



COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: December 21, 1999

SUBJ: Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, January 24, 2000. The meeting will begin at 6:30 P. M. and will be held at the New Kent County Airport.

Attachments:

Agenda for the January 24, 2000 meeting
Minutes to the December 20, 1999 meeting.

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

/St

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

Margaret Guy, AICP
(T) Director of Planning and Community Development



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
JANUARY 24, 2000
6:30 P. M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL//DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. December 20, 1999 Meeting
 - B. Introduction of New Commission Member
4. STAFF REPORT
 - A. Construction Progress Report
 - B. Financial Report
5. UNFINISHED BUSINESS
 - A. Update on Airport Incidence Policy
6. NEW BUSINESS
 - A. Selection of new Airport Commission Officers
 - B. Introduction of Cindi Martin, C. M.
Director, Aviation Services
Campbell and Paris Engineers
7. CITIZEN COMMENT

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
JANUARY 24, 2000
NEW KENT COUNTY AIRPORT

The regular monthly meeting of the New Kent County Airport Advisory Commission was held December 20, 1999. Commission members present were Ms. Snyder, Mr. Goss, Mr. Felts, Mr. Schutz, and Mr. Pratt. The Honorable Julian Lipscomb, represented the Board of Supervisors. Mr. St. Jean acted as staff secretary.

Mr. Goss called the meeting to order and asked for roll call. Mr. St. Jean called roll and all members were present. A quorum was established.

Mr. Goss asked if there were any questions, comments or corrections to the prior month's minutes.

Mr. Schutz had a question about the swamp hangers and their age. Mr. Schutz was unsure as to which hangers Mr. St. Jean referred to when he said hangers were 40 years old.

Mr. St. Jean stated he was referring to the hangers behind the terminal building. He was unsure as to the age of the swamp hangers.

There was discussion among members about the swamp hangers. It was known that they were relocated to their present site but their age was unknown.

Mr. Goss asked for a motion to have the minutes approved. Mr. Lipscomb made the motion for approval Mr. Felts seconded the motion the motion carried unanimously.

Mr. Goss asked for staff report.

Mr. St. Jean summarized the meeting between with Mr. Wiegand Director of the Department of Aviation and Mr. Dankos Vice Chairman of the Aviation Board of Virginia and Mr. Emerson New Kent County Administrator. The meeting was approximately two hours long. Mr. St. Jean stated that he and Mr. Emerson discussed airport projects that were completed and those projects pending. The discussion included capital improvements the County was making by investing in the rehabilitation of the terminal building and hanger studies. Conversation revolved around the increased activity at the airport and of having an FBO to provide services to the Community. We asked that Mr. Wiegand and Mr. Dankos to look at any and all ways of assisting the County to include contacting the Department of Transportation and inquiring about the possibility of access off I64. We discussed the possibility of having an Airport Engineer such as Delta Associates, or Campbell and Paris to aid us in our project goals.

Mr. Schutz asked about the climate of the meeting.

Mr. St. Jean stated that both he and Mr. Emerson felt that the meeting was a very positive and open meeting.

Mr. St. Jean stated that three firms were interviewed for the Airport Business Plan. The interviews took longer than expected. Mr. Emerson had a number of other meetings to attend to so we did not have time to rate and select a firm. Mr. St. Jean stated that he and Mr. Emerson would rate and select a firm soon after the New Year.

Mr. St. Jean went over the maintenance projects. Project that involved the runway crack sealant was completed. The fuel pump dispenser project was on schedule with the electrical portion of that job completed. Fuel dispenser would be the same as it has been because the computer for the credit card reader had not yet arrived. Mr. St. Jean could not give a specific time as to when the credit card reader head would arrive. It would arrive after the agreement was signed by all parties to include the Treasurer for electronic funds transfer banking.

Mr. Goss asked if the credit card machine provided a receipt.

Mr. St. Jean said he did not know, but will get that information to him.

Mr. St. Jean said that the Airport was a member of the Aircraft Owners and Pilot Association (AOPA). As such, the pilots who use their AOPA credit card for fuel purchases were entitled to a three 3% discount provided to them by AOPA after providing AOPA proof of purchase.

Mr. St. Jean shared his frustration with the Commission about the slow progress the Terminal Building Rehabilitation Project was taking. Mr. St. Jean read to the commission a letter from Grand Metro stating that they will begin demolition around the second week of January, with a scheduled completion date around the middle of May 8, 2000. Mr. St. Jean also stated that Grand Metro contacted him that day and said that Grand Metro had a break in work and would be out the following day to begin demolition.

Mr. Pratt asked if the Precision Approach Path Indicator (PAPI) would ever be repaired. Mr. Pratt's concern was not for him but for his students who use the lights as a guide when the wind favors that runway.

Mr. St. Jean stated that the Department of Aviation had been contacted four times. The technicians had been to the airport twice to troubleshoot the lighting problem. The technicians said they have ordered the PAPI books to troubleshoot the lighting system. As soon as the schematics arrive, the technicians will come to the airport to fix the problem.

Mr. Goss asked Mr. St. Jean that in his estimation is the airport currently operating in the red or black.

Mr. St. Jean said the airport is operating in the red. The airport is not yet generating sufficient revenue. Mr. St. Jean said with all the capital improvements we are not even close to operating in the black.

Mr. Lipscomb asked if the capital improvements were not counted would the airport be operating at a profit.

Mr. St. Jean said no. Mr. St. Jean apologized he did not have that specific information with him, but said the airport would still be operating at a loss but the operating loss would be substantially less if you did not include funds used for capital improvements. Mr. St. Jean said he would provide specific information in the next meeting.

Mr. St. Jean went over the airport-manning schedule for the holidays.

Mr. St. Jean asked Ms. Jenny Riley if she would like to say something about the 99's

Ms. Riley thanked the following pilots. Mr. Gary Green, Mr. Ed Madison, Mr. Shawn Pratt, Mr. and Mrs. David Meier and Ms. Susan Brubaker for flying toys to Franklin to help the children affected by the Hurricane. There was a total on two trips of five airplanes filled with toys.

