	2.91
	**AIRPORT FUND**	58,820.00	92,883.00	4,749.01	89,160.82	1,017.60	2,704.58	2.91
	**AIRPORT FUND**	58,820.00	92,883.00	4,749.01	89,160.82	1,017.60	2,704.58	2.91
	--FUND TOTAL--	58,820.00	92,883.00	4,749.01	89,160.82	1,017.60	2,704.58	2.91



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: August 22, 1997

Subject: **Airport Maintenance Issues**

As requested during the July meeting, the following is an update regarding various airport maintenance items:

1. A proposal and hourly estimate has been received from Electrotech Contracting for the work to be done on the runway lights. The proposal only provides hourly labor estimates. Staff has advised the contractor a revised proposal must be submitted outlining the course of action to be taken with a total cost estimate for that portion of the work. The County is awaiting a revised proposal.
2. Work to the roof of hanger 15 has been completed.
3. The Sheriff's office has been requested to investigate the possibility of utilizing inmate labor to clear the trees around the wind sock. No definitive response has yet been received.
4. Some of the trees around the windsock and beacon appear to be on County property, however, many of the trees are located on the north side of Ashland Farm Road. Staff is investigating if state funds are available to remove the trees around the windsock and beacon.
5. Mike Swain, with the Virginia Department of Aviation, conducted a check of the electronic wind speed and direction instrumentation and found that it was working properly. Mr. Swain also verified the location of the instrumentation in relationship to the terminal roof was not causing inaccurate wind speed or wind direction readings. In fact, Mr. Swain stated a very steady and constant wind could be monitored on the roof. He further stated the information supplied by the instrumentation appeared to be more accurate than conditions as they appeared while standing on the apron.

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

September 22, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. August 25, 1997
4. NEW BUSINESS
  - A. Young Eagles Rally/Airmobile
5. UNFINISHED BUSINESS
  - A. Airport Staff / RFP for FBO Services
  - B. Airport Maintenance Issues
6. CITIZEN COMMENT
7. MEETING SCHEDULE
8. ADJOURNMENT

**Meeting Summary**  
**New Kent County Airport Advisory Committee**  
**August 25, 1997**

**Call to Order**

The August 25, 1997 meeting of the New Kent County Airport Advisory Committee was called to order at 7:00 PM. Members present included:

Mr. Cook  
Mr. Felts  
Mr. Goss  
Mr. Schutz  
Ms. Snyder  
Mr. Lipscomb

Staff present included:

David P. Maloney, Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the July 23, 1997 meeting were approved as amended. There was a correction to Mr. Shutz's name, and the committee requested the discussion of the fuel tank options also be shown in the minutes.

Mr. Shutz indicated the AOPA's "Pilot" magazine had an article on the pros and cons of automated payment fueling systems.

**New Business**

Mr. Maloney indicated he would contact Lonzo Cornett to identify the date of the Young Eagle's fall rally, and coordinate with the Virginia Science Museum to have the Airmobile present.

**Unfinished Business**

In regard to the airport minimum standards and regulations, the committee voted to recommend them to the Board of Supervisors. The committee did question Section 10 - Acceptance of Rules by Use. The question raised was if an itinerant pilot utilizes the airport, there is no way in which the pilot could understand that he or she accepts the rules without first having been provided a copy of the regulations and standards. Mr. Maloney stated it is the responsibility of the pilot to investigate the proper operating procedures if the airport is being utilized.

The committee also wanted to assure Appendix A would be included with the document when it is distributed to the public. Lastly, the committee stated the document should contain explicit language that the document can be amended from time to time as operating circumstances warrant.

The committee again raised a number of concerns regarding airport maintenance issues. Mr. Lipscomb prepared and distributed a memorandum (copy attached) outlining the most pressing maintenance items. There was extensive discussion regarding the process by which maintenance was undertaken.

Mr. Maloney stated he would continue to work to increase the lines of communication between airport staff and the administration, and between administrative departments. Mr. Maloney stated that he would work to assist other departments to coordinate maintenance efforts, however, ultimately it is the responsibility of the Department of Public Safety that is responsible for carrying out maintenance duties and not the Department of Planning and Community Development.

Mr. Lipscomb stated he would like to see the items on the list completed prior to the September committee meeting.

Mr. Maloney also stated Mike Swain with the Virginia Department of Aviation examined and adjusted the electronic wind instrumentation. Mr. Maloney reported that Mr. Swain felt the readings from the instrumentation were accurate.

