

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION AGENDA

Monday February 22, 1999

7:00 PM

OLD COURT HOUSE BUILDING
COURTROOM

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. January 25, 1999 (previously mailed)
4. ELECTION OF OFFICERS
5. STAFF REPORT
 - A. Hangar lease information
6. UNFINISHED BUSINESS
 - A. Review draft business plan
 - B. Develop plan strategies
7. CITIZEN COMMENT
8. MEETING SCHEDULE
9. ADJOURNMENT

**Draft Meeting Summary
New Kent County Airport Advisory Commission
January 25, 1999**

Call to Order

The January 25, 1999 meeting of the New Kent County Airport Advisory Commission was called to order at 7:00 PM. Members present included:

Mr. Schutz
Mr. Goss
Ms. Snyder
Mr. Pratt
Mr. Lipscomb

Staff present included:

David P. Maloney
Director of Planning/Assistant County Administrator

Approval of Minutes

On a motion from Mr. Goss, seconded by Mr. Pratt, the November 30, 1998 minutes were approved as presented.

Staff Reports

Mr. Maloney provided the commission with an update on the status of the fuel tank upgrade project. He stated work was complete to the system, and the system was functioning normally. On a motion from Ms. Snyder, seconded by Mr. Goss, the Commission formally thanked Board and staff for their diligence in pursuing the tank upgrade project to completion and within the statutory deadline.

Questions were asked about the soil stockpile. Mr. Maloney stated the contractor would remove the stockpile when the lab results were obtained, and there has been a delay in obtaining the lab reports.

Mr. Maloney also stated he researched the deed restriction regarding the industrial property adjacent to the airport. The restrictions simply state if the land is undeveloped, the Board of Supervisors may, at its discretion, seek to repurchase the property for the original sales amount. To date, the Board has not exercised this right, and to do so would remove property from the County's tax rolls.

Mr. Maloney then presented copies of letters signed by Board of Supervisors Chairman Fred Bahr to Senator Robb and Representative Scott. Both letters requested the congressional representatives to table further action in regard to the May 5, 1998 letters until further notice.

Mr. Goss asked if copies were to be sent to the Virginia Department of Aviation. Mr. Bahr stated such copies would be sent to the state.

Mr. Schutz asked if the letter would serve to allow the Virginia Department of Aviation to release grant funds to the airport. Mr. Maloney stated he assumed it would, but the decision would be the Department's.

Questions were asked if the decision to table action was unanimous, and Mr. Bahr responded it was. Mr. Bahr also stated the letters were written to allow the County to request future assistance in the matter of grant repayment if current efforts to run the airport in a financially positive manner were to ultimately fail.

Mr. Goss also asked if the Board was willing to accept additional financial assistance from the Department of Aviation. Mr. Bahr stated the Board would like to take advantage of opportunities to make the airport viable.

There was some discussion of capital improvement priorities. Mr. Maloney reiterated that all capital projects must be shown on the approved airport layout plan. He also stated the state and FAA were finalizing the plan, and we should have the final plan soon.

Unfinished Business

Mr. Maloney stated the Virginia Department of Aviation staff have offered to support a grant application under the Airport Promotion Grant Program. The grant would be for the purpose of hiring a consultant to complete the business plan, and the Department of Aviation would provide 50 percent funding up to \$7,500. Mr. Maloney stated he had submitted a grant application, which would be considered by the Aviation Board during its February 17, 1999 meeting.

Mr. Pratt asked if the Airport Advisory Commission would be involved in the consultant selection process. Mr. Maloney stated consultant selection would be a staff function, and the process would follow state and local procurement laws and procedures.

Mr. Lipscomb and questioned if the County needed to spend \$7,500 and asked if a consultant was necessary. Mr. Maloney stated that professional services were justified. Mr. Lipscomb and others also questioned the need for consultant services.

There were other questions pertaining to the commission's role. Mr. Maloney stated it was premature to speculate; however, if the commission had a role in the process, it would be to review and comment on the draft business plan as it was being developed. He stated the commission is an advisory body only, and it would continue to function in that manner.

Ms. Snyder asked if the commission should proceed with work on the plan. Mr. Maloney stated work could proceed on the elements currently being finalized, specifically the goals and objectives.

There was continued discussion on the need for consultant services to develop a business plan, and the commission and consultant's role in developing the plan.

The commission then reviewed the draft work on the plan previously completed, and began review of the draft vision statement and goals.

During the discussions, the commission changed the following:

The commission changed the word "entrepreneurial" in discussion point number three to "commercial".

The commission removed the word "sport" from discussion point seven.

The statement "and the general aviation community at large" was inserted after the word "business" in the draft vision statement.

During the discussion of goal one, commission members stated that if the airport broke even, he airport would be increasing the County's tax and revenue base. Mr. Maloney stated that the goal should be to provide positive revenue because there is an opportunity cost involved in airport investment. Funds being used to operate the airport could be used elsewhere with perhaps greater benefit to the community at large. Mr. Maloney continued that if the airport is to be successful, there must be a greater benefit to the County as a result of airport operations than can be provided elsewhere.

Mr. Schutz stated he agreed that the airport needed to be self-sufficient. He stated he would stand by his previous comments that if the airport can not be financially successful in five years, then he felt there would be no point in continuing airport operations. After continued discussion, the commission changed the word "entrepreneurial" in goal four to "business", and "sport" was eliminated from goal 8.

A work session was scheduled for 6:45 PM February 9, 1999 to discuss the objectives.

Citizen Comment

Public comment was taken from Stran Trout regarding the Web site he created for the County.

A resident from Five Lakes (could not identify name) stated the airport needed an FBO to become successful.

Mr. Green stated he was concerned about hangar maintenance, and stated work had not been undertaken by the County. Mr. Green also stated the County needed a short-term plan and goals as well as a long-term plan. He stated a consultant would slow down the long-term plan development process. Mr. Green also expressed concern regarding the recent departure of several aircraft from the airport. Lastly, Mr. Green stated the meetings should be moved back to the airport.

Mr. Schutz asked the commission members about moving the meetings to the airport. The commission agreed by a vote that the airport was a more appropriate meeting place.

Mr. Lipscomb expressed concern. He stated the Old Courthouse provided much better accommodations for the commission and public, and was more conducive to run a productive meeting.

Meeting Schedule

The next meeting was scheduled for February 22, 1999 at 7:00 PM.

Mr. Pratt requested information on hangar rentals. Mr. Maloney expressed concern that the requested information would be used in an inappropriate manner.

Questions were raised about County efforts to enforce the terms of the hangar lease agreement. Mr. Maloney stated the County would continue to enforce the lease to ensure space was made for operational aircraft.

Mr. Goss also questioned the need to expend funds on a business plan and asked if funds could be better utilized on maintenance needs. Mr. Maloney asked the commission if they felt they had the expertise to develop an effective marketing and financial plan.

Mr. Maloney stated if there were additional maintenance they would be addressed, but the County did not have unlimited funds to spend on airport maintenance.

Adjournment

The meeting adjourned at 9:00 PM.

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 Commission

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

Date: February 11, 1999

Subject: **Hangar Lease Information**

Per the commission's request, the following is a summary of airport hangar leases:

Number of Hangars:

Enclosed T-hangars:	22
Open T-hangars:	14
Maintenance Hangar Space:	4
Total Hangars:	40

(two of the 14 open hangars have been enclosed by current tenants, however open hangar rates are charged.)

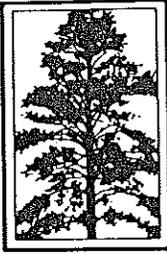
Leased Space:

Leased Closed Hangars:	22
Leased Open Hangars:	7
Leased Maintenance hangar:	4
Leased Tie-down Space:	1
Total Leased Space:	34

Waiting List: 10

(Five on list are for upgrade to corner hangar, 2 on list for upgrade to enclosed hangar, 4 on list currently not tenants and waiting for enclosed hangar)

/DPM



COUNTY
OF
NEW
KENT

Department of Planning and
Community Development

MEMORANDUM

To: New Kent County Airport Advisory Commission

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

Date: February 11, 1999

Subject: **Draft Goals, Objectives and Strategies**

Attached, please find a copy of the draft Airport Business Plan completed to date. The plan thus far includes the scope of work, background analysis, and vision statement, goals, and objectives. The vision statement and goals have been modified to reflect the changes made during the January regular meeting and February 9 work session. The draft objectives were developed during the February work session.

Work to develop plan strategies will continue during the regular February meeting. Strategies are specific statements outlining a course of action to implement the goals and objectives.