Mr. St. Jean thanked all the volunteers for their time and effort for assisting the disadvantaged children of Franklin. Mr. St. Jean stated that activities such as this are vitally important to the airport. Volunteerism creates a positive image that the entire community can be proud of. Mr. St. Jean thanked Ms. Riley and Ms. Worley with a Poinsettia and issued to the pilots a gift certificate for some free aircraft fuel as a way of showing his appreciation.

Mr. Lipscomb thanked all the pilots who flew overhead during the County's parade.

UNFINISHED BUSINESS:

Mr. Pratt made a change to the Airport Advisory Commission Bylaws Draft. Mr. Pratt included an additional clause to state that one of the short-term goals of the Commission is to work closely with the firm that is hired to provide the Airport Business Plan. Mr. Pratt also reworded the number five clause for reading clarity.

Mr. Felts made a motion to approve the draft as written and to pass the draft along to the Board of Supervisors.

Mr. Schutz seconded the motion and the motion carried unanimously.

NEW BUSINESS:

Mr. Goss stated that the airport is showing growth with airfield operations on the increase. Mr. Goss asked Mr. St. Jean if he is confident that the County is providing him

and other County personnel employed at the airport the resources needed in the event of an incident, mishap, or an accident? Mr. Goss asked if the airport personnel were knowledgeable in the protocols and who needs to be contacted in the process and the procedure dealing with the FAA and NTSB part 8-30. If not, Mr. Goss suggested that an SOP be drafted because certain entities needed to be contacted in the event of an incident or an accident and those procedures are very defined and spelled out in the Airman information manual and the Federal Aviation Regulations.

Mr. St. Jean stated he would look into the airport standard operating procedures (SOP) to see if those procedures were spelled out. If not, procedures and training would be incorporated into the airport SOP.

CITIZENS COMMENT:

Mr. Goss asked for any citizen comment. There was none.

Mr. Goss scheduled the next Airport Advisory Commission Meeting for January 24, 2000 at 6:30 P.M.

Mr. Goss asked for a motion for the meeting to adjourn. Ms. Snyder made the motion for adjournment and Mr. Schutz seconded the motion.



COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: March 22, 2000

RE: Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, March 27, 2000. The meeting will begin at 6:30 p.m. and will be held at the New Kent County Airport.

Attachments:

Agenda for the March 27, 2000 meeting
Minutes to the February 24, 2000 meeting
Campbell and Paris Engineers Business Plan Outline

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

/St

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

Margaret Guy, AICP
Director of Planning and Community Development



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
MARCH 27, 2000
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. FEBRUARY 2000 Meeting
4. STAFF REPORT
Year in Review
5. UNFINISHED BUSINESS
Airport Commission Members
6. NEW BUSINESS
Airport Commission Members
7. REPORT FROM CAMPBELL AND PARIS
8. CITIZEN COMMENT

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
MARCH 27, 2000
NEW KENT COUNTY AIRPORT

The regular monthly meeting of the New Kent County Airport Advisory Commission was held February 28, 2000. Commission members present, were Ms. Snyder, Mr. Schutz and Mr. Felts. Mr. Gay and Mr. Pratt were not available. The Honorable Rebecca Ringley and the Honorable Julian Lipscomb represented the Board of Supervisors. Mr. St. Jean acted as staff secretary.

Mr. Felts was nominated by his fellow commission members to act as temporary chairman.

Mr. Felts asked Mr. St. Jean to call roll. Mr. St. Jean called roll and a quorum was established.

Mr. Felts asked if there were any questions, comments or corrections to the prior month's minutes.

Mr. Schutz asked that Mr. St. Jean change Breaking Action Report to read Braking Action Report.

Mr. Felts asked if there were any more questions. There were none. Mr. Felts asked for a motion to approve the minutes as amended. Mr. Snyder made that motion with Mr. Schutz seconding the motion. The motion carried unanimously.

A copy of these amendments and clarifications are attached to the February Minutes.

CITIZENS COMMENT

Mr. Felts asked if any citizens had a comment. There were no comments.

UNFINISHED BUSINESS

Mr. Felts asked if there was any unfinished business from the prior months meeting.

Mr. Schutz asked, if Mr. St. Jean answered Mr. Pratt's question as to whether the airport is operating at a profit or loss if Capital Improvement expenses were not counted.

Mr. St. Jean said yes that he answered Mr. Pratt's question and repeated his answer. If you do not take into consideration the Capital Improvements expense, the airport is still operating at a loss. For the airport to break even, you would also need to eliminate all personnel expenses besides Capital Improvement Expenses (CIP).

Mr. Felts asked if that answered Mr. Schutz question. Mr. Schutz stated yes and that he recognized that you cannot eliminate personnel expenses, but he wanted to look at the equation without the Capital Improvement expenses. Mr. Schutz said that the Airport Advisory Commission (AAC) received that information in the past with Ms. Snyder concurring.

Mr. Pratt arrived and excepted responsibility of the meeting as the active chairman.

Mr. Schutz asked Mr. Pratt if Mr. St. Jean answered Mr. Pratt's question clearly regarding the counting of Capital Improvements Expenses against revenues.

Mr. Pratt said yes he understood and received from Ms. Ringley an Airport financial summary.

Mr. Pratt asked Mr. St. Jean at this time when a Capital Expense is counted.

Mr. St. Jean said a Capital Expense or any expense is counted in the budget the year that the expense is incurred. In some cases, Capital Improvements have additional caveats. If grant moneys are involved, then the grantee is obligated to the grantor for a period of up to 20 years. As each year passes that percentage obligated to the grantor is reduced, similar to a loan. If a CIP needs to be financed, then the debt service for that year is counted against that year's revenue. With the debt service of the following years against those years revenues.

Mr. Pratt stated that the airports economic picture looks better now then it has in the past.

