



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: February 21, 2001

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, February 26, 2001. The meeting will begin at 6:30 p.m. and will be held at the New Kent County Airport.

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

ATTACHMENTS:

Minutes from the January Airport Advisory Commission Meeting

/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
FEBRUARY 26, 2001
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. January 2001 Meeting
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Update Airport Capital Projects
6. UNFINISHED BUSINESS
 - A. Update by Commission Members for Fly-in
7. NEW BUSINESS
 - A. Discussion of New Time for AAC Meetings
8. MEETING ADJOURNMENT

**NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
JANUARY 22, 2001
NEW KENT COUNTY AIRPORT**

The regular monthly meeting of the New Kent County Airport Advisory Commission was held January 22, 2001. Commission members present were Mr. Schutz, Mr. Felts and Mr. Jeffries. Mr. Lipscomb represented the Board of Supervisors. Ms. Ringley was a Board guest.

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

Mr. Felts asked if there were any questions, comments or correction to the December minutes. There were none. Mr. Felts asked that the minutes be approved as written. Mr. Jeffries made a motion to approve the minutes with Mr. Schutz seconding the motion. The minutes were approved as written.

CITIZEN COMMENT

Mr. Felts asked if there were any citizens who wished to comment.

Mr. Harrup, the Fixed Base Operator shared that the airport and its services are in the yellow pages as well as being in the local phone directory. Mr. Harrup continued and said that the pilot shop is operational and highlighted some of the pilot supplies for sale. Additionally, Mr. Harrup stated that 4 days a week an A&P and AI are available at the airport.

STAFF REPORT

Mr. St. Jean said that he had ordered the airport furniture the week before and expects the furniture to arrive in four to six weeks. Continuing, Mr. St. Jean said the RFP for the fence will be advertised in two weeks. Along those lines said Mr. St. Jean, the airport has had a rash of vandalism lately and hopefully, the fence will reduce the vandalism somewhat.

Mr. Felts asked the type and location of the fence.

Mr. St. Jean stated that an 8' Chainlink fence would start at the rotating beacon on the northeast side of the field and move east around the perimeter to just below the runway on the east end. There, the fence will be tied in to a 4' farm fence below the runway and across the steep bank clear of the Runway Protection Area (RPZ) to the southeastern border of the property. There along the southeastern border of property, which abuts Woodhaven Shores, the fence will again be 8' Chainlink. This section of fence will continue west where it will be tied into the fence just south of the airport's storm water retention pond. Additionally, an area 15' wide will be cleared to maintain the fence. The area along Rt. 612 on the West Side of the airport will have an 8' Chainlink. This section

will be tied into the existing farm fence along the southwestern boundary, which needs to be replaced. Lastly, 4' farm fence will run along the northwest property line that abuts the industrial area.

Mr. Felts asked if we have enough funds for the project.

Mr. St Jean said he did not know and would not know until the bids were in. Mr. St. Jean went on by saying that the project was to be done in sections by priority. The area north south and east will be the first sites covered. Then, depending upon funds the west, southwest and northwest areas would be covered.

Mr. Schutz asked if the amount of vandalism at the airport was more or less then other airports.

Mr. St. Jean stated that the vandalism is comparable to most unsecured airports and based upon his conversations with other airport managers more than those airports that are secure. Mr. St. Jean stated that Wakefield Airport, which is unsecured, has a problem with people shooting out their runway lights from Rt. 460. Mr. St. Jean said there are similar issues at West Point.

Mr. St. Jean said that the contract for the parking lot overlay is with the County Attorney for his review. Once signed, construction will begin when the warmer weather arrives.

Mr. St. Jean said the airport received five responses to the RFP for Master Developer of T-hangers. Mr. St. Jean said he has forwarded that information to the County Attorney for responsiveness to the RFP and evaluation. Those proposers that were responsive to the RFP conditions will then be interviewed and evaluated. That information will then be passed to the Board of Supervisors.

Mr. St. Jean discussed his search for a Jet-A-Tank or Refuler. Mr. St. Jean said there were many variables to weigh and consider. Some of those considerations said Mr. St. Jean was cost, complexity, and size, also mobile vs. stationary, marketability and safety. Lastly, fiscal year to date we have sold 16,000 gallon of fuel whereas last years total was 7,000 gallons.

