

Mr. Byers



COUNTY
OF
NEW
KENT

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: September 7, 1999

SUBJ: Please be advised that the New Kent County Airport will hold its regular monthly meeting on Tuesday, September 21, 1999, begin at 7:00 p.m. and will be held at the New Kent County Air

Attachments:

Agenda for the September 21, 1999 meeting

Minutes to the August 23, 1999 meeting.

Mr. Delks Letter and response

The New Kent County Airport Advisory Commission Business
County Letter Head

The New Kent County Airport Commission By Laws and Cov

If you have any questions, or need additional information, please



COUNTY
OF
NEW
KENT

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY CO
SEPTEMBER 21, 1999
7:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. August 1999 Meeting
4. STAFF REPORTS
 - A. FBO Information
 - B. DOAV Annual Meeting
 - C. Young Eagles
 - D. Airport Improvements
 1. Runway Closure for Crack Sealing
5. UNFINISHED BUSINESS
 - A. Quarterly vs. Monthly Meetings
6. NEW BUSINESS
 - A. Daylight Savings Time Hours and Meetings

George Delk
P. O. Box 4457
Richmond, Va. 23220
353-3642

Michael St. Jean
New Kent County Airport
Quinton, Va.

Dear Michael,

Regarding last night's meeting of the New Kent County Advisory Commission, at your request, I am answering the question that I posed at the end of the meeting. The comment and question was worded something like:

The County apparently revised the New Kent County Airport Plan in May of this year, according to the minutes in the terminal building. The Airport Advisory Commission Members were not aware of this revision. I asked the question to the two Supervisors present. Why was the Commission kept out of the loop with regard to this revision and were they aware of this revision?

Based on the expressions on their faces and their unwillingness to attempt to move on, it appeared to most people that the County is continuing to play games with the airport.

So here you have the question in writing, and the County Administrator apparently prefers to avoid the question. The Commission clearly stated that they would answer the questions when asked. They want to hear the answer. I guess it is not their call.

As I stated, I would like the comment and question to be included in the minutes of the meeting. My intention was to make sure that they are. Possibly you should have been more abrupt, evasive comments as well as my comment which was a borderline threat directed to me. (Be sure to show the tape to Joe.) Behavior of this nature

COUNTY
OF
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Mr. George Delk
P. O. Box 4457
Richmond, Virginia 23220

Dear Mr. Delk,

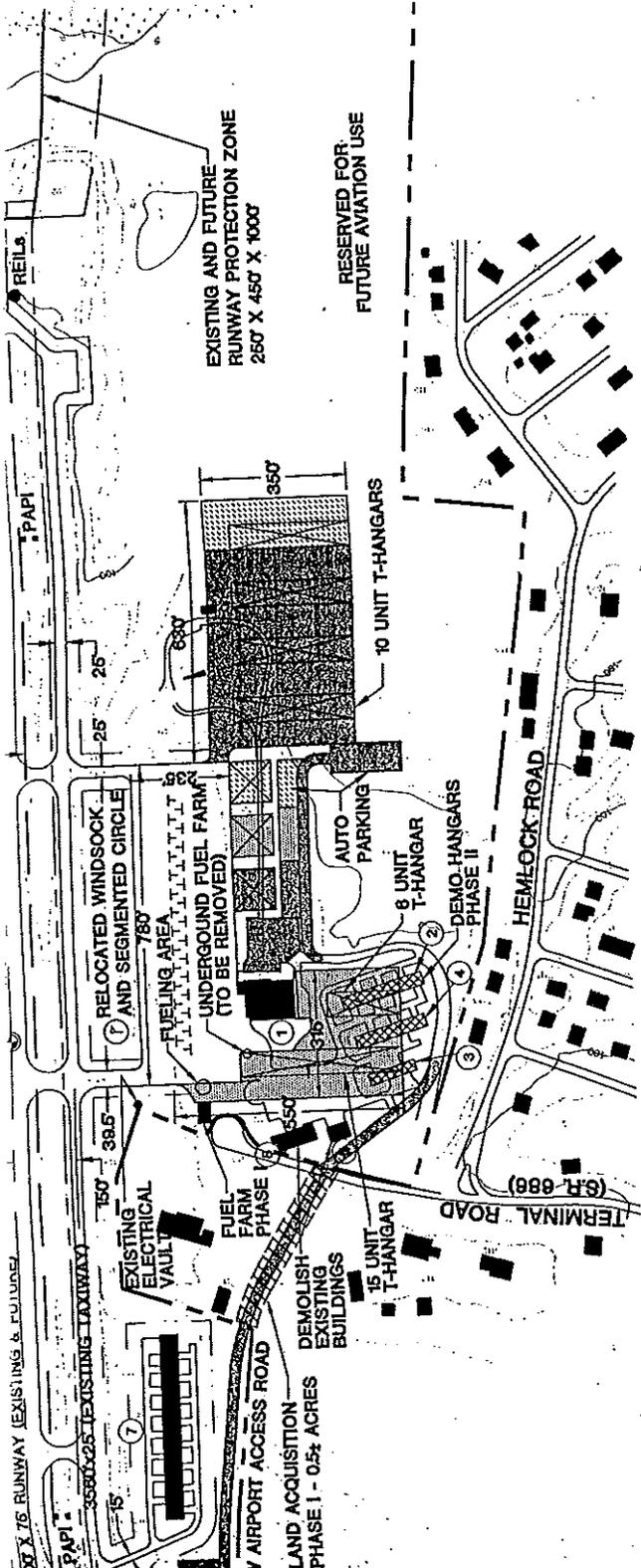
Thank you for your letter (via fax) today expressing your c
apparent revision to the New Kent County Airport Layout Plan (A
understand, your question is, Why was the Airport Advisory Comm
loop with regards to this revision”?

I refer you to Delta Airport Consultants ALP blue print she
(encl. 1). Upon receipt of this blue print in May 1999, a cartograp
the Legend Section of the blue print, all symbols in the legend wer
exception of the current perimeter fence and future perimeter fence
responsibilities to keep accurate airport records, I contacted Delta
Inc. and the engineer of record Mr. Charles D. Lamb, P. E. I asked
current and future perimeter fencing was missing from the blue pri
legend section of the blue print. I referred Mr. Lamb to the ALP S
Layout Plan Set, **Paragraph 6**, Ancillary Facilities and developme
Perimeter Fencing (encl. 2). “Perimeter fencing around the termin
installed in phase 1”. **Section 6**, Facility requirements, **Subsection**
Paragraph 4, Perimeter Fencing, (encl. 3) “It is recommended tha
fencing be installed around the entire airport property”. I asked M
marking of the fence on the blue print while existing in the blue pr
ALP proper was an oversight on the part of Delta? Mr. Lamb’s re
in fact an oversight and thanked me for noting the error. I asked t
the information as it applies to the New Kent County Airport and
airport. The Airport received a blue print showing the perimeter f
with the ALP in late May of 1999 (encl. 4).

As always I appreciate constructive questions.