Mr. St. Jean stated that he is constantly looking at ways to improve the economic picture of the airport by reducing expenses and increasing revenues.

Mr. Felts asked if an override switch could be installed inside the terminal building. That way, a County employee would not have to leave the terminal desk for a cash customer.

Mr. St. Jean said an override switch was provided, but it is inside the machine and he would have to access that switch at the computer head. Mr. St. Jean stated that if he were needed inside, he would give the cash card to the customer for them to swipe.

Mr. Pratt asked if Mr. Harrup had gotten with Mr. St. Jean about credit card services for New Kent.

Mr. St. Jean said that New Kent owns a machine, but it is up to Mr. Harrup to contract with a bank to provide credit card services.

Mr. Pratt asked Mr. St. Jean about the T-Hangers.

Mr. St. Jean said that the report was not completed.

NEW BUSINESS

Mr. St. Jean introduced Ms. Cindi Martin from Campbell and Paris Engineers of Chantilly, Virginia.

Ms. Martin handed out Exhibit A see enclosures.

Ms. Martin began her report by saying that most businesses traditionally prioritize capital improvements with their business objectives and that the airport business plan would address some of the following subjects. Cash Flows, airport short-term goals, and ways to increase transient and local airport operations. Other business objectives to be addressed, were whether the current facilities are adequate for today's operations and are they adequate for future operations. Ms. Martin described the differences between the Master Plan and a Business Plan. The Business plan will address the County's objectives and funding issues. Ms. Martin stated that a business plan is usually good for a three-year period due to economic dynamics. The business plan is a measurable snap shot of current and near future economic conditions. After that period, economic conditions are more difficult to predict. The Master Plan (ALP) addresses capital issues that continue 20 years into the future. Ms. Martin also said that the ALP should be update every five years as conditions change and project mature. Other information covered by Ms. Martin was the generosity that the State of Virginia displays when handing out funds for airport improvement. Ms. Martin stated that the business plan is to be objective and must use justification for improvements. Ms. Martin discussed the airport catchment area with its current marketing position.

Specifically some of the challenges facing New Kent said Ms. Martin is difficulty in accessing the airport. Another challenge facing the airport, is runway length. The current runway is not designed to support larger aircraft. Most airports built today are designed with 5000' runway lengths. As such, corporate aircraft look for services and runways that will support them. If services are not provided then the aircraft and its owners go elsewhere. Nationally says Ms. Martin, the aviation business has peaked and is beginning its cyclical down turn. Prices and insurance are unfavorable for aircraft ownership with many smaller airports closing because sport aviation is no longer capable of paying the bills. Ms. Martin continued and said the business plan will look at alternative revenue sources. Examples might include the state highway systems, privatization of some services and local economic development programs that may be available.

Mr. Pratt asked Ms. Martin that when the plan is developed, does she develop the plan with the end in mind.

Ms. Martin stated that Campbell & Paris (C&P) gathers input from all interested parties, stating that citizen input is very important. Information is gathered from many different sources including the public. C&P use information generated from surveys to set the agendas of meetings. Other sources used by C&P include the state and federal government, the local industrial development council, the airport sponsors. Additional

input from third parties includes information from other economic development sources such as The Capital Region Airport Commission and the Department of Aviation. C&P, looks quantitatively at the demand of current services and projections of future service using different economic models and forecast assertions. Once all the information is acquired then C&P with all parties' objectives will analyze and develop a final objective.

Mr. Schutz asked about the impact of the Route 33-development area and West Point Airport and its effect on New Kent Count Airport. Ms. Martin answered that all airports in the 25, 50 and 60 mile catchment area are looked at and what their effect is on New Kent Airport and its marketing segmentation.

Ms. Martin asked if there were any questions and Mr. Molina asked if C&P had a standardized way of evaluating the airport. Ms. Martin answered that C&P used methodology and what if scenarios. Ms. Martin completed her report.

OLD BUSINESS

The Airport Advisory Commission voted on new officers. Ms. Snyder recommended Mr. Pratt for Chairman of the AAC. Mr. Schutz seconded the motion with the motion being carried unanimously. Mr. Lipscomb made a motion for Mr. Felts to be the Vice-Chairman, Mr. Schutz seconded the motion, the motion carried unanimously.

Mr. Pratt asked when did the five-year time frame that the Board of Supervisors grant to the airport to break even start. Mr. Schutz said he felt that it should begin after the business plan was completed because we would have a direction to follow. Mr. St. Jean said the clock began the day he was hired. Mr. St. Jean said he has four years remaining to meet his objective. There was some discussion among commission members about the timeline and decided to ask the Board of Supervisors in the future.

Mr. Schutz asked when the pilot shop was to open.

Mr. St. Jean said it is open and supplies are in stock.

Mr. Felts said Mr. St. Jean suggested a picnic pavilion. Mr. Felts said he would donate all the materials except the roof trusses and roof tin. Mr. Pratt said in the past, the pilots association was interested in donating a couple of picnic benches.

Mr. St. Jean asked the members to provide him with a list of materials, plans and manpower need to complete the project. On receipt of that information, Mr. St. Jean said he would bring the information to the County Administrator and County Engineer for approval. Mr. Pratt suggested that this may be an Eagle Scout project and that he would look into that as a possibility for manpower and to assist the local Scout Troop.

Mr. Pratt scheduled the next AAC meeting for March 27, 2000 at 6:30 P. M. and asked for a motion to adjourn the meeting. Ms. Snyder made the motion and Mr. Schutz seconding the motion.