### **Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Committee was scheduled for Monday, September 22, 1997 at 7:00 PM at the New Kent County Airport.

Respectfully Submitted  
David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

**Julian T. Lipscomb**  
Supervisor, District One \* 11030 Church Road \* New Kent, VA 23124  
Store: 932.4100 Home: 932-4400

## MEMORANDUM

To: Airport Commission Members  
Date: August 25, 1997  
Re: Safety Issues and Facility Maintenance

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We need to address and act upon the following safety related issues:

- A. Nylon rope for tie downs.
- B. Chocks, two sets at gas pump, three sets for the ramp and three sets for the maintenance hanger.
- C. We must repair the runway lights immediately.
- D. Windsock replacement, I believe it will cost less to purchase a new one and mount it on the roof of the terminal building than it would cost to move the old one.

All it will take is one accident resulting from lack of attention to any of the above to prove how inexpensive each of these are. I also have a concern that we may be in violation of our insurance agreement.

Following are maintenance/repair items that need to be taken care of:

- A. Plumbing repairs in the bathrooms. ✓
- B. Garbage/trash collection weekly.
- C. Weed eat and kill the weeds growing through the cracks in the tarmac.
- D. In the maintenance hanger most of the lights and several electrical outlets are not working.
- E. The roof leaks in several locations of the terminal building.

The longer we delay on these repairs the worse things will get and the more it will cost us to fix them.

Our airport is a viable and valuable asset to our County and with the opening of Colonial Downs and White Oak we stand to do far more business than we have done in the past, we must be ready for it.

Thank You.



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: September 17, 1997

Subject: **Young Eagles Rally and Airmobile**

Please be advised the EAA fall Young Eagle Rally will be held on Saturday October 25, 1997 from 9:00 AM to approximately 1:00 PM. The Airmobile is also scheduled to be present for the event. Staff is working with the VA Dept. Of Aviation to secure a grant to offset 50 percent of the \$500 fee charged to have the Airmobile present. Several citizens have offered to offset the balance of the cost, and they will be contacted as well.

/DPM



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: September 19, 1997

Subject: **Airport Personnel / FBO Request for Proposal Update**

**PERSONNEL**

A classified add was placed in the September 17, 1997 *Tidewater Review* for two part time airport attendants. It is hoped these positions will be filled by the first weekend in October. Arrangements have been made for all hours to be manned in the interim.

Additionally, a list outlining the duties and responsibilities for airport personnel has been distributed to the permanent airport personnel. The administrative staff also reviewed the duties and responsibilities of the position with airport personnel at the time of distribution.

**FBO SERVICES**

The Board of Supervisors, during its September 8 meeting, authorized staff to issue an RFP for FBO services. The County attorney is currently working on revising and updating the RFP, and it is expected that it will be published in the very near future.

/DPM



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, Airport Advisory Committee

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: September 19, 1997

Subject: **Airport Maintenance Items**

Attached please find copies of two memos distributed to the Department of Public Safety concerning a variety of airport maintenance issues. Staff has either completed, or has begun to address all items on both lists. Specifically, the following actions have occurred:

1. All supplies requested by airport personnel have either been located in the terminal building, or have been delivered.
2. Chris Bain has replaced the tie-down lines, and chocks have been supplied at the gas pumps and a majority of the tie-down spaces.
3. The plumbing repairs and adjustments to the restrooms have been made.
4. Regular trash removal has been arranged.
5. The weeds in the apron area are being treated with Roundup, and airport personnel have begun the task of pulling the weeds from the cracks. The inmates are scheduled to cut the grass during the week of September 22. Staff spoke with Sgt. Davis and requested that in addition to regular grass cutting, the area surrounding the windsock be bush hogged so that the segmented circle is more clearly visible. Staff also requested the inmates trim the weeds growing through any pavement. When asked if the trees surrounding the windsock could be cut down, Sgt. Davis stated there were no saws available for use by the inmates.
6. Electrotech evaluated the runway lighting system on September 1. A copy of their test results is attached. As a follow-up to the evaluation, staff met with representatives from Electrotech and the Virginia Department of Aviation on September 17 to identify the best approach to solve the problems with the light system. Information received thus far

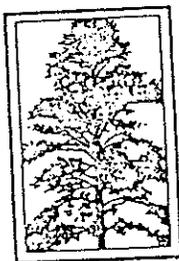
indicates the problems are primarily confined to the isolation transformers, the connections, and heat shrink moisture barriers. Estimates, which will also include the cost of repairing the rotating beacon and replacing the REILs will also be included.