UNFINISHED BUSINESS

Mr. Schutz suggested that we begin the process for a possible fly-in for the late spring. After some discussion April 21st was selected with the specific time and theme to be determined later. Mr. Jeffries stated that the states response and support of a fly-in is dependent on how the States assets are scheduled. Mr. Jeffries shared that he would check with DOAV for more information or possible conflicts. For the next ten minutes there was general brainstorming on how to create a flyin. Mr. Felts suggested that we continue discussing this at the next meeting and suggested that the members have some additional ideas.

NEW BUSINESS

Mr. Lipscomb asked that Mr. St. Jean take over the meeting for the Airport Advisory Commission election.

Mr. St. Jean asked for a nomination for Chairman of the Airport Advisory Commission.

Mr. Lipscomb made a recommendation to select Phillip Felts as Chairman of the New Kent County Airport Advisory Commission. Mr. Schutz made a motion to select Mr. Felts as Chairman with Mr. Jeffries seconding the motion. Mr. St. Jean asked that all in favor say Yea. All commission members present said yea. Mr. St. Jean stated that by unanimous vote, Mr. felts was made Chairman of the New Kent County Airport advisory Commission for the next year. Mr. St. Jean turned the meeting back over to the Chairman Mr. Felts.

Mr. Felts asked for a nomination for Vice-Chairman for the New Kent County Airport Advisory Commission. Mr. Schutz nominated Mr. Jeffries. Mr. Felts seconded the nomination. Mr. Felts asked that all in favor say Yea. All commission members present voted unanimously for Mr. Jeffries to be Vice-Chairman of the New Kent County Airport Advisory Commission.

Mr. Felts scheduled the next meeting of the New Kent Advisory Commission to meet on February 26, 2001 at 6:30 p. m. at the Airport. Mr. Felts asked for a motion to adjourn the meeting. Mr. Lipscomb made a motion to adjourn with Mr. Jeffries seconding 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: February 21, 2001

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, March 26, 2001. The meeting will begin at 6:30 p.m. and will be held at the New Kent County Airport.

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

ATTACHMENTS:

Agenda

/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
MARCH 26, 2001
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. January 2001 Meeting. There was no Quorum in February.
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Introduction of Mr. Eugene Williams, New Commission Member
 - B. Update Airport Capital Projects
6. UNFINISHED BUSINESS
 - A. Update by Commission Members for Fly-in/Cookout
7. NEW BUSINESS
 - A. Discussion of New Time for AAC Meetings
8. MEETING ADJOURNMENT



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 27, 2001

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, April 23, 2001. The meeting will begin at 4:30 p.m. and will be held at the New Kent County Airport.

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

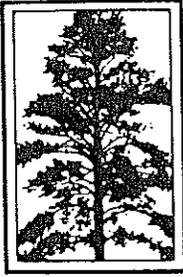
ATTACHMENTS:

Agenda
March Minutes

/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
APRIL 23, 2001
4:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. March 2001 Meeting.
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Update Airport Capital Projects
6. UNFINISHED BUSINESS
 - A. Fly-in/Cookout June 16, 2001 at 11:00 A. M.
7. NEW BUSINESS
 - A. Commission Members
8. MEETING ADJOURNMENT

**NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
MARCH 26, 2001
NEW KENT COUNTY AIRPORT**

The regular monthly meeting of the New Kent County Airport Advisory Commission was held March 26, 2001. Commission members present were Mr. Schutz, Mr. Felts, and Mr. Williams. Mr. Lipscomb, represented the Board of Supervisors.

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

Mr. Felts asked if there were any questions, comments or corrections to the January Minutes. There were none. Mr. Schutz asked for a motion to approve the minutes. Mr. Felts made a motion for the minutes to be approved with Mr. Williams seconding the motion. The minutes were approved as written.

Mr. Felts introduced Mr. Eugene Williams as a new member of the commission, representing district three.

CITIZEN COMMENT

Mr. Felts asked if there were any citizen comment. There were none.