/St

cc: Airport Advisory Commission Members



OP. LEV.	AIRPORT DATA			RUNWAY DATA					
	EXISTING	FUTURE		EXISTING	FUTURE				
130	AIRPORT ELEVATION (MSL)	123 MSL	SAME	R/W 10	R/W 28	R/W 10	R/W 28	R/W 10	R/W 28
128	AIRPORT REFERENCE POINT (ARP)	LAT 36° 30' 11.52" N LONG 77° 07' 31.90" W	SAME	PAVEMENT TYPE	ASPHALT	ASPHALT	ASPHALT	SAME	SAME
123	AIRPORT MAGNETIC DECLINATION	9° 40' W (1996)	N/A	PAVEMENT STRENGTH (LBS)	S-12.5	S-12.5	S-12.5	SAME	SAME
130	MEAN MAX. DAILY TEMPERATURE	90° F	SAME	APPROACH SURFACES LIGHTING	201	201	201	SAME	SAME
120	AIRPORT & TERMINAL ROTATING BEACON	NONE	NONE	MARKING	MIRL	MIRL	MIRL	SAME	NON-PREC.
				VISUAL APPROACH AIDS	VISUAL	NON-PREC.	NON-PREC.	NON-PREC.	NON-PREC.
				DESIGNATED INSTRUMENT R/W	PAPI	PAPI	PAPI	SAME	SAME
				GRADIENT (%)	0.36%	0.36%	0.36%	0.36%	0.36%
					N/A	N/A	N/A	N/A	N/A

c. **AWOS**

Currently, there is no automated weather observation system (AWOS) at the Airport. An AWOS level 3 system is shown to be installed during the planning period.

d. **Perimeter Fencing**

Perimeter fencing around the terminal area is shown to be installed during the planning period.

e. **SWPP Plan**

The administration and adoption of a Stormwater Pollution Prevention Plan (SWPPP) is recommended during Phase I of the planning period.

C. RUNWAY PROTECTION ZONE AND APPROACH PROTECTION

The Runway 10-28 Runway Protection Zone Plan and Approach Protection Plan were used to evaluate each runway end for potential obstructions. Runway ends were also evaluated according to criteria outlined in Federal Aviation Regulations. Part 77 requires a minimum clearance of 10 feet for private roads, 17 feet for interstates, and 23 feet for railroads from the runway ends.

The approach slope for each runway end varies with the type of terrain. As a general rule, the more critical the approach, the flatter the slope.

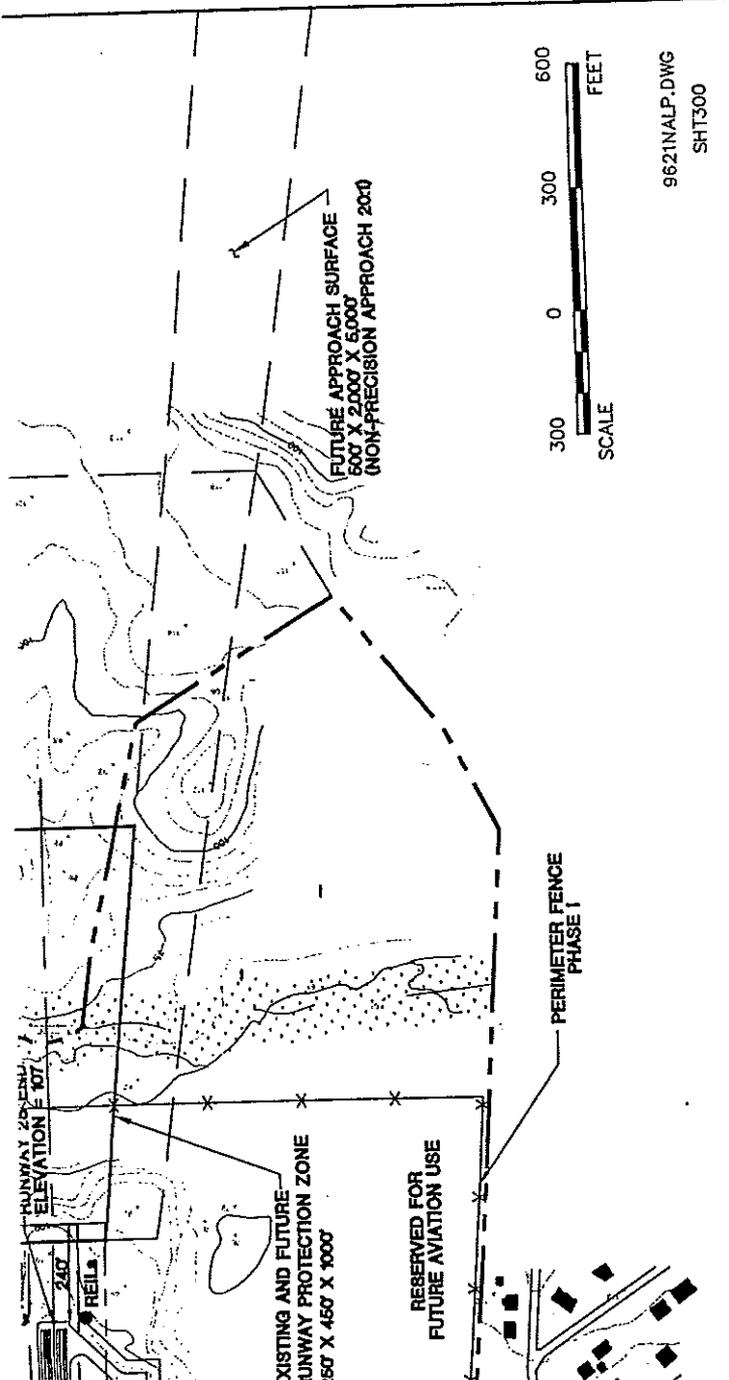
frequency 126.4. It is recommended that a GCO be in
communicate with the nearest air traffic control facility.

4. Perimeter Fencing

Currently, the airport has a partial perimeter fence, consisting of
fence and a 4-foot high stock fencing. There are also three (3)
one (1) pedestrian gate located within the partial fence system.
complete perimeter fencing be installed around the entire
fencing will control access to operational areas on the airport.

5. Storm Water Pollution Prevention Plan

Airports within the Commonwealth of Virginia need to comply
from the Federal Clean Water Act. Part of these regulations
a storm water pollution prevention plan. The plan's primary
describe the practices and procedures which the airport will
pollution on airport property. The primary emphasis of the
control erosion and sediment through the application of best
management practices is defined as a practice, or combination
determined to be the most effective means of reducing the amount
by nonpoint sources to a level compatible with State and local
meet these requirements, New Kent County Airport should



9621NALP.DWG
 SHT300

NO.	REVISIONS	BY	APP.	DATE
1	ADDED PERIMETER FENCING-PHASE I	CBV	CDL	5/25/99

LEGEND	
EXISTING	FUTURE
RUNWAY OBJECT FREE AREA	SAME
RUNWAY SAFETY AREA	SAME
RUNWAY PROTECTION ZONE	SAME
TAXIWAY OBJECT FREE AREA	
AIRPORT PROPERTY LINE	
PERIMETER FENCE	

FUTURE
R/W 28
ME SAME
ME SAME
ME SAME
ME SAME
PREC. NON-PREC.

AIRPORT LAYOUT PLAN



COUNTY
OF
NEW
KENT

**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 promotion
- IV. Management Plan
 - A. Identify preferred management structure
 - B. Identify areas of responsibility
- V. Financial Plan
 - A. Revenue Sources
 - 1. fuel sales
 - 2. hanger rents
 - 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. hanger improvements

PART 1

Facility Analysis

Background

The airport is located in the west-central portion of the County southeast of the Quinton community. Access is provided via State Road 10, which is a two-lane State Secondary Road. Adjacent land uses include commercial areas, single family residential homes, and a residential subdivision immediately south of the airport property.