7. Staff has requested Mike Swain from the Virginia Department of Aviation to submit a recommendation for relocating and replacing the windsock. As of the date of this memo, the information has not been received.
8. Maintenance staff is aware of several problems with the hanger roof, and repair work is being scheduled.
9. Staff is attempting to obtain bids for repairs to the maintenance hanger door. Several vendors have been contacted, however, to date only one estimate has been received.

Staff will continue work to resolve the outstanding maintenance items. If the committee is aware of any other maintenance issues, please advise.

/DPM

Attachment



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

*MEMORANDUM*

To: J. Lawrence Gallaher, CPCA, CEM  
Director of Public Safety

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: September 4, 1997

Subject: **Airport Maintenance and Supply Needs**

Please be advised the following maintenance and supply needs have been brought to my attention by Mr. Lipscomb as well as airport personnel:

1. A majority of lights in the maintenance hanger do not operate and need repair.
2. The white rotating beacon light is not operating. This items needs repair and a NOTAM should be issued.
3. The roof for hanger 15 has not been repaired, the roof for hanger 6 is beginning to peel, and two support beams in the roof for hanger 21 are broken. Apparently the breaks require welding. The tenant in Hanger 21 will need to be notified when repairs commence so he can remove his aircraft.
4. The plumbing in the terminal building bathrooms is leaking and in need of repairs.
5. The roof in several areas of the terminal building is leaking.
6. Weekly trash removal must be arranged. It was my understanding Mr. Harrington undertook this responsibility himself. No alternative arrangements have been made since his departure.
7. Weeds growing in the cracks on the Tarmac need to be trimmed and treated with weed killer. Airport staff can undertake the spraying activity, but they must be taught how to properly mix the weed killer and use the spray equipment. Please arrange for the prisoners to trim the weeds. This can be coordinated through the Sheriff's Office.

8. The vacuum at the airport is not working.

In addition to the above listed items, I have worked with Bradley Briggs to investigate the necessary repairs to the runway lighting system. The initial investigative work was undertaken by Electrotech Contracting, Inc. on Monday, September 1. Attached is a sketch of the cable meggar test results. It is my understanding a reading in the range of 400 + megohms is required to sufficiently power the runway lights. The readings at either end of the north runway line, and a majority of the readings on the south runway line indicate insufficient megohms in portions of the circuit. Necessary repairs and replacement of the wiring could be expensive. It is my view several cost estimates for the necessary repairs should be obtained. This information should then be brought to the attention of the County Administrator to receive further direction on how to proceed with this matter. As you are aware, any significant maintenance issues would require an appropriation from the Board, as the maintenance funds budgeted for this year only include the cost of replacing the fuel tank.

I have also requested the Virginia Department of Aviation to forward their recommendations and specifications for relocating the windsock. I expect to receive this information very soon and a copy will be forwarded to you. The airport advisory committee did, however, request staff to investigate the possibility of mounting the windsock equipment on the roof of the terminal building. Please advise as to the feasibility of this approach. Again, due to the potential cost of relocating the equipment and running the necessary wiring, estimates for the work should be obtained. Again, the County Administrator may need to be consulted prior to taking any action.

Please keep me informed of the progress of these maintenance items. The airport advisory committee, including the Board's representative to the committee, requested staff to have all these issues addressed by the September meeting. Please advise if I can assist you in any way. Your prompt response and cooperation is greatly appreciated.

/DPM  
Attachments

cc: R. J. Emerson, Jr., AICP  
County Administrator

ELECTROTECH CONTRACTING, INC.  
6412 Gaines Mill Road  
Mechanicsville, Virginia 23111  
Telephone: (804) 559-2858 Fax: (804) 559-2867

# Fax Cover Sheet

TO: Bradley Briggs  
New Kent County, Va.