/DPM

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

**WORK SCOPE
NEW KENT COUNTY AIRPORT
BUSINESS PLAN**

- I. Facility Analysis
 - A. General County Background
 - B. General Airport Background
- II. Vision Statement, Goals, Objectives and Strategies
- III. Marketing Plan
 - A. Identify potential users
 - B. Identify promotional opportunities
 - C. Develop strategy to connect users with promotional information
- IV. Management Plan
 - A. Identify preferred management structure
 - B. Identify areas of responsibility
- V. Financial Plan
 - A. Revenues Sources
 - 1. hangar rents
 - 2. fuel sales
 - 3. federal grants
 - 4. state grants
 - 5. local funds
 - 6. other revenue sources
 - B. Expenditures
 - 1. salary/fringe
 - 2. professional services
 - 3. repairs and maintenance
 - 4. advertising
 - 5. utilities
 - 6. telecommunications
 - 7. insurance
 - 8. travel and education
 - 9. fuel and oil purchases
 - 10. miscellaneous
 - 11. debt service
 - C. Capital Improvements
 - 1. hangar improvements
 - 2. access road
 - 3. parking
 - 4. runway overlay
 - 5. apron rehab.
 - 6. taxiway overlay

PART I FACILITY ANALYSIS

BACKGROUND

The airport is located in the east-central portion of the County, approximately three miles southeast of the Quinton community. Access is provided via State Route 686, Terminal Road, which is a two-lane State Secondary Road. Adjacent land uses include agricultural and forested areas, single family residential homes, and a residential subdivision immediately adjacent to and south of airport property.

The New Kent County Airport is owned and operated by the County of New Kent, and was originally constructed in 1955. The County purchased the airport in 1979 from a private owner. The runway has experienced three extensions, and one realignment. The end result is the runway has expanded from a 1,200 foot grass strip to 3,600 foot paved runway. In addition to the runway, the airport facilities also include the following:

- Terminal building
- Parallel taxiway
- Medium intensity runway lighting (MIRLs)
- Runway end identification lights (REILs)
- Precision approach path indicator lights (PAPIs)
- Rotating beacon
- Tie-down apron
- T-hangar facilities
- Maintenance hangar
- 10,000 gallon underground fuel storage tank (100 low lead only)

The airport is classified as a B-I airport under the FAA Airport Reference Code. In accordance with this classification, the airport can accommodate aircraft with approach speeds between 91 and 120 knots, and a wingspan less than 48 feet. Typical aircraft within this classification include Beechcraft Baron, Beechcraft King Air B100, Mitsubishi MU-2, and Piper Navajo.

A variety of plans and studies have been performed for the airport beginning with the National Plan of Integrated Airport Systems (NPIAS) conducted by the FAA. This report covers the period 1993-1997. The Virginia Air Transportation System Plan (VATSP) was published in 1990, and classifies New Kent County Airport as a general aviation community airport. New Kent County conducted an airport feasibility study utilizing the consulting firm of Buchart-Horn in 1995, and Delta Airport Consultants developed a Draft Airport Layout Plan (ALP) in 1997.

HANGAR AND BASED AIRCRAFT INFORMATION

Hangar and Tie-down Spaces

T-Hangar units:	36
Tie-downs:	44
Maintenance hangar:	65'x82'
Based aircraft:	35

Hangar Rentals Fees

Enclosed hangar:	\$95 / mo.
Open hangar:	\$85 / mo.
Tie-down:	\$35 / MO.

RECENT IMPROVEMENTS

Underground Storage Tanks

Work has been finalized to remove three existing underground fuel storage tanks (USTs), and upgrade the active 10,000 gallon fuel storage tank for EPA compliance. The scope of work includes the following:

1. Removal of three inactive underground storage tanks.
2. Inspect, repair, line, and test existing 10,000 gallon UST and install electronic inventory control system.
3. Upgrade existing piping to meet the requirements of 9 VAC25-580.
4. Testing, and if necessary removal and disposal of contaminated soils.

Airport Beacon

1. The medium intensity airport beacon was replaced May 1998.

Runway Lights

1. Runway light transformers were replaced.
2. A rebuilt regulator was installed.

OUTSTANDING MAINTENANCE NEEDS

Terminal Building

1. The rear apartment and engine room have been condemned, and the structure requires demolition. County is in process of developing bid specifications.

Runway Obstructions

1. Runway 10 20:1 approach surface is obstructed by trees penetrating the approach surface by 3', and there are several bushes 2'-5' above the runway end elevation.
2. Runway 28 20:1 approach surface is obstructed by a tree penetrating the approach surface by 4', and bushes are located 2-8 feet above the runway end elevation which need to be removed.

Runway Lights

1. The REILS are not currently functioning properly. The existing system has historically been unreliable. The Virginia Department of Aviation recommends that New Kent County request forgiveness of state and federal grant obligations, and permanently remove REILs from service.
2. Re-aim PAPIs

Windsock and Segmented Circle and Beacon

1. The permanent windsock and segmented circle are in a poor location and are partially obstructed by trees and brush. They should be relocated to the area currently occupied by the temporary windsock.
2. Trees around the airport beacon should be cleared to increase visibility.

Runway, Taxiway, Apron Pavement

The runway, taxiways, and apron areas have cracks that require sealing. The cracks need to be cleaned and repaired.

It should be noted the 1997 pavement Management Study prepared by Applied Technology, Inc. rates pavements in good to very good condition.

PROGRAMMED FUNDING

New Kent County has received maintenance grant allocations from the Virginia Department of Transportation for the following:

1. Obstruction removal - \$4,500.00
2. Inspect and Aim PAPIs - \$1,600

PART II
VISION STATEMENT
GOALS, OBJECTIVES AND STRATEGIES

The development of the business plan, and implementation of the plan will be guided by the following Vision Statement, Goals, Objectives and Strategies.

VISION STATEMENT

The New Kent County Airport will operate as a financially self-supporting, general aviation community airport, and provide a broad range of opportunities, services and functions to New Kent County residents, businesses, and the general aviation community at-large while expanding the County's tax base.

GOALS, OBJECTIVES AND STRATEGIES

Goal 1

New Kent County Airport will increase County revenues and become a financially self-supporting facility.

Objectives:

1. Efforts will be taken to increase the number of based aircraft.
2. Efforts will be taken to increase transient aircraft operations.
3. A full range of services will be made available at the airport.

Goal 2

New Kent County Airport will broaden transportation options and opportunities for County residents and businesses.

Objectives:

1. Air-taxi/Charter and corporate aviation services will be made available at the airport.
2. Flight instruction/aircraft rental services will be made available at the airport.
3. Ground transportation services will be provided at the airport.

Goal 3

New Kent County Airport will serve as a tourism based destination airport in support of the local tourism industry.

1. Ground transportation services will be made available to golf course and racetrack patrons.
2. The airport will be marketed to local and regional businesses, area Chambers of Commerce, and other civic and business groups and organizations.

Goal 4

New Kent County Airport will become a catalyst for aviation related business activities, and diversify local employment opportunities.

Objectives:

1. New Kent County Airport will provide private business opportunities for flight instruction/aircraft charter, mechanical services, air-taxi/charter operations, aircraft sales, crop-dusting services, aerial photography services, banner towing, and restaurants/merchandising.

Goal 5

New Kent County Airport will serve as a support facility for emergency services.

Objectives:

1. The airport will provide a staging area for law enforcement operations.
2. The airport will provide a base of operations for fire spotting, utility inspection, and medical evacuation services.

Goal 6

New Kent County Airport will provide opportunities for a variety of recreation and education programs.

Objectives:

1. The EAA will conduct Young Eagles events at the airport
2. Airport open houses will be held to educate the public about the benefits of general aviation to the community.
3. Fly-ins will be sponsored at the airport to encourage increased use and operations by non-based aircraft.
4. The landside portion of airport property will be used for active recreational purposes such as a community playground and public observation area.
5. The terminal building will provide office space for a County Recreation Department and be used as a recreation facility such as a senior center.

Goal 7

New Kent County Airport will provide a base of operations for business aircraft.

Objectives:

1. A full range of aviation support services will be made available at the airport.
2. The fueling hours will be extended.
3. Fueling services and facilities will be expanded.
4. Jet fuel will be provided as the need arises.

Goal 8

New Kent County Airport will provide a base of operations for recreational use and general aviation aircraft.

Objectives:

1. T-hangars and apron space will be available for rent and properly maintained.
2. A full range of aviation support services will be made available at the airport.
3. Fuel will continue to be made available at the airport.