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

- Terminal Building
- Parallel Taxiway
- Medium Intensity Runway Lights (MIRL)
- Runway End Identifier Light (REIL'S)
- Precision Approach Path Indicator Lights (PAPI)
- Rotating Beacon
- Tie-Down Apron
- T-Hanger Facilities
- Maintenance hanger
- 10,000 Gallon underground fuel storage tank (100LL)

The airport is classified as a B-1 airport under the FAA Airport Classification System. In accordance with this classification, the airport can accommodate aircraft with a maximum speed between 91 and 120 knots, and a wingspan less than 48 feet. Typical aircraft for this classification include Beechcraft Baron, Beechcraft King Air B 100, Piper Navajo.

A variety of plans and studies have been performed for the airport. A National Plan of Integrated Airport Systems (NPIAS) conducted by the FAA in 1990

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 storage tanks (USTs), and upgrade the active 10,000 gallon fuel storage tank. 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 inventory control system.
3. Upgrade existing piping to meet the requirements of 9 V.C.
4. Testing, and if necessary removal and disposal of contaminated soil.

Airport Beacon

1. The medium intensity airport beacon was replaced May

OUTSTANDING MAINTENANCE NEEDS

Terminal Building

1. The rear apartment and engine room have been condemned and requires demolition. County is in process of developing plans.

Runway Obstructions

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

Runway Lights

1. The REILS are not currently functioning properly. They have historically been unreliable. The Virginia Department of Transportation that New Kent County request forgiveness of state and federal funds 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 poor condition and partially obstructed by trees and brush. They should be replaced and 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 and potholes.

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, 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-sustaining aviation community airport, and provide a broad range of operational functions to New Kent County residents, businesses, and the general public at-large while expanding the County's tax base.

GOALS, OBJECTIVES AND STRATEGIES

Goal 1

New Kent County Airport will increase County revenues and provide a 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 for County residents and businesses.

Objectives:

1. Air-taxi/Charter and corporate aviation services will be provided 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 for the local tourism industry.

1. Ground transportation services will be made available at the airport.

Goal 4

New Kent County Airport will become a catalyst for aviation re and diversify local employment opportunities.

Objectives:

1. New Kent County Airport will provide private business c instruction/aircraft charter, mechanical services, air-taxi/ aircraft sales, crop-dusting services, aerial photography s and restaurants/merchandising.

Goal 5

New Kent County Airport will serve as a support facility for em

Objectives:

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

Goal 6

New Kent County Airport will provide opportunities for a education programs.

Objectives:

1. The EAA will conduct Young Eagles events at the airpo
2. Airport open houses will be held to educate the public ab general aviation to the community.
3. Fly-ins will be sponsored at the airport to encourage inc by non-based aircraft.
4. The landside portion of airport property will be used for purposes such as a community playground and public ob
5. The terminal building will provide office space for a Co Department and be used as a recreation facility such as a

Goal 7

New Kent County Airport will provide a base of operations for

Objectives:

1. A full range of aviation support services will be made a
2. The fueling hours will be extended.
3. Fueling services and facilities will be expanded

Objectives:

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

Strategy 1

New Kent County should undertake hangar improvements and upg number of based aircraft.

Strategy 2

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

Strategy 3

New Kent County should undertake an airport advertising and pro increase the number of based aircraft, and encourage itinerant airc activities should include an airport marketing brochure for distribu community, and aviation related groups and organizations.

Strategy 4

New Kent County should advertise for mechanical, instructional, services.

Strategy 5

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

Strategy 6

New Kent County should arrange for ground transportation servic

Strategy 7

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

Strategy 8

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

Strategy 9

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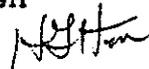
M E M O R A N D U M

TO: The Honorable Michael D. Salmon
FROM: H. Garrett Hart, III, County Administrator
DATE: March 3, 1994
SUBJECT: Airport Purpose and Directives

As per your request, I have compiled a statement and specific directives for the Airport Advisory Commission, and enclose herein for your review.

Please let me have your comments by no later than March 7 in order that I may edit and prepare the report to the Airport Advisory Commission.

HGH



mvw

Enclosure

PURPOSE

The purpose of the Airport Advisory Commission is to advise the New Kent Board of Supervisors in aviation-related matters. The Commission's duties are to promote the airport for the use and benefit of the community and especially citizens interested in using aviation. The Commission will exert most of its efforts toward airport promotion and will respond to requests for assistance in administrative matters. The Commission will report to the Board of Supervisors or a member of County Administration designated by the Board.

SPECIFIC DIRECTIVES

1. The Airport Advisory Commission should direct its efforts toward airport promotion. Its role there should be to inform the citizens of the operation of the airport, availability of services, as well as to promote business promotion.
2. The Airport Advisory Commission should take on as its first task in the immediate future the review and comment on the Airport Plan currently being initiated over the next 12 months.
3. The Airport Advisory Commission should advise the Board of Supervisors of safety issues that come to their attention.
4. The Airport Advisory Commission shall not concern itself with the day-to-day operations and management of the airport.
5. All inquiries and questions concerning New Kent County Airport should be directed to County Staff. Direct contact with the State Department of Transportation, Federal Aviation Administration or with the airport manager should be avoided.

Other duties as assigned by the Board of Supervisors.

New Kent County
Airport Commission
August 23, 1999
New Kent County Airport

The regular monthly meeting of The New Kent County Airport A was held Monday, August 23, 1999. Commission members present were Mr. Pratt, Mr. Felts, and Mr. Schutz. Ms. Snyder was absent. The Honorable Mr. Lipscomb represented the Board of Supervisors and acted as secretary.

Mr. Goss brought the meeting to order and asked for a roll call. Four of five commission members were present and they established the agenda.

Minute Adjustments

Mr. Goss asked for discussion of prior month's minutes. Mr. Pratt requested that a correction to the minutes be corrected to read, "That a market study be conducted. This market study is to analyze different financial markets. The reason for this analysis, is to ensure we do not price ourselves out of the market". Other corrections to the minutes were, "Mr. St. Jean the FBO" this statement was in regards to the FBO. Mr. St. Jean clarified a commission request to say that any future requests that are submitted to the News Paper for advertisement which was approved by the Airport Advisory Commission, that the commission members receive a copy of the advertisement.

Mr. Felts asked that the minutes be approved as corrected. Mr. Goss seconded the motion.

Staff Reports

Mr. St. Jean summarized that negotiation between the selected FBO and County Administration was proceeding forward smoothly. Mr. St. Jean summarized the policy and procedures that the County must perform regarding County property. Mr. St. Jean said that the initial Board meeting announcement to inform the community that the County will be having a second meeting by the Board was to approve the actual contracts regarding negotiations.

Mr. Felts asked, if negotiations are successful when would the FBO

for airport improvements are approved or disapproved. Mr. St. Jean said the outcome for all funds would be voted on, on Friday, August 27, 1999.

Mr. Goss asked Mr. St. Jean when would he have knowledge of the outcome. Mr. St. Jean said Thursday morning he will have information on what is approved by the DOAV but final approval would not be known till Friday August 27, 1999.

Mr. St. Jean discussed The Young Eagles Event. That event will be held on September 18, 1999. Other activities besides the free flying would include a display from the Science Museum of Virginia and a display of Radio Controlled Aircraft. Advertising for the event will be in both local papers. The chapter is the Experimental Aircraft Association (EAA) 231 and AirMobile will be providing the aircraft.

Mr. Goss asked who would be handling the insurance issues. Mr. St. Jean said he is working with the Experimental Aircraft Association (EAA) chapter and that the insurance is being worked out.

Mr. Felts offered his services and said he would provide free food for the event. Mr. St. Jean said he would grill. Someone would have to cook.