EXHIBIT A

NEW KENT COUNTY AIRPORT Business Plan Outline

EXECUTIVE SUMMARY

- New Kent Airport Objectives and Mission

NEW KENT AIRPORT SUMMARY

- Sponsor / Legal Entity
- History
- Location and Facility Description

SERVICE DESCRIPTION

- General Description of the Industry
- Facilities / Services - Merits and Challenges
- Competitive Comparison to Similar Airports within the Catchment Area
- Future Airport Capital Improvements & Forecast Impacts

MARKET ANALYSIS

- General Aviation Industry Analysis
- General Aviation and Non-Aviation Business Market Segmentation
- Target Segment Strategy
 - Market Needs
 - GA Market Trends & Forecast Growth - Nationally and Regionally

STRATEGY AND IMPLEMENTATION

- Strategy Pyramid - Aggressive and Selective Strategies
- Competitive Edge
- Market Strategy
 - Catchment Area Market Positioning Statement
 - Rates & Charges Pricing Strategy
- Business Development Strategy
 - Optimal Facility / Land Use Plan
 - Tenant / Lease Forecast

MANAGEMENT TEAM

- Organizational Structure
- Personnel Plan

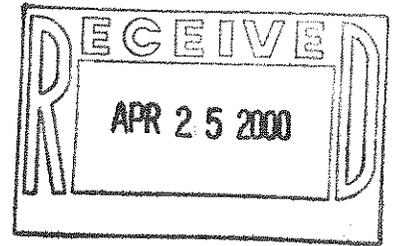
FINANCIAL PLAN

- Important Assumptions - Projected Facility Utilization
- Identify Traditional and Non-Traditional Airport Funding Sources and Mechanisms - Federal, State and Local Funds
- Financial Model Comparison
- Projected Cash Flow
- Projected Balance Sheet
- Long-term Plan



COUNTY
OF
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MEMORANDUM



General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: April 19, 2000

RE: Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, April 24, 2000. The meeting will begin at 6:30 p. m. and will be held at the New Kent County Airport.

Attachments for the April 24, 2000 meeting.
Minutes to the March 27, 2000 meeting.
Campbell and Paris Business Plan Survey and Cover Letter
Summary of Airport activities year to date.

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

/St

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

Margaret Guy, AICP
Director of Planning and Community Development



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
APRIL 24, 2000
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. March 2000 Meeting
4. UNFINISHED BUSINESS
5. NEW BUSINESS
6. STAFF REPORT
 - A. Year to Date Airport Financial Status
 - B. Campbell & Paris Business Plan Report
7. CITIZENS COMMENT

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
MARCH 27, 2000
NEW KENT COUNTY AIRPORT

The regular monthly meeting of the New Kent County Airport Advisory Commission was held March 27, 2000. Commission members present were Ms. Snyder, Mr. Schutz, Mr. Gay and Mr. Felts. The Honorable Julian Lipscomb represented the Board of Supervisors.

Mr. Felts acting as Chairman asked for a roll call and a quorum was established.

Mr. Felts asked if there were any questions, comments or corrections to the prior month's minutes.

Mr. Schutz requested that his statement to Ms. Martin regarding the Route 33 Economic Development as it applies to the West Point Airport be corrected to infer. "That in the past, the County was interested in supporting the West Point Airport. Primarily, the airport is closer to the route 33 area. With West Points greater expansion potential due to its physical layout, there is a possibility that the West Point Airport if given an opportunity to correct its approaches (new bridges) could and would be a competitor". Was Ms. Snyder aware of this?

Mr. Felts asked if there were any other questions, there were none. Mr. Felts asked for a motion to approve the minutes as amended. Mr. Schutz made the motion for approval with Ms. Snyder seconding the motion.

A COPY OF THE AMENDMENTS WILL BE PLACED WITH THE MARCH MINUTES

STAFF REPORT

Mr. St. Jean summarized the airport activity for the last year. (See enclosures). Also, Mr. St. Jean recognized the airport part time employee Mr. Bill Kelly for his dedication and support by providing a comfortable and enjoyable atmosphere on his watch. Mr. St. Jean also recognized Mr. Pratt for his decorating the terminal building.

UNFINISHED BUSINESS

Ms. Snyder asked why the AAC no longer received the airports financial condition reports.

Mr. St. Jean said he was not aware that the airports financial condition was discussed with or disseminated to the AAC.

Ms. Snyder stated that Mr. Maloney distributed that information in the past. Ms. Snyder went on to say that she recognized that it is time consuming to gather that information for distribution but could the AAC have that information if not monthly, but at least quarterly.

Mr. St. Jean stated that he would see if he could get that information to the AAC quarterly.

Mr. Felts asked Mr. St. Jean what is needed to begin the process to develop a picnic area at the airport.

Mr. St. Jean suggested that the commission put to paper their recommendation and plans.

Mr. Felts suggested that the structure be 24' x 48'. This could seat 75 people. Mr. Felts also said, that initially, the structure could be smaller with a crush and run floor and that if expansion was necessary then a slab floor with restroom facilities could be added. Mr. Felts asked if there was any input from the audience. Mr. Green suggested that the Parks and recreation department be included.

There was general discussion among the commission members regarding the logistics and responsibility of policing the area.

Mr. Felts referred to Dory Park where the person using the facilities is responsible for policing the area vs. the County being responsible for keeping the area neat.

Mr. Schutz and Mr. St. Jean both shared their concerns about the physical size and the engineering that goes along with a complex project.

Mr. Felts shared that at the next meeting he would provide a material list and planning.

Mr. Lipscomb referred to the County's 6-Year Road Plan and Block Grants where it is planned to straighten and widen Terminal Road. Mr. Lipscomb asked Mr. St. Jean if he would consider other alternatives to accessing the airport besides a new road in from Airport Road and when did Mr. St. Jean consider the project to begin.

Mr. St. Jean stated he would consider any project that would heighten community awareness at the same time allowing ease of movement to and from the airport. Mr. St. Jean shared that access to the airport off Airport Road would provide to the community a more pleasing entrance making the airport more marketable, more dynamic for growth. Also, a new access road would provide for a quicker response in case of emergencies. Mr. St. Jean expectations were to have a new access road in next year.

NEW BUSINESS

Mr. Felts asked for the report from Ms. Cindi Martin of Campbell & Paris Engineers (C&P).