FROM: Ed Cutright

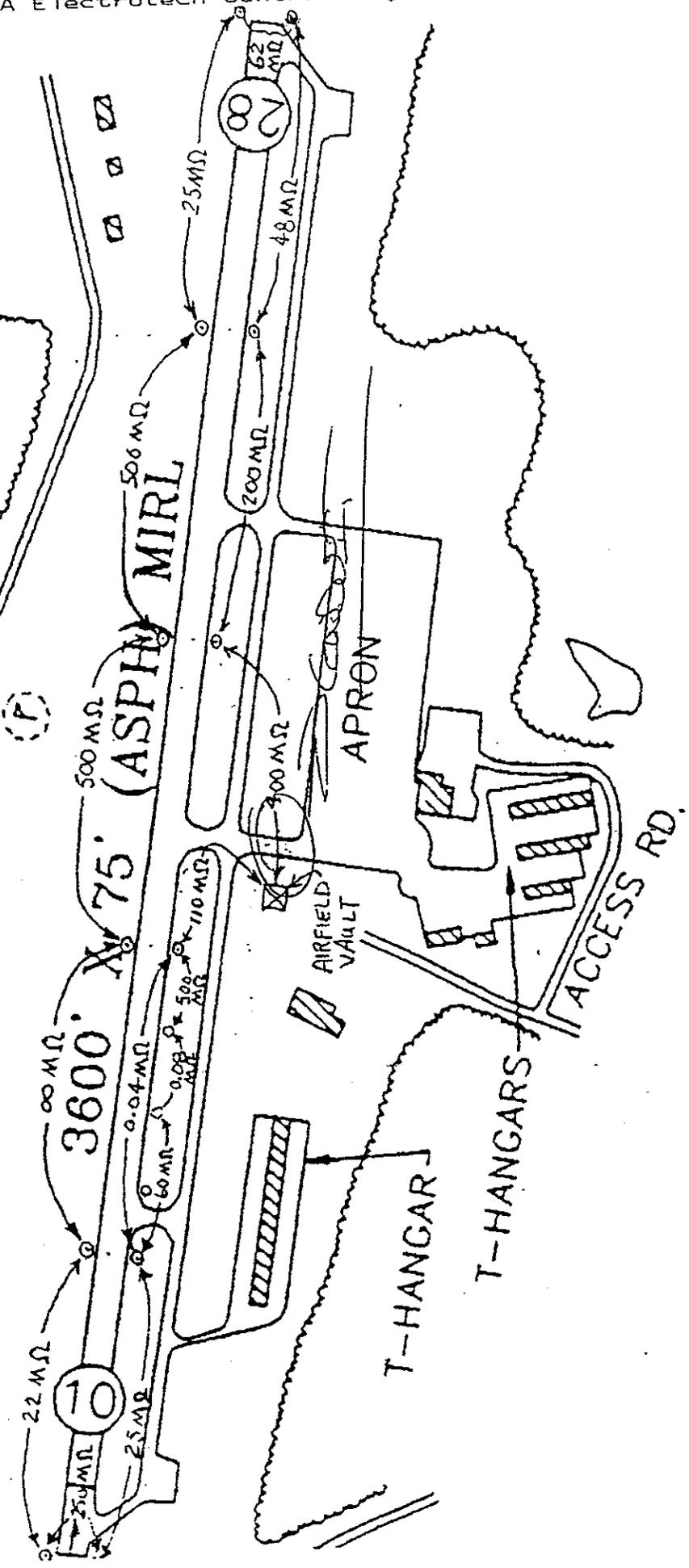
PAGES: 2 (including cover)

RE: FYI-Sketch Showing Cable Meggor  
test results on 09-01-97  
at the New Kent County Airport.  
Please advise us if you would like  
us to FAX a copy of this sketch to  
the VDOA or coordinate any repairs  
you deem appropriate

DATE: 09-01-97

ELECTROTECH CONTRACTING, INC.  
6412 GAINES MILL RD  
MECHANICSVILLE VA. 23111

Pre Meggar Test of Loop @ Vault - 0.04 MΩ  
Post Meggar Test of Loop @ Vault - 0.7 MΩ  
after temporary repair of cable  
reading 0.08 MΩ



NEW KENT COUNTY AIRPORT  
CABLE MEGGAR TEST

ON  
SEPTEMBER 01 1997

## Julian T. Lipscomb

Supervisor, District One \* 11030 Church Road \* New Kent, VA 23124  
Store: 932.4100 Home: 932-4400

### MEMORANDUM

To: Airport Commission Members  
Date: August 25, 1997  
Re: Safety Issues and Facility Maintenance

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We need to address and act upon the following safety related issues:

- A. Nylon rope for tie downs.
- B. Chocks, two sets at gas pump, three sets for the ramp and three sets for the maintenance hanger.
- C. We must repair the runway lights immediately.
- D. Windsock replacement, I believe it will cost less to purchase a new one and mount it on the roof of the terminal building than it would cost to move the old one.