STAFF REPORT

Mr. St. Jean updated the AAC on the following Capital Projects.

Mr. St. Jean stated that he and Larry Gallaher interviewed three proposers for the Master Developer of T-Hangers. The proposers were selected after being evaluated by the County's legal staff for bid compliance and Campbell & Paris Engineers for benefit analysis. Mr. St. Jean said that he and Mr. Gallaher passed their recommendations along to the County Administrator. The County Administrator directed Mr. St. Jean to contact ERECT-A-TUBE the selected proposer and request a complete proposal, site and marketing plan.

Mr. St. Jean said the perimeter fence project would start soon. The Grant Agreement is being drawn up at the Department of Aviation (DOAV). As soon as Mr. St. Jean receives the Grant, he will pass it along to the County Attorney for review and then the County Administrator for signature.

Mr. St. Jean said that the parking lot project would start as soon the weather improves.

Mr. Schutz asked Mr. St. Jean what were the plans for the swamp hangers. Mr. St. Jean said he had placed in next years budget \$78,800 for hanger improvements, and an additional \$155,000 for the south side t-hangers area, for site preparation and demolition.

Additional FY 02 Airport Capital projects include, the relocation of the rotating beacon, a 2000-gallon tanker truck and some obstruction removal.

UNFINISHED BUSINESS

Mr. Felts asked Mr. St. Jean if April 28 was the scheduled date for a flyin/cookout.

Mr. St. Jean shared that that was the only date early in the spring, which did no conflict with other aviation events in the state or nearby North Carolina.

There was general discussion for the next half-hour about dates, cost, theme, advertising and food issues.

Mr. Felts summarized the discussion. The Flyin is scheduled for June 16th with a Barbecue Plate for food. The food will be paid for from CVA and will cost approximately \$150.00. Mr. St. Jean will advertise using his aviation sources through the airport manager's community and brochure mail-outs. CVA will advertise heavily the week before at the state's EAA airshow at Dinwiddy Airport. The theme of the flyin is to showoff the new terminal and facilities. If a Master Developer is selected and approved by this time, it will provide that organization an additional avenue to market t-hangers. Food will be served starting at 11:00 a.m. Inexpensive fuel will be offered as an incentive to increase participation. It is anticipated that approximately 150 pilots will attend. The flyin is anticipated to be a low-key inexpensive event with the intent to market the airport the FBO and as a test to see if this type of activity is viable in the future.

Mr. Harrup the FBO brought up his request for business signage for the airport and the approach roads. Mr. St. Jean said he would speak with planning and see what ordinance conditions came into play.

Mr. Lipscomb reintroduced the issue of highway signs.

Mr. St. Jean reiterated a conversation that Ms. Ringley relayed to the commission during the January AAC. In a BOS meeting held late last year, Ms. Ringley said that Mr. Prizzoso told her that due to the largeness of the signs and there related cost, the signs would be placed in next year's VDOT budget. Mr. St. Jean said he would gather more information and present it to the commission in the next meeting.

NEW BUSINESS

Mr. Felts asked Mr. St. Jean the scheduled day for the Young Eagles. Mr. St. Jean said that event is scheduled for the September 22, 2001.

Mr. St. Jean asked the commission when the County Fair is scheduled. Mr. Lipscomb said it was scheduled for the 14th, 15th, and the 16th of September.

Mr. Felts asked Mr. Harrup if CVA would be interested in supporting a booth at the fair this year. Mr. Harrup said he would support a booth, provide personnel and allocate an airplane if one could be landed at the location.

Mr. Felts asked Mr. Lipscomb when the Fair meeting was scheduled with Mr. Lipscomb replying May 4, 2001. Mr. Felts asked if Mr. Harrup would have someone at the Fair to represent CVA. Mr. Harrup replied in the affirmative.

Mr. Schutz demonstrated to the commission a few shirts and hats that he had made up with the New Kent Airport Logo. Mr. Schutz said they could be sold out of the pilot shop.

Mr. Felts asked for discussion about a new time for the AAC meeting.

Mr. St. Jean stated that Mr. Felts brought up the request during the January meeting.