Mr. St. Jean completed staff reports stating that he was receiving approval for the airport projects.

OLD BUSINESS

Mr. Pratt asked if the motion that the Airport Advisory Commission approved was either approved or disapproved by the County Administration. Mr. St. Jean said the motion called for a synopsis of the approved Airport Advisory Commission Minutes to be overlaid onto the actual Airport Advisory Commission Minutes when distributed to the Board of Supervisors.) Mr. St. Jean said he had discussed this with Mr. Emerson and that the motion was disapproved. The minutes would be a summary of the meeting and further summarization would not be agreed.

Mr. Pratt asked if the motion that the Airport Advisory Commission approved was either approved or disapproved by the County Administration. Mr. St. Jean said the motion called for Mr. St. Jean to give an oral report before the Board of Supervisors at the regular monthly meeting of the Board of Supervisors. The report would be during the staff reports and would be summary of the approved Airport Advisory Commission Meeting Minutes. Mr. St. Jean said that motion was disapproved.

Mr. Pratt asked for clarification about the Business plan. Mr. Pratt asked the Airport Advisory Commission developed was the Business plan? Mr. St. Jean stated that it was his understanding that the Airport Advisory Commission was asked to develop a business plan, following a Business Plan developed by Mr. Maloney. The Airport Advisory Commission was to follow a certain level, that being Roman Numeral II. On completion and after that completed work would be given to a hired contractor special Planning. The Contractor, would then incorporate the work of the Airport Advisory Commission into a finalized comprehensive Business Plan.

Mr. Schutz requested that that portion of the Business Plan that the Airport Advisory Commission was responsible for developing be placed on New K... to make the Business Plan official.

Mr. Pratt asked, that if a Business Plan contract were not awarded, it not be prudent for the Airport Advisory Commission to continue the Business Plan on there own. Mr. Felts stated that it would be difficult say like building a house without any engineering. Mr. Schutz stated that they would require an order by the County to continue. Mr. Schutz also stated that if awarded and an order to continue by the County is not forthcoming, the reason for not continuing go on record. Mr. Pratt concluded that they would wait and see what happens.

Mr. St. Jean thanked Mr. Pratt for helping him work on a hanger and developing the Web site.

NEW BUSINESS

Mr. St. Jean requested of the Commission that the Airport Advisory Commission meet quarterly vs. monthly. Mr. St. Jean reasoned that the current process was ponderous slow and therefor Mr. St. Jean was of the opinion that more time was spent discussing the same issues over and over. Mr. Schultz stated that he would bring it up in the next meeting. Mr. Goss agreed with Mr. Schultz and the discussion of this be tabled for a month.

Mr. St. Jean said he would not be available for the next scheduled meeting. The dates for the next Commission Meeting were discussed. Mr. Goss stated that he would be scheduling and perhaps ask if other County staff members would be available.

Mr. Goss said that the Airport Advisory Commission Members had a confrontational and that any confrontation that has come up in the past does not lie within the body of individuals that he is speaking of.

Mr. Lipscomb stated that if the grant for the fence were approved and installed. Mr. Lipscomb referred to the Buchart & Horne and the other studies recommended the fence for safety. Mr. Lipscomb said we have the plans and it will be built so lets drop the fence issue now. Mr. D. reasons safety, Mr. Lipscomb stated yes.

A citizen asked how do you decide if a fence was needed or not. that two studies recommended the fence. The same citizen discussed

Mr. Goss asked that further discussion about the fence be put aside

Mr. Goss asked that the next meeting be scheduled for September if a staff member is available to take the minutes. If not, we will try another day. Mr. Goss asked for a motion to adjourn and Mr. Pratt seconded



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MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: October 15, 1999

SUBJ: Please be advised that the New Kent County Airport will hold its regular monthly meeting on Monday, October 25, 1999, begin at 7:00 p.m. and will be held at the New Kent County Airport.

Attachments:

Agenda for the October 25, 1999 meeting

Minutes to the September 21, 1999 meeting

Amendments to the August 23, 1999 meeting a copy of which was included in the August 23, 1999 meeting Package.

Flow Charts from the Department of Aviation

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

/St

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



COUNTY
OF
NEW
KENT

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY CO
October 25, 1999
7:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES

A. September 1999 Meeting

4. STAFF REPORTS

A. Department of Aviation Flow Chart

B. Summary of Airport Improvements

1. Terminal Building
2. Hanger Door
3. Hangers
4. Fuel Pump
5. Runway repair

5. UNFINISHED BUSINESS

A. Commission Members

6. NEW BUSINESS

A. Introduction of the FBO

7. CITIZEN COMMENT

New Kent County
Airport Commission
September 21, 1999
New Kent County Airport

The regular monthly meeting of the New Kent County Airport Authority was held Tuesday September 21, 1999. Commission members present were Mr. Pratt, Mr. Schutz, Mr. Felts, and Ms. Snyder. The Honorable Michael St. Jean represented the Board of Supervisors. Michael St. Jean acted as Chairman.

Mr. Goss brought the meeting to order and asked for roll call. All Commission members were present a quorum was established.

Minute Amendments

Mr. Goss asked for questions or corrections or approval of prior minutes.

Ms. Snyder asked Mr. St. Jean when he posts changes and corrects the minutes, does Mr. St. Jean go back and change the minutes. Mr. St. Jean said the correction in the following monthly minute write-up.

Ms. Snyder moved that when minutes are amended that those amendments be placed at the end of the minutes and with the original minutes. Mr. Felts seconded the motion. The motion was carried unanimously.

Mr. Goss asked for a vote for the prior month's minutes to be approved. Mr. Goss requested the following amendments be made. Mr. Schutz requested that the name be correctly spelled. Mr. Schutz also requested that the person responsible for the Comment Section of the minutes, {a member of the public Bill} be included in the minutes. Mr. St. Jean asked Bill for his last name to be included into the public record. Bill gave his last name as Harraway. Mr. Goss moved to approve the minutes as amended and Ms. Snyder seconded it. The vote was carried.

Staff Reports

Mr. St. Jean said the new fixed base operator (FBO) Chip Harraway of Harraway Aviation, would be providing the following flight services. Airframe Repairs (A&P), Flight School, Charter Services, Rentals, Aircraft Sales and Leasing.

Ms. Snyder asked if any advertising has been done to inform the public of the new FBO.

Mr. Lipscomb said that the advertising that the airport has done in has been effective in making the public aware of the airport and the services offered.

Mr. Goss asked about the Department of Aviation meeting (DOA).

Mr. St. Jean said funding was approved for all projects. One project was out of scope. The fence was to be constructed from the entrance road at the eastern section of the airport to stop north of the airport by the road.

Mr. St. Jean said the Young Eagle's event was successful even though it was difficult. 68 children flew which was the highest total amount of children at a Virginia airport this year.

Mr. Schutz requested that we name the pilot volunteers in the minutes for their efforts, Ms. Snyder concurred.

New Kent County would like to thank the following people and organizations for their voluntary support during the Young Eagle's event. **Pilot Volunteers:** Madison, Sean Pratt, Duane Goss, Rod Molina, Ron Vansickle, Cliff Woodle, Cliff Dixon, Bobby Clark. New Kent County would also like to thank the following volunteers for their support in helping make the event successful. **Personnel:** Gene Harrington, Jack Simmons, The Honorable Representative Robert L. Honorable Julian Lipscomb, Philip Felts, Joe Kromer, Richard B. Locezero and all the children and parents who came.

Commission members discussed for a few minutes Young Eagle's event at the state level.