MEMORANDUM

From the Office of the County Administrator

TO: The Honorable Board of Supervisors

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

DATE: 3/12/99

SUBJECT: **Airport Advisory Commission Request**

Lady and Gentlemen:

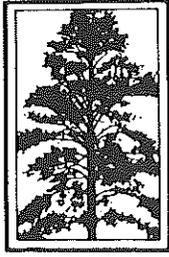
Attached please find a request forwarded to my office from the Director of Planning concerning a request from the Airport Advisory Commission to the Board. The commission has requested the Board issue a press release concerning the Board's recent actions in regard to New Kent County Airport.

Please review their request and provide direction as to how you would like to proceed on this request.

I look forward to hearing from you.

Attachment

cc: Members of the New Kent County Airport Advisory Commission
David P. Maloney, Director of Planning



COUNTY
OF
NEW
KENT

Department of Planning and
Community Development

MEMORANDUM

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

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

Date: March 10, 1999

Subject: **Request for Airport Press Release**

Please be advise the New Kent County Airport Advisory Commission, during its March 1, 1999 meeting, requested the County issue a press release concerning recent Board of Supervisors actions in regard to the operation of New Kent Airport. Specifically, the commission requested the release contain information on the County's request to Senator Robb and Congressman Scott to table the airport closure issue, and the County's plans to hire a full time airport manager and advertise for mechanical services, and hire a consultant to develop a business plan. The purpose of the release is to announce to the public that the County is committed to actively managing the airport for the foreseeable future.

The commission also recommended the press release be sent to AOPA and Southern aviator in addition to other local and regional news publications. Should you have any questions, please advise.

/DPM

cc: Members, New Kent County Airport Advisory Commission

R. J. Emerson

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION AGENDA

Monday March 22, 1999

7:00 PM

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. February 22, 1999 (previously mailed)
4. STAFF REPORTS
 - A. Status of VDOA airport business plan airport grant
5. UNFINISHED BUSINESS
 - A. Review draft business plan
6. CITIZEN COMMENT
7. MEETING SCHEDULE
8. ADJOURNMENT

Draft Meeting Summary
New Kent County Airport Advisory Commission
February 22, 1999

Call to Order

The February 22, 1999 meeting of the New Kent County Airport Advisory Commission was called to order at 7:00 PM. Members present included:

Mr. Schutz
Mr. Pratt
Mr. Lipscomb

Staff present included:

David P. Maloney
Director of Planning/Assistant County Administrator

There being no quorum present, the regular meeting was rescheduled for March 1, 1999.

The rescheduled February meeting was called to order at 7:00 PM on March 1, 1999. Members present included:

Mr. Schutz
Mr. Pratt
Mr. Lipscomb
Ms. Snyder
Mr. Felts

Staff present included:

David P. Maloney
Director of Planning/Assistant County Administrator

Approval of Minutes

Mr. Schutz requested the minutes be amended to state "He [Mr. Schutz] stated he would stand by his previous comments that if the airport can not be financially successful in five years, then he felt there would be no point in continuing airport operations if the County followed the business plan that was developed and ratified by the airport commission."

The minutes were approved as amended.

Election of Officers

Elections were postponed until Mr. Goss could be present.

Staff Reports

Mr. Maloney provided the commission with a summary of hangar rentals, and the waiting list for hangar space. Mr. Maloney also provided the commission on preliminary information concerning

hangar closure costs. He stated the project would total approximately \$150,000. Mr. Schutz asked how the preliminary construction estimates compared with the cost of new hangars. Mr. Maloney stated he would have to research the information previously collected. Questions were asked about the availability of grants, and Mr. Maloney stated no grants would be available for hangar improvements, however, some of the site improvement costs may be eligible for grant reimbursement.

Mr. Maloney stated all the costs for hangar improvements would be included in the five-year plan.

Unfinished Business

Mr. Maloney then presented the draft work conducted on the business plan to date. The vision statement, goals and objectives were reviewed for approval by the commission. The commission did approve the draft work completed to date. Several questions concerning the goals and objectives were asked, and a minor revision to the wording of the vision statement was made.

Mr. Pratt also had several questions concerning the lighting system as it pertained to the possible future use of the airport by an air-taxi operator. It was concluded that specific actions to address such issues would be included in the strategies.

Mr. Pratt asked when the County would advertise for a consultant to conduct the business plan. Mr. Maloney stated he had submitted a grant application to the department to obtain a grant contract. Mr. Maloney stated the County could not proceed until a contract was executed with the state.

Ms. Snyder asked if work on the plan should continue until a consultant is hired. Mr. Maloney stated the work completed to date would assist the consultant in the completion of the plan, and would probably help expedite the completion of the plan.

There was some discussion as to how the strategies should be organized. The commission then discussed at length the draft strategies.

During the discussions, Supervisor Bahr suggested the County issue a press release indicating the County was actively pursuing the management of the airport. The commission formalized the request for a press release. It was requested the press release be sent to AOPA and Southern Aviator in addition to the local papers.

The Commission decided to organize the strategies in a single section following the goals and objectives to avoid duplication of strategies.

Citizen Comment

Questions were asked regarding the demolition of the apartment and engine area. Mr. Maloney stated bids were solicited, however, it was determined that all bids were to be rejected. Mr. Maloney explained the bid process, and explained a mandatory site visit was scheduled prior to the bid submission deadline.

Additional questions were raised regarding the possible repair of the areas in question. Mr. Maloney stated several contractors present during the site visit opined that the structure did not appear to be worth repairing.

Mr. Maloney further stated the County is examining options to demolish the rear structure in phases. A priority would be to completely de-energize the rear area by isolating the circuits between the front and rear areas.

Mr. Felts expressed concern that an FBO for mechanical services would need some secure area to store parts and equipment. He also stated he would like the County to continue investigating and pursuing a solution to the problem. Mr. Maloney responded by stating the County had scheduled meetings with the engineers to evaluate alternative solutions.

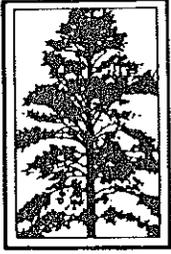
Meeting Schedule

The next meeting was scheduled for Monday March 22, 1999 at 7:00 PM at the New Kent County Airport.

Adjournment

The meeting adjourned at 8:50 PM.

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



COUNTY
OF
NEW
KENT

Department of Planning and
Community Development

MEMORANDUM

To: New Kent County Airport Advisory Commission

From: Lee J. Tyson, AICP
Director of Planning

Date: March 17, 1999

Subject: **Business Plan Grant**

Please be advised the County has received a grant contract for the above referenced project from the Virginia Department of Aviation. Once executed, the County will advertise for professional services.



COUNTY
OF
NEW
KENT

Department of Planning and
Community Development

MEMORANDUM

To: New Kent County Airport Advisory Commission

From: Lee J. Tyson, AICP
Director of Planning

Date: March 17, 1999

Subject: **Business Plan**

Attached, please find the draft plan completed to date. The strategies discussed during the February meeting have been incorporated into the document. Staff will be available to discuss the document during the March meeting.

**WORK SCOPE
NEW KENT COUNTY AIRPORT
BUSINESS PLAN**

- I. Facility Analysis
 - A. General County Background
 - B. General Airport Background
- II. Vision Statement, Goals, Objectives and Strategies
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RECENT IMPROVEMENTS

Underground Storage Tanks

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1. Removal of three inactive underground storage tanks.
2. Inspect, repair, line, and test existing 10,000 gallon UST and install electronic inventory control system.
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4. Testing, and if necessary removal and disposal of contaminated soils.

Airport Beacon

1. The medium intensity airport beacon was replaced May 1998.

Runway Lights

1. Runway light transformers were replaced.
2. A rebuilt regulator was installed.

OUTSTANDING MAINTENANCE NEEDS

Terminal Building

1. The rear apartment and engine room have been condemned, and the structure requires demolition. County is in process of developing bid specifications.

Runway Obstructions

1. Runway 10 20:1 approach surface is obstructed by trees penetrating the approach surface by 3', and there are several bushes 2'-5' above the runway end elevation.
2. Runway 28 20:1 approach surface is obstructed by a tree penetrating the approach surface by 4', and bushes are located 2-8 feet above the runway end elevation which need to be removed.

Runway Lights

1. The REILS are not currently functioning properly. The existing system has historically been unreliable. The Virginia Department of Aviation recommends that New Kent County request forgiveness of state and federal grant obligations, and permanently remove REILs from service.
2. Re-aim PAPIs

Windsock and Segmented Circle and Beacon

1. The permanent windsock and segmented circle are in a poor location and are partially obstructed by trees and brush. They should be relocated to the area currently occupied by the temporary windsock.
2. Trees around the airport beacon should be cleared to increase visibility.