Ms. Martin handed out a copy of the working text of the Business Plan (BP) and reported on the work completed to date. Ms. Martin complimented the AAC for the work that they had accomplished and appreciated its succinctness. Ms. Martin with the approval of the AAC made slight adjustments to the airport vision statement that the AAC drew up and covered the goals of the airport, keeping in mind the direction of all parties. Ms. Martin shared that the FAA had completed its forecast conference and that Ms. Martin has all new economic data to add as it applies to the BP. This will include data that other organizations provide as well. Merits and challenges will be in chart form with rate structure almost complete reported Ms. Martin. Currently, C&P are waiting on additional source information such as rate levels, staffing and rent charges to develop an economic comparison. Once all information is compiled, then the airport economic niche will be developed. The BP will focus on infrastructure development by goal, i.e. being financially self-supporting. To achieve these goals, there is an order that issues need to be attacked such as increasing the number of local based aircraft, increasing the number of transient and business corporate aircraft. One of the ways to develop this is through community involvement while another way is to develop a database from a mailing or Internet list of possible users in the catchment area. Through direct marketing using a questionnaire and reduced fuel prices as the hook, it is anticipated that the response will be high. As people come to the airport for fuel, we can then promote the airport as a choice of a new home base. As an aside, Ms. Martin agreed that a picnic area is a positive way to attract new customers if you can find a way to have it incorporated in the ALP where it will not interfere with the Part 77 airport movement surfaces. "It is great PR and there is nothing you have to do".

Mr. Felt's again referred to Dory Park where he stated that the facility is small but generates revenue at \$90.00 per day. It is Mr. Felt's contention that if the airport can develop an area with volunteered man hours and donated supplies that supports both the general public and aviation population and at the same time, markets the airport, then Mr. Felts in a supporter.

Subjective discussion continued for 10 minutes regarding the physical size of a picnic area, to question about hanger prices and leveraging monies asking pilots there opinions as to why they stay at certain airports.

Ms. Martin shared unique ways and methods to keeping tenants or capturing tenants such as developing a fuel club. The intent is to increase airport usage. With increase usage comes increase cash flow through direct sales or indirectly through increase use of services through out the County. Ms. Martin shared that in her opinion it would be very ambitious to think that this airport could be totally self sufficient in five years. She expressed though, that the gap could be closed substantially. Ms. Martin stated that the forecast would show you exactly when the gap would close.

Ms. Martin shared that the BP is ahead of schedule.

Ms. Martin asked if there were any questions.

Ms. Snyder and Mr. Felts would like to have questions included in the survey addressing as to whether a picnic pavilion and youth orientated activity would be supported.

Ms. Martin stated that one question in the survey asks, what event(s) do the aviation population participate in.

Mr. St. Jean asked Mr. Gay how difficult is the protocol for asking the Army Guard to participate in a static display at the airport. Mr. Gay stated that Mr. St. Jean contact Col. Bill Simpson at the Guard for direction.

CITIZEN COMMENT

Mr. Ed Madison suggested that at the same time you are having an air event you may want to include the antiques car people.

Ms. Martin shared that was successful in Panama City when it was worked in conjunction with the antique airplane flyin sponsored by HOTROD magazine.

Mr. Felts scheduled the next meeting of the AAC for April 24, 2000 at 6:30 P. M.

Mr. Felts asked for a motion to adjourn. Mr. Schutz made the motion with Ms. Snyder seconding the motion.

Completed projects

Crack Sealant
Fuel Pump
Terminal Rehabilitation
GCO
Hanger evaluation
UST Remediation Complete
Tree clearing both ends and North Side

Ongoing Projects

PAPI 10 operational 28 to re-aim and trouble shoot circuit replace defective parts PO in place.

REIL Operational must replace transmitter at 28 on order.

Windsock 12' x36" on order need to award electrical contract will have to find alternative means to move segmented circle probable next year.

Business Plan

Awarding of Airport Engineering Contract

Maintenance Project Completed

Hanger Doors Main and T-hangers
FOD
RWY Lights kept up to standard

MARKETING

Tenants up by 5 with more flying
Fuel sales up by 100 gallons per month
Full page ad about to hit the Tidewater review.
Three interviews in the Southern Aviator
Two interviews in the chronicle and two in the T-Review.
Most successful Young eagles in the sate
Couple of Cookout and Parties.
Small ads in local papers for interested parties

FBO

Successful flight school
A few charters

Improvements to the Terminal

Cessna Pilot Center

A&P work

Hard work by a couple of FBO employees Shawn and Dave

A special thanks to Bill my part time guy

NEW KENT COUNTY AIRPORT

DATE

FIELD(Name)

FIELD(Address1)

FIELD(Address2)

FIELD(City), FIELD(State), FIELD(Zip)

Dear FIELD(Name)

In an era when general aviation airports are disappearing due to competing demands for precious real estate and lack of local support it is exciting to find a community and it's airport teaming together to develop and operate an airport facility that is safe, efficient and dedicated to general aviation. The New Kent County Airport is such a facility.

Sadly, in recent years the New Kent County Airport had fallen into disrepair, but progressive-minded community leaders recognized the Airport's potential and have made a concerted effort to revitalize the facility. New Kent County, the Airport Management and the Airport's Citizen Advisory Board are delighted at what the future holds for this mighty little airport located just 15 miles east of Richmond.

New T-hangars are being considered and will compliment the recently completed terminal renovations, and runway and taxiway overlay. Additionally, self service fueling facilities and line services provided by Central Virginia Aviation are now available.

In addition to the planned infrastructure development, the Airport has hired an aviation consulting firm to develop a business plan to assist the Airport achieve its goal to be self-supporting. As part of the business planning process input from the end-users is vital. So I am asking for a few minutes of your time to complete and return the enclosed *FAA Licensed Pilot Survey*, or if it is more convenient, you may complete this survey online at www.campbell-paris.com/newkent/. Since time is of the essence, I humbly request that you respond by June 1, 2000.