Mr. Schutz said he understood that Becky Ringley was instrumental in getting staff access to the school system. Mr. St. Jean said yes. Because of the Superintendent of Schools and Ms. Ringley the Young Eagle's event was successful.

Mr. Schutz stated that if anyone was interested in an effective relationship between local government and a school system, they might look at the relationship between that community has a very successful relationship between the school system and the local government.

Mr. Lipscomb suggested that the AirMobile Van be placed at a school for the Young Eagle's event to create a bigger interest in aviation.

Mr. Lipscomb asked if the cracks on the runway are new or old.

Mr. St. Jean said it was 50% old and 50% new. The reason for the repair was due to the time of year that the last contractor performed the previous runway repair was in February and because of cold weather, the sealant did not flow, or adhere well.

Mr. Pratt asked about work flexibility with the contractor. Mr. St. Jean said if the runway were closed on the weekend, that the airports fuel trucks would suffer.

Mr. St. Jean said we have flexibility with the contractor so that repairs are limited to periods of decreased activity.

Mr. Lipscomb and Mr. Goss suggested that we develop a preventive maintenance program to reduce cost and runway down time.

Mr. St. Jean said he would include as a line item in next years budget moneys for runway preventative maintenance.

Mr. Pratt asked about the fuel pump start date.

Mr. St. Jean said by the beginning of November.

Mr. Goss asked if the pump was an upgrade or a replacement pump.

Mr. St. Jean said that it was a Gilbarco 625 remanufactured upgrade with remote credit card reading ability.

Mr. Pratt asked if this pump would be protected from the elements.

Mr. St. Jean said no, it was a stand-alone unit. As our weather is milder than the northern tier of states, it was felt that the pump did not require protection.

Mr. Goss asked if Mr. St. Jean expected a fuel increase to offset the cost of the fuel system.

Mr. St. Jean said no. Mr. St. Jean felt that it would have the reverse effect of increasing the price of gas by eliminating labor cost. We will no longer need

Mr. St. Jean said that he does ask, but many local aircraft owners own aircraft, especially those that have cloth covered aircraft. O conditions dictate the sale price of fuel.

Mr. Goss stated that a fuel price increase to subsidize the fuel pump the past and that is reason for his question.

Mr. St. Jean said he was unaware of that issue and said that he w a fuel price increase to subsidize the pump.

Mr. Goss asked about other airport maintenance issues.

Mr. St. Jean said the hurricane was responsible for damaging two hanger doors. The roofs have been repaired, a contractor was aw one door and the other door was to a hanger that has been remov

Mr. Goss asked, if that hanger will be placed back in service.

Mr. St. Jean said that that hanger is being looked at by the Count time a decision has not been made about that hanger. The age of the rotting timbers and rusting metal make repairing that hanger

Old Business

Mr. St. Jean requested to have the Airport Advisory Commission quarterly vs. monthly.

Mr. Goss asked for the Commission member's opinions. Mr. Fe stated that after the FBO is in place and the airport is operating s they would consider quarterly meetings.

Mr. Schutz said he solicited feedback from the Honorable Fred I that it was the opinion of Mr. Bahr that he might consider having only if there is no new business. This is similar to the planning c not have a set meeting schedule. Mr. Schutz though voiced a co saying that by having a meeting quarterly, then the citizens wou how the airport is performing.

Mr. Goss asked Mr. Schutz who would decide if a meeting were

Mr. Lipscomb agreed that the planning commission meets irregularly and that the airport moves at a faster pace and hence requires more meetings.

Ms. Snyder asked Mr. Lipscomb if all commissions have public input. She shared that she found it frustrating that during a work session of the commission that there was no Citizen Comment.

Ms. Snyder felt that we should continue to meet monthly for the foreseeable future.

Mr. Goss concurred with Ms. Snyder that because there are many projects at the airport, that we should continue meeting regularly.

Mr. Lipscomb stated that we should continue to meet monthly for the foreseeable future, if there is no business than Mr. St. Jean could call the commission for input.

Ms. Snyder again stated that we should continue to meet monthly for the foreseeable future, that, a citizen might have an issue that needs to be addressed. Ms. Snyder said that people in office at any level sometimes forget that they are to serve the community and it is up to us to provide a forum for that interchange to take place.

Mr. Schutz stated that the citizens have the option of contacting the commission directly, or to write a letter.

Ms. Snyder agreed with Mr. Schultz and said that contacting you is one way of expressing your views, but it is not quite the same as a public forum.

The commission members briefly discussed if a motion was necessary to change meetings from monthly to quarterly. After a brief discussion it was determined that a motion was not necessary because nothing had changed.

Ms. Snyder stated that she did not realize that Mr. Emerson had resigned from the motion of the Airport Advisory Commission.

Mr. Lipscomb asked when.

Ms. Snyder and Mr. Pratt said last month twice.

Mr. Goss said it was reflected in the last month's minutes and Mr. St. Jean

Mr. Felts asked what motion.

Mr. Pratt said Ms. Snyders two motions.

Mr. Goss said the motions that were made Phillip never went before the Board, they were stopped at Joe's office.

Mr. Felts stated that any time you want, you can go before the Board to have anything put on the Agenda.

Mr. Pratt stated that these requests came from Board members that requested the first motion, which dealt with a cover sheet. The Board rejected that idea.

Ms. Snyder stated that she thought Mr. Burrells idea was great.

Mr. Pratt paraphrased Mr. Bahr who said "if you want to get this done, the Supervisors make a formal motion or you could have the airport board give a synopsis to the Board". Which we did and that also got shot down.

Ms. Snyder stated that the whole point here is the tail wagging the dog.

Mr. Schutz reiterated a prior point he made. That point was to have the Board make a synopsis of the minutes. Mr. Schutz felt there might be a difference between all the commissions and their individual minutes for a Board meeting. Schutz said that in a conversation he had with Mr. Bahr, that Mr. Bahr reads reports, but sometimes does not read the reports in depth.

Mr. Goss stated that if you don't think the Supervisors are going to read the commission minutes what makes you think that the Supervisors will read the synopsis?

Ms. Snyder shared her concern that the synopsis might not be read in depth.

Mr. Pratt stated that he felt the main issue regardless of what the Board does, is it to be seen by the Board of Supervisors. The Board is often laundered down by the Administrator who works at the service of the Supervisors.

Ms. Snyder stated that she would make sure that her Supervisor

Mr. Felts said that he has approached a Supervisor himself to get

For approximately another five minutes there continued discussion of information to the Board of Supervisors. There is concern by the Board that the Board of Supervisors do not read the minutes of the airport commission members discussed different ways of how to make sure that the Board is informed. No decisions were made but Mr. Lipscomb said he would

Mr. Pratt brought up the Airport Advisory Commission Bylaws and Commission Members in their meeting package. Mr. Pratt suggested an amendment to reflect the current airport status. Mr. Pratt stated that the objectives were accurate which is to promote the airport for the entire community and to direct the efforts of the Commission to that end. Mr. Pratt went on to say though, that some of the Bylaws were not suggested to the Commission Members that an appropriate task would be to update the Bylaws.

Ms. Snyder agreed and asked that it be placed on the Agenda for the next

Mr. Goss summarized the meeting to this point stating that the commission members want to continue to have monthly meetings and the commission members will contact their Supervisors to insure information is getting to the Supervisor. Mr. Lipscomb also suggested that each member contact his or her Supervisor to insure information was not getting to the Supervisor.