Runway, Taxiway, Apron Pavement

The runway, taxiways, and apron areas have cracks that require sealing. The cracks need to be cleaned and repaired.

It should be noted the 1997 pavement Management Study prepared by Applied Technology, Inc. rates pavements in good to very good condition.

PROGRAMMED FUNDING

New Kent County has received maintenance grant allocations from the Virginia Department of Transportation for the following:

1. Obstruction removal - \$4,500.00
2. Inspect and Aim PAPIs - \$1,600

PART II
VISION STATEMENT
GOALS, OBJECTIVES AND STRATEGIES

The development of the business plan, and implementation of the plan will be guided by the following Vision Statement, Goals, Objectives and Strategies.

VISION STATEMENT

The New Kent County Airport will operate as a financially self-supporting, general aviation community airport, and provide a broad range of opportunities, services and functions to New Kent County residents, businesses, and the general aviation community at-large while expanding the County's tax base.

GOALS, OBJECTIVES AND STRATEGIES

Goal 1

New Kent County Airport will increase County revenues and become a financially self-supporting facility.

Objectives:

1. Efforts will be taken to increase the number of based aircraft.
2. Efforts will be taken to increase transient aircraft operations.
3. A full range of services will be made available at the airport.

Goal 2

New Kent County Airport will broaden transportation options and opportunities for County residents and businesses.

Objectives:

1. Air-taxi/Charter and corporate aviation services will be made available at the airport.
2. Flight instruction/aircraft rental services will be made available at the airport.
3. Ground transportation services will be provided at the airport.

Goal 3

New Kent County Airport will serve as a tourism based destination airport in support of the local tourism industry.

1. Ground transportation services will be made available to golf course and racetrack patrons.
2. The airport will be marketed to local and regional businesses, area Chambers of Commerce, and other civic and business groups and organizations.

Goal 4

New Kent County Airport will become a catalyst for aviation related business activities, and diversify local employment opportunities.

Objectives:

1. New Kent County Airport will provide private business opportunities for flight instruction/aircraft charter, mechanical services, air-taxi/charter operations, aircraft sales, crop-dusting services, aerial photography services, banner towing, and restaurants/merchandising.

Goal 5

New Kent County Airport will serve as a support facility for emergency services.

Objectives:

1. The airport will provide a staging area for law enforcement operations.
2. The airport will provide a base of operations for fire spotting, utility inspection, and medical evacuation services.

Goal 6

New Kent County Airport will provide opportunities for a variety of recreation and education programs.

Objectives:

1. The EAA will conduct Young Eagles events at the airport
2. Airport open houses will be held to educate the public about the benefits of general aviation to the community.
3. Fly-ins will be sponsored at the airport to encourage increased use and operations by non-based aircraft.
4. The landside portion of airport property will be used for active recreational purposes such as a community playground and public observation area.
5. The terminal building will provide office space for a County Recreation Department and be used as a recreation facility such as a senior center.

Goal 7

New Kent County Airport will provide a base of operations for business aircraft.

Objectives:

1. A full range of aviation support services will be made available at the airport.
2. The fueling hours will be extended.
3. Fueling services and facilities will be expanded.
4. Jet fuel will be provided as the need arises.

Goal 8

New Kent County Airport will provide a base of operations for recreational use and general aviation aircraft.

Objectives:

1. T-hangars and apron space will be available for rent and properly maintained.
2. A full range of aviation support services will be made available at the airport.
3. Fuel will continue to be made available at the airport.

Strategy 1

New Kent County should undertake hangar improvements and upgrades to increase the number of based aircraft.

Strategy 2

New Kent County should upgrade the fuel pump to and automatic credit card reader system to increase fuel flowage.

Strategy 3

New Kent County should undertake an airport advertising and promotional campaign to increase the number of based aircraft, and encourage itinerant aircraft operations. Such activities should include an airport marketing brochure for distribution to business, community, and aviation related groups and organizations.

Strategy 4

New Kent County should advertise for mechanical, instructional, and aircraft leasing services.

Strategy 5

New Kent County should incorporate and install pilot services such as weather information access and a Ground Communication Outlet (GCO).

Strategy 6

New Kent County should arrange for ground transportation services for itinerant pilots.

Strategy 7

New Kent County should negotiate with the local tourist industry to provide local shuttle services.

Strategy 8

Promote the availability of the airport to local, state, and federal emergency and law enforcement agencies.

Strategy 9

The County should identify and promote recreational opportunities at the airport in cooperation with the Parks and Recreation Commission.

Strategy 10

New Kent County should explore the utilization of a fuel truck to provide the sale of jet fuel as airport operations increase.

JE

MEMORANDUM

TO: The Members of the Airport Advisory Commission
FROM: Lee J. Tyson, AICP
Director of Planning and Community Development
DATE: April 16, 1999
SUBJECT: April 26, 1999 Meeting Announcement

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, April 26, 1999. The meeting will begin at 7:00 p.m. and will be held at the New Kent County Airport.

Attached are an agenda for the April 26, 1999 meeting and the minutes of the March 22, 1999 meeting.

If you have any questions, or need additional information, please contact me.

/ljt
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AGENDA
New Kent COUNTY AIRPORT ADVISORY COMMISSION
APRIL 26, 1999 MEETING
7:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. March 1999 Meeting
4. STAFF REPORTS
 - A. Introduction of Airport Manager
 - B. Update on Business Plan Process
 - C. Update on Maintenance Items
 - D. Update on General Airport Operations
5. UNFINISHED BUSINESS
6. CITIZEN COMMENT

MINUTES
MARCH 22, 1999
NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION MEETING

A meeting of the New Kent County Airport Advisory Commission was held on Monday, March 22, 1999. The meeting began at 7:00 p.m. and was held at the New Kent County Airport. Present were: Phillip Felts, Shawn Pratt, Duane Goss, Eckhardt Schutze, the Honorable Julian Lipscomb, and Lee Tyson.

Mr. Felts made a motion to approve the minutes with the correction that the County's operation of the airport should be re-examined 5 years from the acceptance of the Airport Business Plan by the Board of Supervisors. Motion carried unanimously.

The Secretary introduced himself and told the Commission that he looked forward to working with the members. He also informed the Commission that the County had hired an airport manager, who would be starting work shortly and will be introduced at the next AAC meeting.

The Secretary then reviewed the status of several outstanding hangar lease violations. Mr. Schutze asked about the status of Mr. Capitaine's airplane. He was informed that the airplane was still inoperable. The suit between Mr. Capitaine and Mr. Worley has been decided and Mr. Capitaine has been instructed to remove his airplane from the leased hangar. Several Commission members told the Secretary that Mr. Stasney was now a resident of Florida, and they did not believe that the airplane in the hangar rented to Mr. Stasney belonged to him.

The Secretary told the Commission that their request for a press release concerning the County's continued operation of the airport and the rescinding of the letter to the County's Congressional delegation had been forwarded to the County Administrator.

Mr. Felts asked about the availability and work hours of the new Airport Manager. The Secretary responded that the Manager was hired to work as a full time employee, but that the development of his work schedule would be up to him and the part-time employees. At this time it is unclear what part-time employees will be retained. Mr. Felts said he hoped that the Manager was available to work some weekends, as that was the time of most activity at the airport.

Mr. Felts asked what the Manager's responsibilities were to be. The Secretary and Mr. Lipscomb responded that the Manager was responsible for the day to day operation of the airport. He will also be responsible for the grants for the airport, the maintenance of the airport, and will serve as the primary contact for FBOs. The incoming manager has a background in both air traffic control and marketing.

Mr. Pratt asked why the Commission was not a part of the selection process. Mr. Lipscomb responded by saying that the hiring of County personnel was the responsibility of the County Administrator.

The Commission then elected officers for the coming year. Mr. Duane Goss was elected Chairman of the AAC. Mr. Shawn Pratt was elected Vice Chairman.

The Commission then began a review of the Business Plan Strategies previously developed. Mr. Felts asked if the Airport Manager will be responsible for promotion of the airport. Mr. Schutze responded that he certainly thought so, that the manager will be an integral part of the success of the Business Plan. Additionally, the manager will need to work closely with the consultant in developing the Plan.

Mr. Pratt asked if the Commission will actually work with the consultant. Mr. Lipscomb said that both Buckhart-Horne and Delta had worked with the Commission in preparing their individual studies. Mr. Felts added that the consultants and the Commission did not work on a day-to-day basis together, but the consultant did report their findings to the Commission and asked for their input.