Your input - ideas, preferences, needs and desires - will assist us in developing a facility that is safe, serviceable and efficient for the pilots and aircraft that utilize it. I recognize that your time is valuable, and so would like to extend a special offer on your next aviation fuel purchase at the New Kent County Airport.

\$1.92 per gallon*

100LL Aviation Fuel

*please present this letter to the fueling attendant prior to purchase

If you have never flown into the New Kent County Airport or if you haven't been here in years I would like to invite you to work us into your flight plan and come see what's new.

Thank you in advance for your support of this effort, and general aviation.

Sincerely,

Michael St. Jean

Michael St. Jean
Airport Manager

6901 Terminal Road, New Kent, Virginia 23141 Phone 804.932.3984

FAA LICENSED PILOT SURVEY

1. Do you _____ OWN; _____ RENT an airplane?
2. If you rent, which airport/FBO do you rent from? _____
3. If you own, at which airport is it based? _____
4. If you own, is this plane used primarily for (check one)
 _____ BUSINESS; _____ PLEASURE?

5. If you own an aircraft, please answer the following:

MAKE	MODEL	NUMBER OF ENGINES	BASED AIRPORT	IS PLANE HANGARED
				YES / NO

6. Number of operations monthly at New Kent County Airport _____; at RIC _____; at Hanover _____; at Chesterfield _____; at West Point _____; at other _____
7. Do you use the New Kent Airport? YES NO

7.1 If you answered "no" above, please briefly explain why:

7.2 If you answered "yes" above, please answer items 6 through 10.

8. Which of the following are your reasons for using the New Kent County Airport?
 (CHECK ALL THAT APPLY)

- _____ Location (convenient to home/work/destination)
- _____ Runaway / Taxiway (adequate for my operations)
- _____ Adequate NAVAIDS
- _____ Hangar / Tie-Down Facilities
- _____ Hangar / Tie-Down Fees (reasonable)
- _____ FBO Services
- _____ Maintenance/Avionics Services
- _____ Fuel Fees (reasonable)
- _____ Security of airplane / personnel
- _____ Other, _____

9. Satisfaction with New Kent County Airport:

SERVICES Highly Satisfied _____ Satisfied _____ Dissatisfied _____

FACILITIES Highly Satisfied _____ Satisfied _____ Dissatisfied _____

10. Tell us about yourself:

Age Group: ___ 18-29 ___ 46-59
 ___ 30-45 ___ 60 +

Sex: ___ M ___ F

Education: ___ High School Graduate ___ Some Graduate School
 ___ Some College ___ Masters/Ph.D./Other
 ___ College Graduate

Occupation: ___ Blue Collar ___ Professional
 ___ Technical ___ Retired

Occupation/Industry Category:
 ___ Government ___ Sales
 ___ Manufacturing ___ Consulting
 ___ High Tech ___ Medicine / Law

11. How many years have you been a licensed pilot?

 ___ Less than 5 years ___ 10 - 15 years
 ___ 5 - 10 years ___ 15 + years

12. Which pilot certificates do you hold?

 ___ Private SEL ___ ATP ___ Glider
 ___ Commercial SEL/MEL ___ Rotorcraft ___ Other _____

13. How often do you fly?

 ___ Daily ___ 3 or more times per month
 ___ 3 or more times per week ___ 3 or more times per year

14. What is the average stage length of your flights?

 ___ 50 NM or less ___ 50 - 100 NM
 ___ More than 100 NM ___ Other _____

15. What do you look for at the airports you use?

 Please rank from 1-10 the most important to least important.

- _____ Location (convenient to home/work/destination)
- _____ Runaway / Taxiway (adequate for my operations)
- _____ Adequate NAVAIDS
- _____ Hangar / Tie-Down Facilities
- _____ Hangar / Tie-Down Fees (reasonable)
- _____ FBO Services
- _____ Maintenance/Avionics Services
- _____ Fuel Fees (reasonable)
- _____ Security of airplane / personnel
- _____ Restaurant / Picnic Facilities/ Car Rental
- _____ Other, _____



COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: August 24, 2000

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, August 28, 2000. The meeting will begin at 6:30 p. m. and will be held at the New Kent County Airport.

ATTACHMENTS: Minutes from the July 2000 Meeting
Airport Financial Summaries

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

/St

cc: R. J. Emerson, AICP
County Administrator

Margaret Guy, AICP
Director of Planning and Community Development



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
AUGUST 28, 2000
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL / DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES
 - A. July 2000 Meeting
4. CITIZEN COMMENT
5. STAFF REPORT
 - A. Airport Business Plan Draft
 - B. DOAV Meeting Project Approval FY 01
6. UNFINISHED BUSINESS
 - A. Finalizing The Young Eagle
 - B. Airport Promotion Chamber of Commerce
6. NEW BUSINESS
 - A. Commission Members
7. MEETING ADJOURNMENT

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
JULY 24, 2000
NEW KENT COUNTY AIRPORT

The regular monthly meeting of the New Kent County Airport Advisory Commission was held July 24, 2000. Commission members present were Mr. Schutz, Mr. Pratt, and Mr. Felts. The Honorable Julian Lipscomb represented the Board of Supervisors.

Mr. Pratt asked for a roll call. Mr. St. Jean called roll and a quorum was established.

Mr. Pratt asked if there were any questions, comments, or corrections to the prior months minutes. There were none.

Mr. Pratt asked for a motion for the minutes to be approved. Mr. Felts made the motion with Mr. Schutz seconding the motion. The minutes were approved as written.

CITIZEN COMMENT

Mr. Molina said he understood that the hanger rent was to be increased \$25 to \$30 dollars, and asked if any of that money was to be used for repairing some of the leaks to the hangers? Mr. Molina said the hangers were decent except that they have many leaks.

Mr. Pratt stated that the County spent over \$20,000 last year evaluating the T-Hangers and that the AAC and the County staff were aware of all the problems with the T-Hangers. Mr. Pratt continued that to repair the T-hangers would require many structural changes with the structural changes and associated cost being the same as replacing the hangers. The reason being, the hangers would need to be brought to code. As such, bringing the hangers to code would require demolishing the hangers to below grade. To repair is to replace. As for the drainage issues, Mr. St. Jean put in his annual budget hanger site preparation for drainage but that line item was not approved.