All it will take is one accident resulting from lack of attention to any of the above to prove how inexpensive each of these are. I also have a concern that we may be in violation of our insurance agreement.

Following are maintenance/repair items that need to be taken care of:

- A. Plumbing repairs in the bathrooms. ✓
- B. Garbage/trash collection weekly.
- C. Weed eat and kill the weeds growing through the cracks in the tarmac.
- D. In the maintenance hanger most of the lights and several electrical outlets are not working.
- E. The roof leaks in several locations of the terminal building.

The longer we delay on these repairs the worse things will get and the more it will cost us to fix them.

Our airport is a viable and valuable asset to our County and with the opening of Colonial Downs and White Oak we stand to do far more business than we have done in the past, we must be ready for it.

Thank You.

**MEMORANDUM**

To: J. Lawrence Gallaher, CPCA, CEM  
Director of Public Safety

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: September 17, 1997

Subject: **Airport Supply Needs**

I have been informed the following supplies are needed at the airport:

1. 4 and 8 foot florescent lights (2 prong). I am uncertain where these lights are needed. Your staff may want to investigate this further before the lights are delivered.
2. Cleaner for bathroom floors.
3. Toilet paper.
4. Vacuum cleaner bags.

Please have these supplies delivered to the airport. Your prompt attention to this matter is greatly appreciated.

/DPM

**NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA**

October 27, 1997

7:00 PM

**NEW KENT COUNTY AIRPORT**

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. September 22, 1997
4. STAFF REPORT
6. CITIZEN COMMENT
7. MEETING SCHEDULE
8. ADJOURNMENT

**Meeting Summary**  
**New Kent County Airport Advisory Commission**  
**September 22, 1997**

**Call to Order**

The September 22, 1997 meeting of the New Kent County Airport Advisory Commission was called to order at 7:00 PM. Members present included:

Mr. Cook  
Mr. Goss  
Mr. Schutz  
Mr. Lipscomb

Staff present included:  
David P. Maloney, Director of Planning/Assistant County Administrator

**Approval of Minutes**

The minutes of the August meeting were approved.

**Unfinished Business**

Mr. Maloney presented information regarding the proposed October 25, 1997 Young Eagles Rally and Airmobile program. Mr. Maloney reminded the commission members that private donations had been offered but not yet received to offset the cost of the Airmobile. Mr. Maloney also stated insufficient notice had been received to request a 50 percent match from the Virginia Aviation Board to offset the Airmobile cost. As such, the County will pay \$250 with the balance coming from private donations.

Mr. Maloney also briefed the commission on the status of the outstanding maintenance issues. Mr. Maloney stated a majority of the work had been completed or was scheduled. Staff would continue to work to resolve the problems with the runway lights.

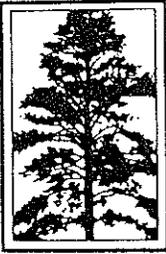
**Citizen Comment**

Ms. Wilson asked if there was anything the County could do about Woodhaven Shores residents parking on the Airport road. Staff stated they would look into the issues.

**Meeting Schedule**

The next meeting of the New Kent County Airport Advisory Commission was scheduled for Monday, October 27, 1997 at 7:00 PM at the New Kent County Airport.

Respectfully Submitted  
David P. Maloney, AICP  
Director of Planning/Assistant County Administrator



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, Airport Advisory Commission

From: David P. Maloney, AICP   
Director of Planning/Assistant County Administrator

Date: October 21, 1997

Subject: **October Staff Report**

Staff is pleased to report the following progress has been made since the September meeting:

1. Two part-time airport attendants have been hired. The first attendant, Ms. Darlene Adams, works Monday through Friday from 10:00 AM to 2:30 PM. The Second attendant, Mr. Michael Patten, works Friday through Monday from 2:30 PM to 7:00 PM. Mr. Patten is a certified flight instructor and brings extensive general aviation experience to the airport. Long time attendant Monica Horn works the balance of the Airport Hours. Staff would like to thank Ms. Horn for her cooperation in working extensive hours while additional airport staff were being selected and hired.
2. Beginning Sunday, October 26, the airport will shift to winter hours. The airport will operate 8:00 AM to 5:00 PM daily.
3. The RFP for FBO services has been issued. The deadline to receive proposals is October 31, 1997.
4. The bid notice for repairs to the runway lights was published in the October 19, 1997 *Richmond Times-Dispatch*. All bids must be received by 3:00 PM October 31, 1997.
5. The maintenance items and terminal supply needs reported during the September meeting have been forwarded to the Department of Public Safety.
6. The County's Capital Improvement grant application for fuel tank removal and fuel farm replacement has been submitted to the Department of Aviation. Unfortunately, the draft ALP has still not been approved by the FAA. In accordance with Department of Aviation policies, our grant is not eligible to receive a preliminary allocation from the Commonwealth Aviation Board until final FAA approval has been given.