The Secretary then outlined a brief planning process for the Commission. It is envisioned that the consultant will prepare a general overview of airport operations in order to present a context for the Business Plan. This will involve reviewing previously prepared plans, visiting the airport and observing operations, reviewing the financial records of the airport, interviewing users, and attending Commission meetings to receive input from the members. The consultant will then begin preparing a draft plan that will be reviewed with the Commission as progress warrants for the purpose of fine-tuning the document. The Commission will have to buy into the process and recommend the Plan to the Board of Supervisors. Mr. Schutze moved, and Mr. Pratt seconded, a motion to require that the Commission be included in the development of the Business Plan.

Mr. Schutze then asked for a motion to accept the draft strategies as presented. Mr. Felts seconded the motion. Motion passed unanimously.

The Secretary then informed the Commission that he was working on contacting the vendors of various pieces of equipment at the airport to ensure Year 2000 compliance.

Mr. Pratt asked about the investigation into the structural integrity of the rear of the terminal building. He said that he hoped some consideration would be given to the need for shop space before demolition was permitted to happen.

Mr. Schutze said that he questioned if the costs associated with preparing a new foundation for the proposed exterior wall was warranted.

Mr. Lipscomb said that a representative from R. Stuart Royer had inspected the building, and determined that and exterior foundation will be needed.

Both Mr. Pratt and Mr. Felts said that they would like to receive a copy of R. Stuart Royer's report to the County Administrator when it is prepared.

Mr. Goss asked if the County was satisfied with using only one engineer. The Secretary and Mr. Lipscomb pointed out that R. Stuart Royer was the County's consulting engineer on a variety of other issues, and that the firm had performed detailed, accurate work in the past.

Mr. Pratt asked how long the planning process for the Business Plan could take. The Secretary responded by saying that the time frame would largely be developed based on the scope of work prepared in the Request for Proposal. The Commission and the County are both anxious to begin the process.

Mr. Lipscomb said that he hoped the consultant would contact the DOAV and visit other successful airports to get a feel for what has worked at other locations.

Mr. Pratt said that he feels that new hangars are not the answer to the airports problems, and priorities will need to be established.

Mr. Schutze pointed out that the new manager should contact the Airport Support Network for information.

Mr. Felts asked about various maintenance items. He pointed out that these items should be addressed before the airport can be successfully promoted.

Mr. Pratt asked what the manager was going to do that other managers had been unable to do.

The Secretary responded by saying that the manager was going to be able to devote his full attention to the management and promotion of the airport, where previous managers had either other duties in addition to the airport, or had not received adequate support. The County is showing its commitment to the airport by hiring someone whose sole responsibility is the success of operations.

Mr. Goss asked if consideration was given to the mechanical skills needed of the new manager.

Mr. Lipscomb responded consideration was given to his business skills first and foremost.

Mr. Pratt said that all FBOs should receive County approval before their operation to avoid any liability exposure.

The Chairman then opened the floor for Citizens Comments.

Mr. George Delk asked if the County had approached the DOAV about a grant for perimeter fencing for the expressed purpose of fencing off Mr. Worley's property. He was informed that fencing was called for in both the Buckhardt-Horne study and the new ALP and that from a safety perspective the security of the airport was a primary maintenance item. He said that an un-named individual with the DOAV informed him that a discussion was held concerning fencing off Mr. Worley's property to stop a through the fence operation. He declined to name the individual and told the Commission to ask the County Administrator.

There being no further business the meeting adjourned.

JOE EMERSON

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St.Jean
Airport Manager

DATE: May 18, 1999

SUBJ: May 24, 1999 Meeting Announcement

Please be advised that the New Kent County Airport advisory Commission will hold its regular monthly meeting on Monday, May 24, 1999. The Meeting will begin at 7:00 p.m. and will be held at the New Kent County Airport.

Attached is an agenda for the May 24, 1999 meeting and the minutes of the April 26, 1999 meeting.

If you have any questions, or need to additional information, please contact me.

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
MAY 24, 1999
7:00 P. M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. April 1999 Meeting
4. STAFF REPORTS
 - A. Update on the 20 year Capital Improvement Plan (State and FAA)
 1. 6 Year CIP and Proposed budget
 - B. Update on the Terminal Improvement
 - C. Update on Air side and Airfield Maintenance issues
 1. Tree Removal
 2. Wind Cone
 3. Fuel Pump
 - D. Update on Marketing
 1. Data Base Development for Flight School
 2. Co-Op with Colonial Downs
 - E. Update on General Airport Conditions
 1. Apron Parking
 2. Update on FBO Search
5. UNFINISHED BUSINESS
 - A. Finalized Airport Business Plan
6. CITIZEN COMMENT.

New Kent County
Airport Advisory Commission
April 26, 1999
New Kent County Airport

The monthly meeting of the New Kent County Airport Advisory Commission was held on Monday, April 26, 1999 at the New Kent County Airport. Present were: Mr. Felts, Mr. Pratt, Ms. Snyder, Mr. Goss, and Mr. Schutz. Lee Tyson acted as Secretary.

Mr. Schutz asked that the spelling of his name be corrected in the minutes. Mr. Pratt said that he did not remember making the statement concerning the need for the FBO to be licensed in order to protect the County from liability claims. Mr. Felts moved that the minutes be approved as amended. Motion seconded by Ms. Snyder. Motion passed unanimously.

Mr. Goss asked for staff reports. Mr. Tyson introduced Michael St. Jean, the new Airport Manager. Mr. St. Jean told the Commission that he was an air traffic controller with the Army for 8 years, and has 13 years experience in sales and marketing. He is looking forward to the challenge of operating the airport.

Mr. Goss asked Mr. St. Jean to expand on his vision for the airport. Mr. St. Jean said that he sees the airport as a niche airport serving the general aviation and recreational flyer. The airport can be self-supporting in this market in 3-5 years. What others see as limiting factors (i.e., runway length and accessibility) may actually be positive factors because students flyers and recreational pilots will probably be drawn to the less crowded airspace and hangars.

Mr. Goss asked if resources were going to be made available to make the airport viable. Mr. St. Jean said that he does not believe that the County can spend its way out of the current airport condition. Funds can be used for upgrades to facilities and management, but it will take more than nice facilities to make the airport successful. Sales and activity need to be increased through visibility, marketing, and customer service. Mr. Pratt asked how Mr. St. Jean intended to increase sales. Mr. St. Jean said you increase sales by increasing opportunities through a flight school, easier fuel sales, more and better hangars, and mechanic services.

Mr. Goss said that the Commission welcomed Mr. St. Jean and supported his efforts.

Mr. Felts asked about the manager's availability. Mr. St. Jean said that he would be at the airport 40 hours per week, including every other Saturday.

Mr. Goss asked about the status of the Business Plan. Mr. Tyson informed the Commission that a draft Request for Proposals had been prepared, and the RFP was distributed to the Commission. The Commission was asked to review the draft RFP and come to the May meeting with suggested revisions. The draft RFP will then be forwarded to the County Attorney for final drafting and then will be advertised.

Mr. Goss asked for an update on maintenance items.

Mr. St. Jean said that he and several contractors had walked the runway, taxiways, and aprons and identified 18,000 linear feet of cracks that must be sealed. Estimates were also obtained for tree clearance at both ends of the runway and near the rotating beacon. Mr. Tyson told the Commission that R. Stuart Royer and Associates had once again inspected the terminal building and were developing cost estimates for its repair.

Mr. Goss said that he hoped this report would be shared with the Commission.

Mr. Felts asked about grass cutting and was told that inmate labor is already being used to do grass cutting on an as needed basis. Inmate labor cannot be used for tree clearance.

Mr. Goss said that Ms. Brubaker's hangar needed to be repaired due to wind damage.

Mr. St. Jean told the Commission that fuel sales have increased due in part to increased traffic, particularly itinerant traffic.

Mr. Goss asked about Mr. Stasney's aircraft. Mr. St. Jean told the Commission that Mr. Stasney is sub-leasing the aircraft from Mr. McDonough, who actually holds the lease to the hangar.

Mr. Tyson told the Commission that the Department of Environmental Quality had received the first samples from the monitoring wells installed for the Underground Storage Tanks and no leaks were detected. It is hoped that the UST project can be closed out in the near future.

Mr. Felts asked about the Young Eagles program and was told that the earliest available date was in the Fall. Mr. St. Jean has already been in contact with the program.

Ms. Snyder asked that the High School be kept in mind when concession operations are needed, as the High School has students who are available to provide this service.