Mr. St. Jean shared his concern and empathy with all the tenants regarding the hanger leakage and draining. Mr. St. Jean said he has read correspondence dating back to pre 1995 addressing these issues. Mr. St. Jean stated that it was his hope that the Business Plan recognizes and makes recommendations that address these issues because of their importance. Mr. St. Jean read correspondence from the engineering firm of R. Stewart Royer regarding the condition of the T-Hangers and code compliance. Mr. St. Jean also read a summary from an independent contractor stating the cost of a roof but stipulated that, that cost did not included bringing the hangers to code compliance. Mr. St. Jean than read the hanger lease agreement, which stated what actions, were not permitted. Mr. St. Jean than continued, that the lease agreement did not stipulate that a person could not make small maintenance improvements to the inside of their hanger if they so desired. Mr. St. Jean referred to two prior AAC meetings where, he made available to the tenants, lumber, roofing sheet metal, roofing compound and nails if the tenants cared to make small repairs. Mr. St. Jean went on to addressed Mr. Molina's question about the

finances. Mr. St. Jean said that funds collected from rent, fuel and other sources went to the airport revenue line item budget. Mr. St. Jean said a number of infrastructure foundation improvements were completed in the last year. These improvements to the airport were designed to improve safety and convenience. Although fuel sales were up overall, unfortunately, there was a decrease in hanger revenue and tenant fuel sales. Mr. St. Jean said the airport needed to continue to grow but at the same time needed to support itself. Lastly, Mr. St. Jean reiterated that he has supplies available for small temporary repairs until the hanger issues are resolved which he hoped were soon.

Mr. Green recognized three tenants that had the most damage to their roofs and suggested that perhaps a few of the tenants could assist them in their repairs. Mr. Green suggested that we get a backhoe and dig trenches around the hangers to prevent flooding. There was general conversation for the next fifteen minutes regarding large and small draining projects. Mr. St. Jean agreed that there is a problem and has been for 40 years but Mr. St. Jean stated that he would not commit to any improvement project that may include any mechanical equipment without the permission and feedback from the County Engineer and Mr. St. Jeans supervisor.

A district two constituent stated that he felt airfield maintenance services customers were not being courted aggressively enough by the FBO. This constituent, asked, if there is a way for the airport to collect the rent from those tenants using the hanger bay in lieu have having an A&P assigned there full time. Additionally, this constituent believed that there might have been requests for charter services recently with the FBO being unable or incapable of delivering those services.

Mr. St. Jean said he would look into those issues but expected that contractually regarding the hanger rent no.

STAFF REPORT

Mr. St. Jean handed out an update on the Airport Business Plan and summarized the handout.

Mr. St. Jean stated that the Ashland Farm Road pavement project is starting.

Mr. Schutz asked if the paving of the road is reflected in the business plan.

Mr. St. Jean said it has not been recognized as such in any study, but could be used in any future study or plan.

Mr. Schutz recognized that the paving of Ashland Farm Road might in fact assist emergency vehicles to access the airport from the north side.

UNFINISHED BUSINESS

Mr. Pratt said he would get a letter later in the month to the missing Commission Members.

Mr. Pratt asked where the next meeting for the Chamber of Commerce was to meet.

Mr. Felts said that the August 9th meeting was to be held at David's White House Restaurant and not at the airfield as was initially scheduled.

Mr. Felts said he would provide Mr. St. Jean and CVA an application for a booth at the County Fair.

Mr. Pratt said it was his understanding that CVA the Airport would be combined into one booth

Mr. Felts said one area.

Mr. St. Jean said it was his understanding that CVA is the responsible for marketing itself and providing personnel to man the booth as was mentioned in the June AAC minutes.

There was conversation for the next five minutes about the logistics of manning the CVA booth at the fair.

Mr. Pratt asked about the logistics of the Young Eagles.

Mr. Felts stated that scheduling and logistics are completed.

Mr. Green asked if there is a fly in.

Mr. St. Jean said that this is a public use airport and any and all people who wish to fly to this airport on any given day are encouraged to do so. The more airplanes, the fuel sold.

There was general discussion for five minutes regarding airport parking and positioning of aircraft.

NEW BUSINESS

Mr. Pratt summarized the international trade show to take place in the summer of 2003 at Newport News Williamsburg Airport. Mr. Pratt shared that we might start preparing our airport for this international event.

Mr. St. Jean said he had been in contact with Cherry Evans at DOAV and although DOAV had not made any formal support plans yet, Ms. Evans said she would provide us with updates and developmental ideas as the show got closer.

There was discussion around the table about the effects of the show on New Kent Airport and how we can use New Kent as a satellite facility to support operations at Newport News Airport (PHF).

Mr. St. Jean said that in the last week he has received calls for ground transportation from the airport and has had difficulty providing those people contacts for services.

Mr. Pratt agreed and said that when we have the Chamber of Commerce meeting at the airport he will ask the business people for their input because it also effects them.

Mr. Schutz stated that the timing for the show at PHF was very good because it will be in our five-year development plan and could possible assist the airport financially.

Mr. Lipscomb said that it is now more important that signage be seen on the highway.

Mr. St. Jean apologized again for the seeming slow emphasis VDOT has placed on airport signage. Mr. St. Jean said he has spoken with VDOT on three occasions and all he can do is to continue to follow up.

Mr. Pratt scheduled the next AAC meeting for August 28, 2000.