Staff will be present during the October 29 Aviation Board meeting to request an allocation contingent upon final approval of the County's ALP. Staff will continue to keep the Committee apprised of any developments regarding this matter.

/DPM  
Attachment



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

*MEMORANDUM*

To: J. Lawrence Gallaher, CPCA, CEM  
Director of Public Safety

From: David P. Maloney, AICP   
Director of Planning/Assistant County Administrator

Date: October 15, 1997

Subject: **Airport Supply Needs**

Please be advised the airport is in need of the following supplies:

1. Sponge mop
2. First aid kit
3. Toilet bowl cleaner (drop-in type)
4. Hand soap dispenser refills
5. Please check to see if adequate fire extinguishers are present for the terminal building, maintenance hanger, and fuel pump area. If additional extinguishers are needed, please coordinate their purchase with me.

Your cooperation in assuring the supplies and equipment are delivered in a timely manner is greatly appreciated. Should you or your staff have any questions, please advise.

/DPM

NEW KENT COUNTY  
AIRPORT ADVISORY COMMISSION AGENDA

December 22, 1997

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
  - A. October 27, 1997
4. AIRPORT BUDGET REPORT
5. STAFF REPORT
  - A. Project Status Report
6. CITIZEN COMMENT
7. MEETING SCHEDULE
8. ADJOURNMENT

**Meeting Summary  
New Kent County Airport Advisory Commission  
October 27, 1997**

**Call to Order**

The October 27, 1997 meeting of the New Kent County Airport Advisory Commission was called to order at 7:00 PM. Members present included:

Mr. Cook  
Mr. Goss  
Mr. Schutz  
Mr. Lipscomb  
Mr. Felts

Staff present included:

David P. Maloney  
Director of Planning/Assistant County Administrator

Michael Patten  
Airport Attendant

**Approval of Minutes**

The minutes of the September meeting were approved.

**Staff Report**

Mr. Maloney presented the staff report. He stated two part time airport attendants had been hired. Mr. Michael Patten introduced himself to the commission. Mr. Maloney also thanked Monica Horn for her cooperation with working very extensive hours while the two positions were being recruited and filled. Mr. Maloney also stated the following:

- airport hours had been changed to winter hours beginning Sunday October 26.
- The RFP for FBO services had been issued, and the bid notice for the runway lights had been published. Both the proposals and bids are due October 31.
- Maintenance and supply needs reported during the September meeting had been sent to the Department of Public Safety.
- The Capital Improvement Grant request had been resubmitted to the Department of Aviation. The FAA had not yet approved the ALP. As such, funds may yet again be delayed. Still will be present during the October 29 Aviation Board meeting to request for a tentative allocation.

In regard to other business, Mr. Maloney stated the County Administrator had received a memorandum from the Director of Public Safety stating deterioration to the rear room is in an advanced state of structural failure. As such, repairs will need to be made soon. Also, estimates for repairs to the hanger door had been received, and the work to repair the door would commence very soon.



COUNTY  
OF  
NEW  
KENT

Department of Planning and  
Community Development

**MEMORANDUM**

To: Members, New Kent County Airport Advisory Commission

From: David P. Maloney, AICP  
Director of Planning/Assistant County Administrator

Date: December 19, 1997

Subject: **Airport Project Status Report**

1. New Kent County Board of Supervisors authorized staff to re-advertise for FBO services. The County did not believe that the two proposals that were received adequately reflected the amount of public interest in the FBO opportunity.
2. A contract has been issued to repair the cable and hardware for the maintenance hanger door. Repairs will commence as soon as the contractor receives the necessary parts and equipment.
3. The Board of Supervisors has awarded the bid for runway lights to Hanover Electric. The contract is in the process of being finalized and is expected to be executed shortly.
4. The Virginia Aviation Board has awarded New Kent County a tentative allocation for replacement of the fueling facility. Written notification is expected within the next two weeks, after which the County can begin the design and bidding process.

Staff will continue to keep the committee apprised on the status of these projects.

/DPM