Mr. St. Jean told the Commission that the tenant in the mobile home is leaving as her lease was terminated. Mr. Pratt asked about pulling the mobile home out, pulling the existing collapsing structure down, and installing more hangars. Mr. St. Jean said that this was not a priority item at present.

Mr. Pratt asked about Colonial Downs and the need for ground side transportation. Mr. St. Jean told the Commission that he has been in contact with officials from the track about cross promotional activities and providing ground side transportation during the coming meets.

There was no Unfinished Business to be discussed.

Mr. Goss asked for citizen comment.

An unidentified member of the community said that he appreciated that many of the potholes in the entrance way were fixed. He appreciates the positive efforts taken on behalf of the airport.

Mr. Stran Trout said he, too, appreciated the positive attitude shown by the County. He stressed the need for support from the entire community. He said the old house near the tenant mobile home was probably constructed in the late 1700s or early 1800s, with some more modern alterations. The cemetery on the property probably belongs to the Parkinson family. He said that a golf tournament will be held at the Royal New Kent Course in June, and believes that some aircraft may arrive for that event.

Mr. George Delk said that he appreciated the positive attitude shown by the County. He asked Mr. St. Jean if fencing is a priority. Mr. St. Jean said that supplying perimeter fencing is a high priority because of the need for a safe, secure airport. Mr. Delk and several members of the public said that they did not see the need for perimeter fencing. Mr. St. Jean said that a balancing of interests has to take place – safety concerns must be equally examined with hangar repair and replacement.

Mr. Felts said that one of his main concerns was the liability imposed upon the County if the airport is not fenced and an incident occurs. How this is handled at Hanover Airport or other municipal airports is of no concern to him as he is a New Kent County resident. Mr. Felts said that he did not view the maintenance items as an “either/or” situation – all the items must be addressed and will be addressed as funding is made available.

A member of the public asked if the fencing was being installed to keep the pilots from their aircraft during non-business hours. Mr. St. Jean answered that is not the intent. Mr. Schutz said that some airports have magnetic cards that can be used to open gates and fences during non-business hours.

Mr. Pratt gave Mr. St. Jean the hypothetical situation of having \$100,000 and asked how he would spend it. Mr. St. Jean said that he would provide the perimeter fencing. Safety is a prime concern, and the first time an accident occurs that could be avoided through perimeter fencing will be one accident too many.

Mr. Gary Green said that perimeter fencing does not pay for hangars and does not generate income.

Mr. St. Jean responded by saying that all of the maintenance items needed to be done – it is not an either/or situation as Mr. Felts has pointed out.

Mr. Goss said that he agreed that all of the items need equal attention, and said that he hoped that Mr. St. Jean would be given the benefit of the doubt in this priorities.

Mr. Goss also said that the Commission has been trying for the past three years to open a dialogue between the County and the users of the airport, and he is glad to see that communications are improving.

Ms. Snyder said that she agrees with Mr. St. Jean that it is vitally important that the entire community know that the airport exists for everyone’s benefit – that it is not seen as a facility just for use by the pilots.

Mr. St. Jean said that he hoped to do a number of promotional activities in the future, but that the airport needs to be up and running before there is anything to promote.

Mr. Rebecca Ringley said that she was heartened by the turnout at the meeting, and was glad to hear everyone's opinions. The budget is still being developed and priorities must still be identified.

Mr. Goss asked about the extent of the perimeter fencing. Mr. St. Jean said that he envisioned it taking 2 to 3 years to accomplish all of the fencing, but that the runway ends and the areas near residential properties are the most logical place to start.

A member of the public asked about the FBO advertisement. Mr. St. Jean said that the FBO ads had already been run and it was hoped that one FBO would come forward and provide a number of services needed.

Another member of the public asked about fuel pumps with credit card readers. Mr. St. Jean said that he was in contact with a number of fuel providers and would report back to the Commission when he had more information.

Mr. Thelma Crump Wilson thanked Mr. St. Jean for his efforts.

Mr. Goss thanked those in attendance for coming and thanked the Board of Supervisors for their efforts.

The next meeting was scheduled for May 24, 1999 at the New Kent County Airport.

Mr. Felts moved to adjourn. Meeting was adjourned.

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COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

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

FROM: Michael St. Jean
Airport Manager

DATE: June 17, 1999

SUBJ: Upcomming Airport Advisory Meeting

Enclosed is the Memoranda, Agenda, and Adjustment to Minutes of the May 1999 meeting.

/St

cc: Lee J. Tyson AICP
Dirrector of Planning

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St.Jean
Airport Manager

DATE: June 17, 1999

SUBJ: June 28, 1999 Meeting Announcement

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday June 28, 1999. The meeting will begin at 7:00 p.m. and will be held at the New Kent County Airport.

Attached is an agenda for the June 28, 1999 meeting and the minutes of the May 24, 1999 meeting.

If you have any questions, or need any additional information, please contact me.

/St

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
JUNE 28, 1999
7:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. May 1999 Meeting
4. STAFF REPORTS
 - A. FBO Information
 - B. DOAV Annual Meeting and its effect on Airport Improvements
5. UNFINISHED BUSINESS
 - A. Finalized Airport Business Plan
6. CITIZEN COMMENT

New Kent County
Airport Advisory Commission
May 24, 1999
New Kent County Airport

The Monthly Meeting of the New Kent County airport Advisory Commission was held on Monday, May 24, 1999 at the new Kent County Airport. Present were: Mr. Felts, Mr. Pratt, Mr. Schultz and Mr. Lipscomb. Michael St.Jean acted as Staff Secretary.

ADJUSTMENTS TO PRIOR MONTHS MINUTES

Mr. Schultz, asked that an adjustment for the April minutes be entered into the record due to no mention of the 5 year business plan.

Mr. Pratt requested corrections to the minutes of the April meeting to reflect the following.

Page 2, 10th para.

change to read: Mr. Pratt said he had heard that there were plans to demolish the old house on the East side of the property so that additional hangers could be built and asked, if there was any truth to this?

Page 2, after 12th para.

Add: Mr. Goss asked that a line item for New Business be added to the agenda. Mr. Pratt said that this issue was brought up in the past to allow commission members an opportunity to introduce new business into the meetings.

Page 2, 14th para.

Change: An unidentified member of the community..." to "Mr. Ed Covington, an airport tenant..."

Page 3, 4th para.

Change first sentence to read: "An airport tenant voiced concern that if fencing was installed he would not have access to his aircraft during non business hours."

Page 3, 5th Para.

Change first sentence to read: "Mr. Pratt gave Mr. St.Jean the hypothetical situation of having \$100,000 and asked how he would spend it if it came down to choosing between fixing a hangers or installing fencing?"

Page 3, 8th Para.

Add: Mr Goss suggested that the installation of perimeter fencing for security of personnel and property be budgeted over a three year period. Such fencing would be prioritized to ensure maximum security for the most vulnerable area as designated.

Mr. Pratt asked that the changes to the minutes be approved Mr. Schultz recommended a motion to accept the changes to the minutes Mr. Felts seconded the motion.

STAFF REPORT

Staff showed and summarized the blue print to the 20 Year CIP and its approval by both the State and FAA. Both Mr. Felts and Mr. Schultz raised questions as to whether or not the property for the new access road would be sold to us as it is a part of a properties owners property. Staff said they could not answer the question. It is an unknown at this time.

Mr. Pratt asked if we were stuck with an AWOS when its location was pointed out on the blue print now that ASOS has superseded the AWOS. Staff said no, there is flexibility based upon technology of the future as to what equipment we get.

Staff brought up REILS by AMERIEL when discussing technology and stated that AMERIEL is no longer on the FAA approved list. It was the intent of staff to make runway 28 to have an operating REIL from the circling approach to RWY 28. Mr. Pratt corrected staff and said that it was an ALPHA approach and either way can be used for the approach.

Mr. Lipscomb asked for clarification when discussing fuel cost and what we were spending and projected revenue. Mr. Pratt asked for clarification that based upon the projection we were estimating to earn \$14,348 net. **No other questions.**

Mr. Pratt brought up the revenue from hanger rental. Staff explained total cost over a 7 to 10 year period. The annualized cost for P&I and revenue gained to cover both annual P&I and operational cost. **No other questions.**

Staff Explained the Terminal building improvements.

Mr. Pratt asked that in the demolition will a new roof be put on and was informed that the existing roof was in good condition and would be saved.

Mr. Lipscomp stated another reason not to finish the (apartment area) was to have flexibility with that area in the future Mr. Felts also agreed that it is easier to modify an area that is not completely finished.