New Business

Mr. St. Jean said with day light savings time, the airports hours will be P. M. Mr. St. Jean requested of the Commission to move the start of the Commission meeting back an hour or so. It was agreed starting with the Monthly Airport Advisory Commission meeting would be held at 7:00 P. M.

Citizen Comment

Susan Brubaker asked if the FBO hours will be the same as the airport. Mr. St. Jean responded that he believed the FBO's hours would be different than those established by the FBO. He expected that the hours would be longer than the airport.

Mr. George Delk shared his satisfaction that the airport was moving forward.



COUNTY
OF
NEW
KENT

**New Kent County
Airport Advisory Commission Meeting
Minute Amendments of the August 23, 1999
As amended in the September 21, 1999 Meeting**

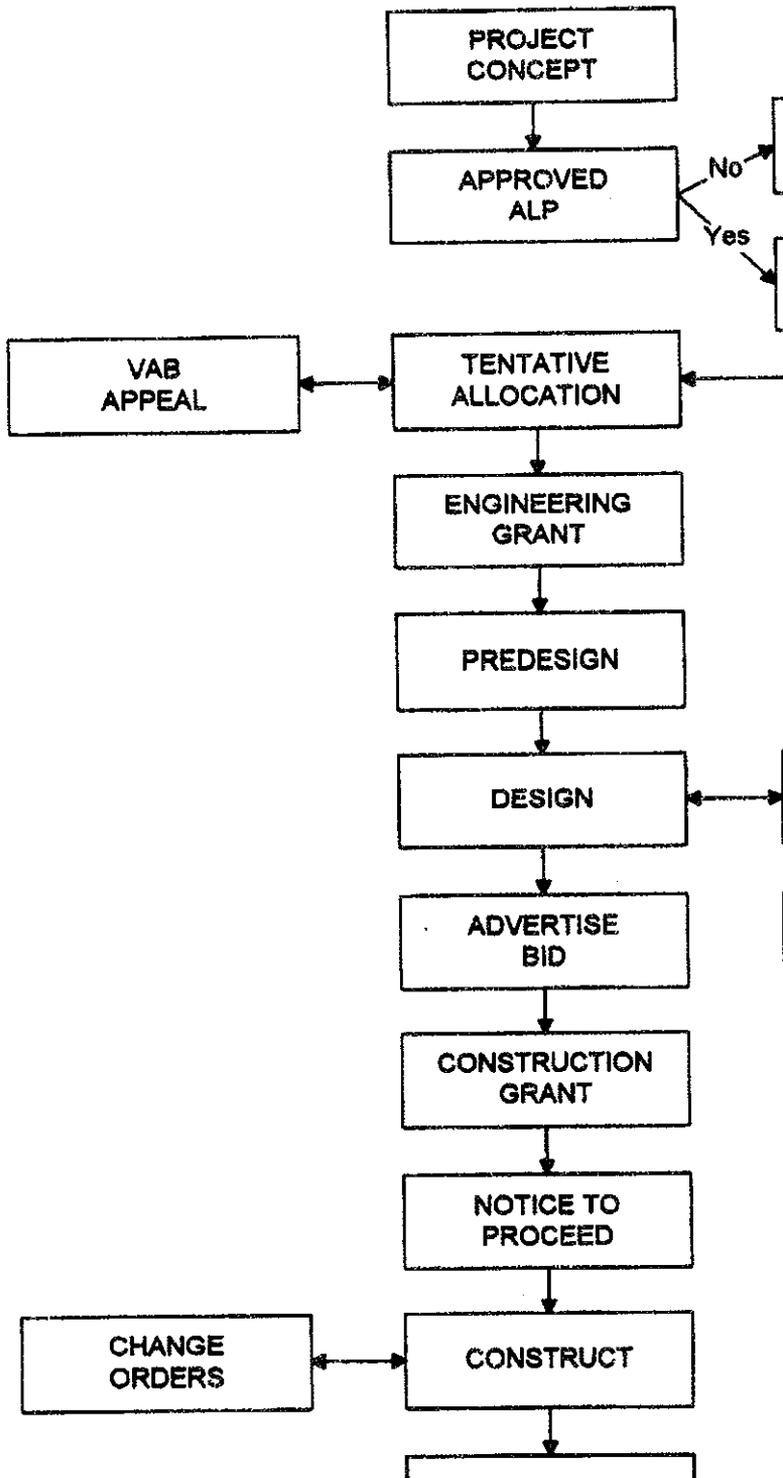
Mr. Goss asked for question or corrections or approval of the minutes of the August 23, 1999 Airport Advisory Commission Meeting Minutes.

Ms. Snyder asked Mr. St. Jean when he post changes and corrects the minutes, does Mr. St. Jean go back and changes the minutes. Mr. St. Jean said that the corrections or amendments in the following monthly write-ups will be made.

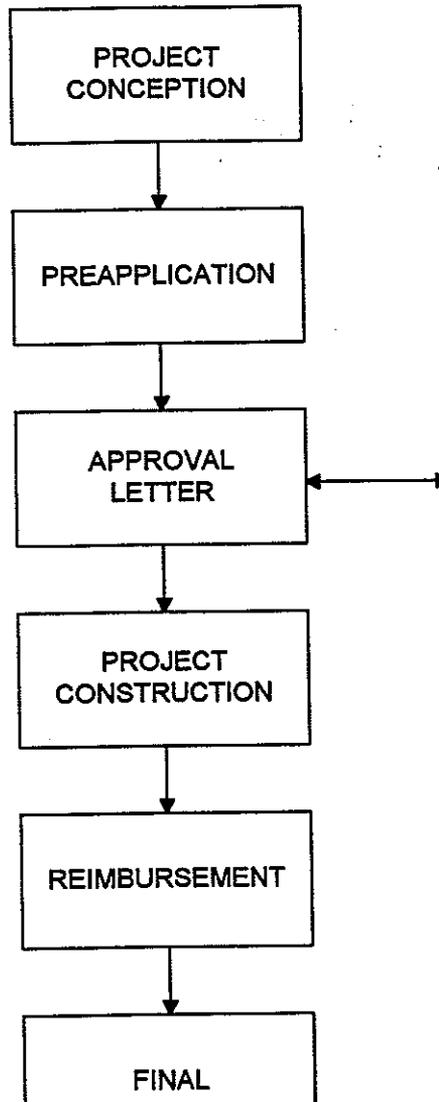
Ms. Snyder moved that when minutes are amended that those amendments be made and with the original minutes. Mr. Felts seconded the motion. The motion carried unanimously.

Mr. Goss asked for a vote to approve the prior month's minutes. The following amendments be made. Mr. Schutz requested that the name of the person referred to in the following Section of the minutes, {a member of the public Bill} have his last name spelled. Mr. Schutz also requested that the person referred to as Bill have his last name spelled. Mr. St. Jean asked Bill for his last name so it could be in the minutes. Mr. St. Jean asked Bill for his last name so it could be in the minutes. Bill gave his last name as Harraway. Mr. Pratt voted to approve the minutes as amended with Ms. Snyder seconding the motion. The vote carried.