Mr. Lipscomb made a motion to adjourn with Mr. Felts seconding the motion

8/25/2000 *G1060D*
 FUND # -097 **AIRPORT FUND***

NEW KENT COUNTY
 EXPENDITURE SUMMARY
 7/01/1999 - 6/30/2000

PAGE 8:33
 DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
90000	**AIRPORT FUND***							
1100	SALARIES & WAGES	31,487.00	31,487.00	2,781.36	31,644.48	.00	157.48-	-50-
1300	PART-TIME SALARIES & WAGES	8,199.00	8,199.00	615.00	6,507.00	.00	1,688.00	20.59
1420	OVERTIME	2,000.00	2,000.00	63.00	4,099.50	.00	1,590.50	79.52
2100	FICA/MEDICARE	3,189.00	3,189.00	232.91	2,639.04	.00	549.96	17.24
2210	RETIREMENT	3,000.00	3,004.00	265.34	3,018.86	.00	14.86-	-49-
2215	HOSPITAL/MEDICAL PLANS	2,832.00	2,832.00	245.00	2,797.00	.00	35.00	1.23
2710	WORKERS' COMPENSATION	1,134.00	1,134.00	.00	8,731.92	.00	292.08	25.75
3004	REPAIRS & MAINTENANCE	.00	8,782.96	2,137.49	8,731.92	.00	51.04	.58
3005	TERMINAL BLDG DEMO/REPAIR	60,000.00	84,000.00	5,545.00	83,572.24	.00	627.76	.74
3006	PLANS/SPECS HANGAR REPAIRS/UPGRADES	20,000.00	21,732.95	.00	21,732.85	.00	112,042.16	99.15
3007	PERIMETER FENCE	113,000.00	113,000.00	.00	24,048.84	.00	36,354.00	60.18
3008	CRACK SEALING/GENERAL MAINTENANCE	72,000.00	60,402.84	.00	6,176.16	.00	7.40	7.40
3009	RELOCATE WINDSOCK	5,000.00	6,670.00	5,790.00	6,176.16	.00	3,420.00	13.68
3010	UPGRADE FUEL PUMP	25,000.00	25,000.00	.00	21,580.00	.00	80.00	1.23
3011	REPLACE HEAT PUMP	4,668.00	4,668.00	.00	4,143.00	.00	525.00	11.24
3017	GROUND COMMUNICATION EQUIPMENT	.00	6,500.00	.00	6,420.00	.00	80.00	1.23
3170	BUSINESS PLAN	.00	15,000.00	7,500.00	11,250.00	.00	3,750.00	25.00
3600	ADVERTISING	400.00	500.00	.00	455.40	.00	44.60	8.92
5110	ELECTRIC BILLS	6,000.00	4,600.00	669.79	4,512.11	.00	87.89	1.91
5210	POSTAL SERVICES	500.00	500.00	58.95	4,226.34	.00	273.66	54.73
5230	TELECOMMUNICATIONS	3,450.00	4,175.00	831.48	4,168.36	.00	6.64	.15
5231	PAGER	135.00	135.00	11.33	135.51	.00	6.51-	-37-
5260	INTERNET SERVICE	300.00	300.00	.00	125.00	.00	175.00	58.33
5300	VEHICLE GASOLINE	600.00	600.00	.00	600.00	.00	600.00	100.00
5305	VEHICLE INSURANCE	425.00	425.00	.00	425.00	.00	425.00	100.00
5309	INSURANCE	2,000.00	2,000.00	.00	2,100.00	.00	500.00	5.00-
5530	TRAVEL-SUBSISTENCE & LODGING	500.00	500.00	.00	161.25	.00	200.00	100.00
5540	TRAVEL (CONVENTION & EDUCATION)	161.25	161.25	16.25	161.25	.00	.00	.00
5810	DUES & SUBSCRIPTIONS	200.00	200.00	.00	99.28	.00	100.72	50.36
5845	XEROX COPIES	200.00	200.00	3.20	151.81	.00	48.19	24.09
5899	MISCELLANEOUS	200.00	200.00	7.60	768.66	.00	56.34	6.82
6001	OFFICE SUPPLIES	1,000.00	825.00	119.06	499.33	.00	181.89	29.24
6007	REPAIRS & MAINTENANCE-VEHICLE	20,000.00	20,000.00	7,275.72	19,818.11	.00	731.00	37.67
6008	GASOLINE CHARGES	2,500.00	2,500.00	.00	1,769.00	.00	731.00	29.24
8007	ADP EQUIPMENT	390,419.00	435,919.00	34,948.48	271,685.81	.00	164,233.19	37.67
	AIRPORT FUND*							
	---FUND TOTAL---	390,419.00	435,919.00	34,948.48	271,685.81	.00	164,233.19	37.67
	-EXPENDITURE TOTAL-	390,419.00	435,919.00	34,948.48	271,685.81	.00	164,233.19	37.67
	---GRAND TOTAL---	780,838.00	871,838.00	43,137.40	396,749.79	.00	475,088.21	54.49

8/25/2000 *GLO60DC*
 FUND #-097 **AIRPORT FUND REVENUES**

NEW KENT COUNTY
 REVENUE SUMMARY
 7/01/1999 6/30/2000

PAGE 1
 TIME 8:33
 - DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
1899	**AIRPORT FUND REVENUES**			750.00	750.00-	100.00-
0001	Local Revenues	15,000.00	2,551.35	19,447.70	4,447.70-	29.65-
0002	FUEL/OIL SALES	36,000.00	2,841.67	34,759.61	1,240.39	3.44
0003	HANGAR RENTAL			522.42	522.42-	100.00-
0006	ELECTRIC SERVICE REIMB.					



COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: December 13, 2000

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, December 18, 2000. The meeting will begin at 6:30 p.m. and will be held at the New Kent County Airport.

NO ATTACHMENTS:

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

/St

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

J. Lawrence Gallaher
Director of Public Safety



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
DECEMBER 18, 2000
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. INTRODUCTION OF NEW COMMISSION MEMBER
Mr. William Jeffries
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. October 2000 Meeting
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Update Airport Capital Projects
6. UNFINISHED BUSINESS
 - A. Commission Members
7. NEW BUSINESS
 - A. Commission Members
8. MEETING ADJOURNMENT