Mr. Schultz asked if changing from 2x4 to 2x6 will that have any effect on the footings. Staff did not know. Mr Lipscomp said no based upon his understanding from the report from R. Stuart Royer and that it was going to be a change in grading and not a change in footings. **No other questions.**

Staff explained tree removal locations and the necessity of quick closure because of time constraints for budget.

Mr. Felts asked if we are cutting the trees low enough that in the future we will not have to have tree removal but can bush hog to save money. That was the intent said staff.

Mr. Felts shared his concern about using a herbicide to control regrowth in the areas that were cut

and the potential problem from runoff. Staff shared that the intent was to be specific in its use of herbicide in controlling regrowth and not spray a large area endangering plant, wildlife, or creating watertable contamination.

No other questions.

Staff explained windsock work and cost options.

No questions

Staff explained Fuel Pump.

Mr Pratt and Mr. Schultz discussed the ground wire in relation to the self furling hose and whether the ground wire should be separate or combined with the fuel hose to give a double grounding.

No other discussion.

Staff reported on data base development for flight school and the amount of inquiries so far board was surprised at the amount of demand.

No other discussion.

Staff shared with board that Mr. Gary Green unilaterally helped the airport in providing free cooperative marketing and advertising with colonial downs. Board was great full.

No other discussion.

Staff shared about the letter that was mailed to all aircraft owners about the parking problem in front of the terminal and the reasoning to stop that from occurring. Board agreed.

Mr. Felts asked about grass growing through the apron in front of the terminal. Staff explained that there was 25000 linear feet of apron, taxiway and runway damage and explained that its intent was, when a contract was awarded for crack sealing that the contractor cut the cement and tar with a router. Sterilize the soil beneath to inhibit grass growth, apply backing rods to prevent contraction and expansion fractures then apply the correct filler to fill all fractures.

No other discussion.

Staff reported on FBO search, only one FBO was very interested, that was Oscar Barber.

No other discussion.

Unfinished Business :

Mr. Schultz asked for a formalization to the 5 Year Business Plan. Mr. Schultz stated "that although this was a draft, was the board ready to vote and ratify the business plan." Mr. St.Jean stated that he was unfamiliar with boards (5 year Business Plan) and had some questions. Mr. St.Jean asked for a copy of the work that the board was doing so that the work being done on the RFP would be all inclusive. Mr Pratt asked if Mr. Schultz would like to write down exactly how the draft should be worded so there would not be redundant work. Mr Schultz stated he will make copies of the plan and get with Mr. St.Jean within a few days so Mr. St.Jean could incorporate the two works into a single finalized proposal. Upon completion, the next board meeting there would be a finalized business plan to be voted on.

Citizen Comment: Mr. Rod Molina expressed his satisfaction in the direction that he thinks the airport is going.

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: August 17, 1999

SUBJ: August 23, 1999 Meeting Announcement

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, August 23, 1999. The meeting will be gin at 7:00 p.m. and will be held at the New Kent County Airport.

Attached is an agenda for the August 23, 1999 meeting and the minutes of the July 26, 1999 meeting.

If you have any questions, or need any additional information, please contact me.

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AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
AUGUST 23, 1999
7:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. July 1999 Meeting
4. STAFF REPORTS
 - A. FBO Information
 - B. DOAV Annual Meeting
 - C. Young Eagles
5. UNFINISHED BUSINESS
6. NEW BUSINESS
7. CITIZEN COMMENT

New Kent County
Airport Commission
July 26, 1999
New Kent County Airport

The regular monthly meeting of The New Kent County Airport Advisory Commission was held Monday, July 26, 1999. Commission members present were Ms. Snyder, Mr. Pratt, Mr. Goss, and Mr. Schutz. Mr. Felts was absent. The Honorable Mr. Fred Bahr and the Honorable Mr. James Burrell represented the Board of Supervisors. Michael St. Jean acted as secretary.

Mr. Goss brought the meeting to order and asked for a roll call. Mr. St. Jean called roll, four of the five members were present and they established a Quorum.

Mr. Goss asked if there were any questions to the prior month's minutes. Ms. Snyder asked that in the future the minutes be made more concise. Mr. Schutz asked about the July 2, 1999 Fixed Base Operator (FBO) interview. Mr. Schutz said he was unaware that an interview took place. Mr. St. Jean said he would go over the interview in the staff report. Mr. Schutz asked about the ad for the FBO in Airport Business Magazine. Mr. Schutz stated he was not familiar with the magazine. Mr. St. Jean showed Mr. Schutz the Ad in the magazine. Mr. Goss then asked for a vote to approve the minutes of the June meeting. Mr. Pratt asked that the minutes be approved. Ms. Snyder seconded the motion. They minutes were approved unanimously.

Staff Report:

Mr. St. Jean reported that the engineering firm of R. Stewart Royer has been at the airport three times to evaluate the hangers.

Ms. Snyder asked Mr. St. Jean if the \$20,000 in the budget is for engineering. Mr. St. Jean answered yes, that is the money set aside in the budget for hanger engineering.

Mr. Schutz expressed concern for the engineering cost associated with this project and it was his hope that the engineering would not be so expensive.

Mr. St. Jean could not answer the question as to the actual cost of engineering because the project is not finished. Mr. St. Jean said, it was also his wish that the engineering be inexpensive.

Mr. Goss asked if the site engineering of the hangers is completed. Mr. St. Jean said yes, they have finished looking at the site but drawings and the engineering has not been completed.

Mr. Goss asked if a time for project start had been projected. Mr. St. Jean replied no, that will not be known till the evaluation is complete. Mr. Goss asked when that might be; Mr. St. Jean said he did not know when final drawings and engineering were to be completed.

Mr. Schutz asked whether the hangers start or completion could be beyond the time line for funding. Mr. St. Jean said when engineering is finished, and we decide if we are constructing new hangers or rehabilitating old hangers, at that time we will go before the Department of Aviation

(DOAV) and request funding. The window for requesting funds never closes it keeps rolling forward, but as the year progresses and funds get lower it does become more difficult to get funding.

Ms. Snyder asked what are the time constraints at the DOAV, from the moment the request for funds arrive and getting DOAV board approval. Mr. St. Jean said three months.

Ms. Snyder asked about State matching funds for hanger improvements. Mr. St. Jean said if site preparation work for the hangers is \$10,000, the state's share of funding would be \$8,000 with the County responsible for the remainder.

Mr. Schutz asked if we receive approval from the DOAV for grant money for hanger improvements, do we have to go back to the Board of Supervisors to request the remaining funds for the hanger construction. Mr. St. Jean answered yes.

Ms. Snyder asked what the airport budget is for FY2000. Mr. St. Jean reported that the budget for the airport is \$390,419.

Ms. Snyder asked how much money had been appropriated for hangers. Mr. St. Jean said \$20,000 was appropriated for the engineering. No money was appropriated for construction or rehabilitation of the hangers. Funds for construction would be borrowed from a lending source. Payment of the principal and interest would be through an increase in hanger rent.

Mr. Schutz expressed concern that by raising our rent we may price our selves out of the market.

Mr. Schutz recommended a market study to construct a money scenario. Mr. Schutz felt we would than not price ourselves out of the local market.

Mr. Pratt stated that any discussion about funds received from DOAV for site improvement is moot because we do not know if the Board will go along with borrowing the money for hanger upgrades.

Ms. Snyder asked if the Board of Supervisors were aware that the airport would need to borrow the funds for hanger improvements and were they (the Board) willing to go along with borrowing the funds. Mr. St. Jean said he felt the Board was aware where the funds were to come from, but could not answer for the Boards willingness to do anything.

Mr. Schutz asked if the supervisors routinely get a copy of our minutes. Mr. St. Jean did not know. Mr. St. Jean said he submitted copies to the County Administrator, the County Planner and the Airport Advisory Commission members. Mr. Schutz, stated that the distribution of minutes is unknown.

Ms. Snyder asked Mr. St. Jean to find out what are the distributions of minutes.

Mr. Schutz, and Ms. Snyder asked Mr. Burrell if the Board received the actual minutes from the

different commissions or a synopsis. Mr. Burrell stated that he receives copies of the actual minutes in a weekly package from the County Administrators office.

Mr. St. Jean summarized the Fixed Base Operator (FBO) selection. We interviewed three people, one person was selected and the County is in negotiation with the select. At completion of negotiation the finalized contract will be presented at the next Board of Supervisors meeting.

Mr. Schutz and Ms. Snyder expressed concern with communication between the Board of Supervisors and the airport staff. Mr. Schutz and Ms. Snyder co-proposed that after the minutes are approved from the prior month meeting, that the minutes be further summarized and mailed directly to the Board of Supervisors. Ms. Snyder also proposed, that a summary of the Airport Advisory Commission minutes be read under staff reports at the regular monthly meeting of the Board of Supervisors.