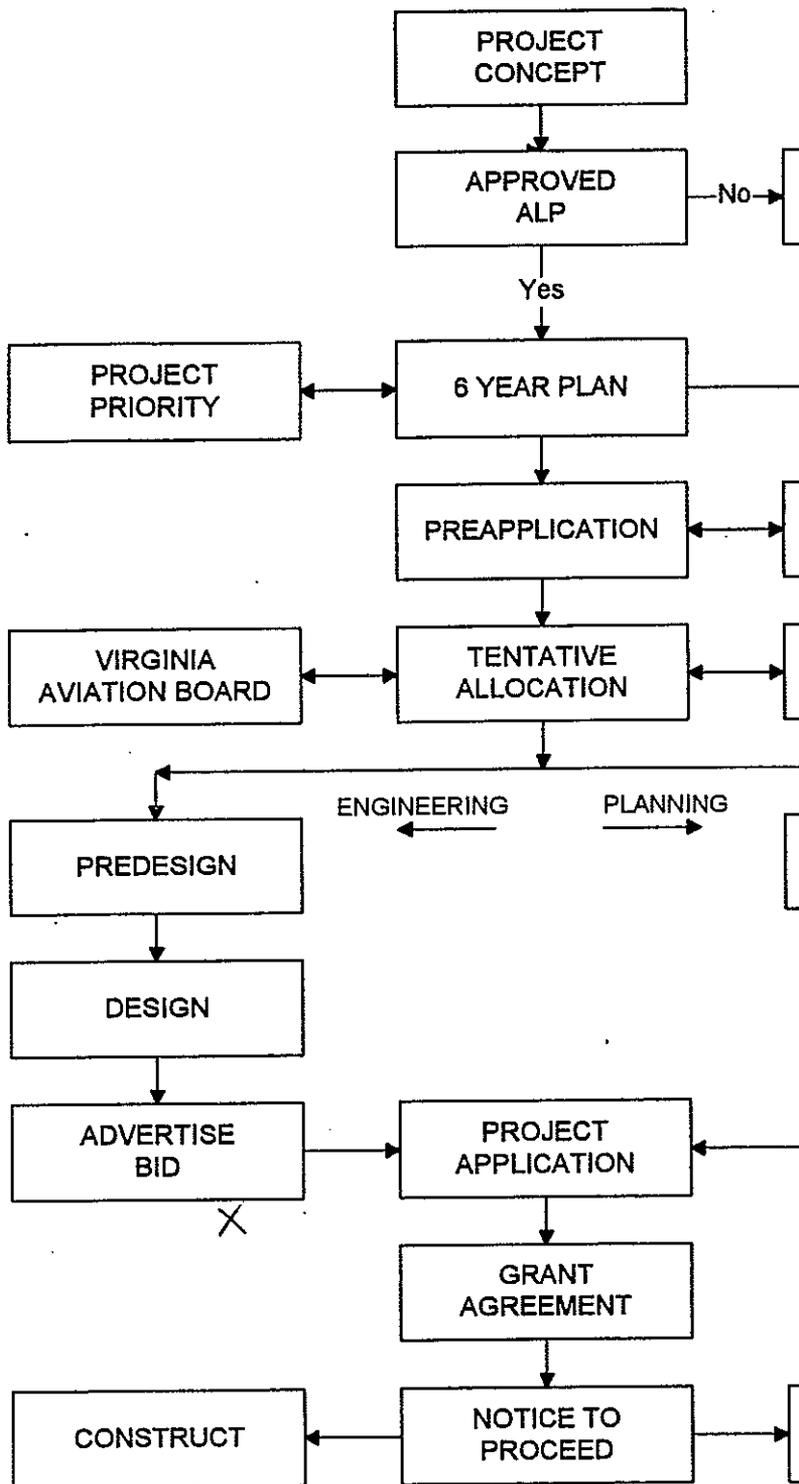
FACILITIES & EQUIPMENT FLOW CHART



MAINTENANCE PROGRAM FLOW CHART



CAPITAL IMPROVEMENT & PLANNING FLOW





COUNTY
OF
NEW
KENT

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: November 1, 1999

SUBJ: Please be advised that the New Kent County Airport Advisory regular monthly meeting on Monday, November 22, 1999. The meeting will be held at the New Kent County Airport.

Attachments:

Agenda for the November 22, 1999 meeting

Minutes to the October 21, 1999 meeting

Amendments to the minutes of the September 21, 1999 meetings

Bylaws of the Airport Advisory Commission

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

/St

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



COUNTY
OF
NEW
KENT

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY CO
NOVEMBER 22, 1999
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. October 1999 Meeting
4. STAFF REPORTS
 - A. Work completed during the month
 - B. Summary of Airport Improvements
 1. Terminal Building
 2. Hangers
 3. Fuel Pump
 4. Runway repair
 - C. Interview of Business Planner
5. UNFINISHED BUSINESS
 - A. Bylaws of the Airport Advisory Commission
 - B. Commission Members
6. NEW BUSINESS
 - A. Introduction of the FBO



COUNTY
OF
NEW
KENT

**New Kent County
Airport Advisory Commission Meeting
Minute Amendments of the September 21, 1999
As Amended in the October 25, 1999 Meeting**

Mr. Goss asked if there were any questions, or corrections to the Airport Advisory Commission Meeting Minutes.

Mr. Pratt asked that his first name be spelled correctly.

Mr. Schutz requested that the minutes be amended to say that an to look at, would be the Roanoke Aero Club and the school system Roanoke and the Roanoke School System.

Mr. Schutz also requested that the minutes reflect, that Mr. Schutz did not read the minutes to the information packages he received be removed from the minutes.

Ms. Snyder asked that her statement alluding to the County Administration reflect that Ms. Snyder's statements were taken out of context.

Mr. Goss asked that the minutes be approved. Ms. Snyder second motion carried unanimously.

A copy of these amendments / adjustments will be placed with the September 21, 1999 meeting minutes.

New Kent County
Airport Commission
November 22, 1999
New Kent County Airport

The regular monthly meeting of the New Kent County Airport Ad was held Monday, October 25, 1999. Commission members present were Mr. Pratt, Mr. Schutz, Mr. Felts and Ms. Snyder. The Honorable Julia R. Ringer represented the Board of Supervisors. Also in attendance were the Honorable Fred Bahr. Mr. St. Jean acted as staff.

Mr. Goss brought the meeting to order and asked for roll call. Mr. Goss stated that since all members were present a quorum was established.

Mr. Goss asked if there were any questions, or corrections to the minutes.

Mr. Pratt asked that his first name be spelled correctly.

Mr. Schutz requested that the minutes be amended to say that an entity to look at, would be the Roanoke Aero Club and the school system. The minutes should read Roanoke and the Roanoke School System.

Mr. Schutz also requested that the minutes reflect, that Mr. Schutz did not read the minutes to the information packages he received. The minutes should be removed from the minutes.

Ms. Snyder asked that her statements alluding to the County Administration should reflect that Ms. Snyders statements were taken out of context.

Mr. Goss asked that the minutes to be approved. Ms. Snyder seconded the motion carried unanimously.

Mr. Goss asked for the Staff reports.

Mr. St. Jean showed the Commission Members three flow charts from the Department of Aviation. The three flow charts, were the Capital Budgeting Chart, Facilities and Equipment Chart, and the Maintenance Chart. The charts show the steps that are necessary from idea inception to funding of a project. Mr. St. Jean explained that different projects have different procedures and

Mr. St. Jean stated that the Engineering firm of R. Stewart Royce Metro Construction and the County have signed the contract for. Once the County Attorney has reviewed and signed the contract, airport manager, and the contractor will have a preconstruction b that construction will begin within ten days after the briefing.

Mr. Goss asked for an estimated when the construction would be

Mr. St. Jean said the second week of November.

Mr. St. Jean stated the reason the door repair was not completed companies claim process. The claim has been processed and the completed in a week or so.

Mr. St. Jean stated that the hangers site preparation has been mo surveyors have been to the airfield and surveyed the area. The s prepare a report as to the amount of grading and drainage that w report should take a month or so.