Mr. Schutz made a motion to make a synopsis of the Airport Advisory Commission Monthly Minutes overlaid on the approved minutes for distribution to the County supervisors and the Airport Advisory Commission Members themselves. Ms. Snyder seconded the motion. The motion carried unanimously

Ms. Snyder made a motion that Mr. St. Jean makes a report to the Board of Supervisors at the regular monthly Board meeting under Staff reports. Mr. Schutz seconded the motion. The motion was carried unanimously.

Staff report was concluded.

OLD BUSINESS:

Mr. Goss asked about the Business Plan. Mr. St. Jean said the response from the ad was very good and we received a number of requests. Ms. Snyder, Mr. Schutz, and Mr. Pratt, requested that any work performed by the Airport Advisory Commission that is approved and a request for proposal is submitted, that the Commission receive a copy of the request for proposal in their package with the monthly minutes.

Mr. Goss asked if all the members were satisfied with the Commission Business Plan. After a few minutes of discussion about the contents, Ms. Snyder and Mr. Schutz made a motion to approve the work scope of New Kent County Business Plan as written and that the Business Plan be written on New Kent County Letter Head. The Business Plan was approved effective July 26, 1999. Mr. Pratt seconded the motion. The motion carried unanimously.

NEW BUSINESS:

Mr. Pratt asked the Board members to locate the original Airport Advisory Commission Charter. Mr. Pratt thought that the original charter was designed for marketing the airport. Mr. Pratt felt that this is the direction the Airport Advisory Commission needs to focus on to make the airport successful.

Mr. St. Jean welcomed the help of the advisory board and requested their input on how to market

their airport. Mr. St. Jean would entertain any of their suggestions and take it to his supervisors for implementation. Suggestions were to bring a student for a few hours on weekends to sell sandwiches to support the local school system.

Ms. Snyder asked if there would be enough business on the weekends. Mr. St. Jean seemed to think so because that is when the airport is the most active. Mr. Pratt and Mr. Goss felt it would work. At first, it would be slow till word got out that food was available at the airport. Another suggestion was to create an area by the pond as a common picnic area for pilots and the community alike to watch aircraft operations.

Mr. Schutz asked how the process of ideas was to be coordinated. Mr. Goss felt some of the responsibility for airport-marketing ideas was up to the Airport Advisory Commission Members. Mr. Goss felt the airport manager, was responsible for implementing the suggestions and obtaining the approval of his supervisors.

Mr. Schutz asked about flight instruction. Mr. St. Jean the Fixed Based Operator (FBO) will provide those services. Mr. Schutz asked if freelance flight instruction was an option till the FBO arrives. Mr. St. Jean said no that is against the minimum standards.

Mr. Goss relayed to the Board members the process of selecting the FBO. Mr. Goss asked Mr. St. Jean if he knew whether the meeting with the Board of Supervisors was an open or closed meeting regarding the final decision on the FBO. Mr. St. Jean said he was unfamiliar with the political process. Mr. Bahr answered the questions of procedure.

Mr. Bahr felt that there would be a hearing of the final contract, which everyone has pretty much agreed upon being presented for final approval. Mr. Bahr did not feel that there would be any more administrative duties involved. Knowledge of the final decision would be after the August meeting of the Board of Supervisors.

CITIZEN COMMENT:

Mr. Delk expressed his appreciation to the Airport Advisory Commission Board Members by not including in the business plan the perimeter fence. Mr. Delk further expressed his opinion that this is an unpopular issue. Mr. Goss thanked Mr. Delk.

Mr. Bahr expressed his view that he may agree with those people who are anti-fence in theory, but feels that a significant part of the success of the airport is the input received from the airport manager the Airport Advisory Commission and the goodwill of the Aviation Board of Virginia. Mr. Bahr went on to say that the airport has wholeheartedly increased its liability from \$2,000,000 to substantially more in an effort to improve the airport. Mr. Bahr shared the view that he felt the fence was also important to the Department of Aviation. Ms. Snyder asked where Mr. Bahr received that information, from the Department of Aviation? Mr. Bahr, no, from Mr. Emerson. Mr. Bahr went on to say that he felt for the airport to succeed, it was his opinion and impression that the fence was a preparatory step that the Virginia Department of Aviation would look favorable on. Mr. Bahr said, asked if he though it would be worth fencing the airport for

\$22,000 he said he thought so.

Ms. Snyder shared a concern that spending this much money in an election year on a non revenue-generating project might not be wise. Mr. Bahr stated that he could pretty much assure Ms. Snyder that the Board would deal with those issues.

Ms. Snyder asked, who decided that we needed a fence Mr. Emerson.

Mr. Pratt stated that a survey is being conducted. The survey asks if there is or has been in the past a problem with wildlife incursion, and if so, when. Mr. Pratt quoted research by the Air Safety Foundation and the National Transportation Safety Board that their had been no wildlife incursions year to date in Virginia and only three nationally.

Mr. Pratt and Mr. Burrell discussed probabilities of aircraft strikes.

Mr. Burrell asked if you were to spend money at the airport, what you spend it on. (This opened the floor up for public dialog.) The staff member taking the minutes Mr. St. Jean could not sort through all of the discussion and who was raising what points. The discussions continued for approximately three minutes.

Mr. Pratt said that the next meeting of the Airport Advisory Commission would meet on August 23, 1999.

Mr. Goss asked for the meeting to adjourn and Mr. Pratt seconded the motion.

**COMMONWEALTH AIRPORT FUND
FUNDING REQUEST SUMMARY**

VAB DATE: 08/25/1999

Airport: NEW/KENT COUNTY
Region: Richmond/Northern Neck
Name: John G. Jackie Dankos, Jr.

Sponsor: County of New Kent
Contact: Mr. Joseph Emerson
Phone: 804-966-9861

State Funding Summary		Requested	Recommended
Air Carrier Entitlement		\$0.00	\$0.00
Air Carrier/Rel Discretionary		\$0.00	\$0.00
General Aviation Discretionary		\$143,900.00	\$128,900.00
Totals		\$143,900.00	\$128,900.00

Obstructions:
NO

Based/Airport	Annual/Ops	Service Role
34	17,840	GC

Development Program Projects	Priority	Project Cost	Requested Funding		Recommended Funding	
			Federal	State	Federal	State
Perimeter Fence	95.0	\$113,000.00	\$0.00	\$90,400.00	\$0.00	\$90,400.00
Overlay Entrance Road	105.0	\$12,500.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
Overlay Terminal Parking	103.0	\$15,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
Upgrade Fuel Pump	78.0	\$25,000.00	\$0.00	\$16,500.00	\$0.00	\$16,500.00
Terminal Refurbishment	104.0	\$50,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Totals		\$215,500.00	\$0.00	\$143,900.00	\$0.00	\$128,900.00

Remarks:
DOAV RECOMMENDS APPROVAL OF THE PERIMETER FENCE, ENTRANCE ROAD OVERLAY, AUTO PARKING OVERLAY AND THE UPGRADE OF THE FUEL PUMP.

DOAV RECOMMENDS DISAPPROVAL OF THE G.A. TERMINAL REFURBISHMENT.

This building is slab-on-grade construction with no positive drainage. Water from the roof system runs into the building and rain blows under the doors and windows.

COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

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

FROM: Michael St. Jean
Airport Manager

DATE: August 16, 1999

SUBJ: Young Eagles

Mr. Emerson as per our conversation on August 4, 1999 I have scheduled the Young Eagles Fly-In for Saturday, September 18, 1999. Registration will start at 8:30 A. M. with flying to begin at 9:00 A. M. Included in this years activities will be Airmobile from the Virginia Aviation Museum, and a group from K & W Hobby who will fly and display radio controlled aircraft. Many pilots have agreed to park their aircraft out front as a static display. I have combined these activities as a way to mix education and fun for the communities children.

Chapter 231 of the EAA that sponsors the Young Eagles, the Airport and Airmobile have agreed to advertise in the local papers to maximize the turnout for this event. When school starts, I plan to contact the local educators to help spread the word. I also plan to invite the newspapers for some positive coverage. The EAA will have the appropriate insurance in place.

I am expecting that fuel sales will be high and so, I will offer a fuel discount to those pilots volunteering.

I estimate the cost to the airport for the day's events to be \$600.00. This figure includes the Airmobile and advertising. I feel that the positive press generated for the airport will more than offset the cost for the event.

/St

cc: Lee J. Tyson, AICP
Director of Planning and Community Development