Mr. Goss asked about the swamp hangers.

Mr. St. Jean said they too were surveyed. We are looking to det preparation needed to re-grade the area to include putting a cem entire floor. We area also looking to determine the cost for add Jean went further by saying it did not appear we would enclose leave them open for reduced leases expenses.

Ms. Snyder asked who will determine if hangers are to be repair rebuilt.

Mr. St. Jean said when he has all the information as to the cost electrical drainage waste removal as well as the cost of money said he would give all this information to the Commission Men their recommendations to the Board of Supervisors.

Mr. St. Jean stated that the fuel numn contract was also signed on the construction grant to be drawn up by DOAV. When tha would issue us a Notice to Proceed. At that time Baird Fuel ser

Mr. Pratt asked about protecting the credit card reader from the elements. Mr. St. Jean said no it would be open to the elements but would have a set back.

Ms. Snyder asked if this was similar to a cash flow machine.

Mr. St. Jean said yes. Mr. St. Jean also stated that he looked into the house the fuel pump and credit card machine and that it raised the cost by \$6,000.00. Mr. St. Jean said this put us out of budget.

There was general discussion around the table for a few minutes subject to faults or damage due to weather, then we could build a structure to protect the machine.

Mr. St. Jean stated that runway repair was due to begin on November 1st and the runway closed an estimated six days.

Mr. Pratt said this was a Wednesday and shared a concern that it would impact weekend flight operations. Mr. Pratt asked if there was flexibility to start work at a time limiting the impact on flight operations.

Mr. St. Jean said yes. He would schedule a more appropriate time to start work nearer to limit operational impact.

This concluded staff reports.

Unfinished Business

Mr. Pratt requested the Commission Members to review the Airport Commission Bylaws with the intent of bringing the Bylaws up to date. He stated that the Preamble and a few of the Specific Directives were still out of date. As an example, Mr. Pratt quoted clause 1.1.1 Directives of the Bylaws. Mr. Pratt read "The Airport Advisory Committee shall take on as its major task in the immediate future the review and development of a Planning Study to be initiated over the next 12 months". Mr. Pratt stated that this directive was completed years ago.

Mr. St. Jean stated that three candidates for the Airport Business interviewed on December 1, 1999.

New Business

Mr. St. Jean was to introduce the Fixed Base Operator (FBO), but was not up for the meeting. Mr. St. Jean introduced Mr. Sam Couch a fixed base FBO. Mr. Couch stated that he would be available on weekends for instruction and that he and Mr. Pratt were helping the FBO in developing a school.

Mr. Pratt shared that he too would also be flight instructing part time and that had already started.

Mr. St. Jean stated that Mr. Harrup the FBO would provide the maintenance Airframe and Powerplant work with inspection capability. Flight Instruction Charter Service (which had already chartered a few people) and

Citizen Comment

There was no citizen comment at this time.

Mr. Goss asked when the next meeting was to be scheduled and Mr. St. Jean stated November 22, 1999.

Mr. Goss asked at what time and Mr. St. Jean stated at 6:30 P. M.

Mr. Goss asked for a motion to adjourn the meeting, which was made and passed unanimously.

PURPOSE

The purpose of the Airport Advisory Commission is to advise the New Kent Board of Supervisors in aviation-related matters. The duties of the Commission are to promote the airport for the use and benefit of the community and especially citizens interested in using aviation. The Commission will exert most of its efforts toward airport promotion and respond to requests for assistance in administrative matters referred to the Board of Supervisors or a member of County Administration by the Board of the Board.

SPECIFIC DIRECTIVES

1. The Airport Advisory Commission should direct its efforts toward airport promotion. Its role there should be to inform the citizens of the operation of the airport, availability of services, as well as to promote business promotion.
2. The Airport Advisory Commission should take on as its first task in the immediate future the review and comment on the Airport Plan currently being initiated over the next 12 months.
3. The Airport Advisory Commission should advise the Board of Supervisors of safety issues that come to their attention.
4. The Airport Advisory Commission shall not concern itself with the day-to-day operations and management of the airport.
5. All inquiries and questions concerning New Kent County Airport should be directed to County Staff. Direct contact with the State Department of Transportation, Federal Aviation Administration or with the airport manager should be avoided.

Other duties as assigned by the Board of Supervisors

PUBLIC NOTICE

Notice is hereby given that the Hanover County Planning Commission will hold a public hearing on **November 29, 1999, at 7:00 P.M.**, in the Board Room of the Courthouse Building at Hanover Courthouse, Hanover, Virginia, as the day of the week, to hold a public hearing to consider the following cases, at which public hearing will be accepted:

ORDINANCE AMENDMENT

ORDINANCE 99-04, RS District

AN ORDINANCE to amend the Hanover County Zoning Ordinance, to repeal the R-1, R-2, and R-3 Residential Districts; to adopt the RS, Single-Family Residential District; to require the provision of open spaces within developments and to allow both detached and attached units with a density no greater than four units per acre; and to amend the Hanover County Subdivision Ordinance to require the provision of sidewalks and gutter, sidewalks, landscaping, and buffers in certain areas.
(PUBLIC HEARING)

COMPREHENSIVE PLAN AMENDMENT

CPA 99-05: Single Family Residential Development

AN AMENDMENT to "Vision 2017," the Hanover County Comprehensive Plan adopted September 23, 1998, to provide criteria for the consideration of the RS, Single-Family Residential District, within the Suburban District.
(PUBLIC HEARING)



COUNTY
OF
NEW
KENT

MEMORANDUM

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: December 13, 1999

SUBJ: Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday December 20, 1999, beginning at 6:30 P. M. and will be held at the New Kent County Airport.

Attachments:

Agenda for the December 20, 1999 meeting
Minutes to the November 22, 1999 meeting

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

/s/

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

Margaret Guy
(T) Director of Planning and Community Development

Ms. Riley asked that if we knew of any local female aviators, for her.

CITIZEN COMMENT:

Mr. Pratt asked if anyone one was interested in speaking. There

Mr. Pratt scheduled the next meeting of the Airport Advisory Co
27, 1999 at 6:30 P. M.

Mr. Pratt asked for a motion to adjourn the meeting. Mr. Schutz
and the motion carried unanimously by Mr. Felts vote..

Airport Advisory Commission

Mission Statement

(DRAFT)

Purpose

The purpose of the Airport Advisory Commission is to assist the Board of Supervisors in aviation-related matters. The Commission are to promote the airport for the use and benefit of the community and especially citizens interested in using aviation. The Commission will exert most of its efforts toward airport promotion and will accept requests for assistance in administrative matters only as requested by the Board of Supervisors or a member of County Administration as a representative.

Specific Directives

1. The Airport Advisory Commission should direct its efforts toward the promotion and making it a viable operation for the County. It should be to inform the citizens of the County of the operation of the airport, services, as well as education and business promotion.
2. ~~The Airport Advisory Commission should take on as its primary task in the future the review and comment on the Airport Planning Study for the next 12 months.~~
3. The Airport Advisory Commission should advise the Board of Supervisors of issues that come to their attention.
4. The Airport Advisory Commission shall not concern itself with day-to-day operations and management of the airport. It shall **cooperatively with the New Kent County Airport Management Board operation and management issues generated by the Board appraised of the issue(s) and its resolution.**
5. All inquiries and questions concerning New Kent County Airport operations shall be referred to County Staff. Direct contact with the State Department of Transportation Administration or with the airport manager is prohibited. Direct contact with County is prohibited.