Mr. Felts asked all those present if the time change would create any inconvenience.

All members present stated that 4:30 p. m. would not be an inconvenience or effect their ability to attend meetings.

Mr. Felts asked for a motion for the meeting time to change.

Mr. Schutz made a motion that the meeting time be changed from 6:30 p.m. to 4:30 p.m. with the dates remaining the same.

Mr. Williams seconded the motion.

Mr. Felts asked that all those in favor say aye. The vote carried unanimously.

Mr. Felts asked if there was any more new business. There was none.

Mr. Felts scheduled the next meeting of the AAC for April 23, 2001 at 4:30 p.m.

Mr. Felts made a motion to close the meeting with Mr. Williams seconding the motion.



COUNTY
OF
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KENT

MEMORANDUM

General Aviation Airport
Airport Manager

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

FROM: Michael St. Jean
Airport Manager

DATE: April 2, 2001

RE: AAC Meeting Time Change

Mr. Emerson, during the March meeting of the New Kent County Airport Advisory Commission, the commission voted to have their meeting time changed from, 6:30 P.M. to 4:30 P. M. The dates of the meetings will remain the same.

If approved, the time change would take effect during the April meeting.

/St

cc: J. Lawrence Gallaher
Director of Public Safety

MEMORANDUM

From the Office of the County Administrator

TO: Michael St. Jean, Airport Manager

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

DATE: April 9, 2001

SUBJECT: AAC Meeting Time Change

Michael:

In response to your memo of April 2, 2001, I cannot see any problem with changing the meeting time for the Airport Commission meetings.

Thank you.

vsa



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: May 14, 2001

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, May 21, 2001. The meeting will begin at 4:30 p.m. and will be held at the New Kent County Airport.

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

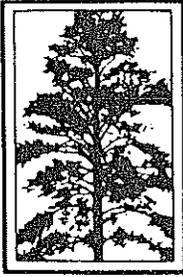
ATTACHMENTS:

Agenda
April Minutes

/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
MAY 21, 2001
4:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. April 2001 Meeting.
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Update Airport Capital Projects
6. UNFINISHED BUSINESS
 - A. Fly-in/Cookout June 16, 2001 at 11:00 A. M.
7. NEW BUSINESS
 - A. Commission Members
8. MEETING ADJOURNMENT

**NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
APRIL 23, 2001
NEW KENT COUNTY AIRPORT**

The regular monthly meeting of the New Kent Airport Advisory Commission was held April 23, 2001. Commission members present were Mr. Felts, Mr. Williams and Mr. Jeffries. Mr. Lipscomb represented the Board of Supervisors.

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

Mr. Felts asked if there were any questions, comments, or corrections to the March Minutes. There were none. Mr. Felts asked for a motion to approve the minutes. Mr. Jeffries made a motion for the minutes to be approved with Mr. Williams seconding the motion. The minutes were approved as written.

Mr. St. Jean stated that Mr. Duane Goss has been re-appointed to the New Kent Airport Advisory Commission.

CITIZEN COMMENT

Mr. Felts asked if any citizens wished to comment. There were no comments.

STAFF REPORT

Mr. St. Jean started by saying that he had a meeting with Mr. Robert Feldman of VDOT. Mr. Feldman is in charge of local highway signage. Mr. Feldman agreed to place money in the VDOT budget for FY 02 for signage along the highway with additional feeder signs to the airport. Mr. Feldman said that once approved it would take approximately six months before the signs would be erected.

Mr. Felts asked Mr. St. Jean that before the signs go up, would the Commission have a chance to know what goes on the signs.

Mr. St. Jean said yes and that Mr. Feldman asked that the County give some consideration to embossing the highway sign with a County emblem or logo to give the signs added distinction.

Mr. Felts shared that he has had conversations with some of the pilots, Board members, Mr. Lipscomb and Mr. Schutz about naming the airport Worley Field. Mr. Felts continued by said that Mr. and Mrs. Worley did start the airport and a lot of people relate to the airport as such. Mr. Felts also said that a lot of the County airports are named for their originators. Mr. Jeffries stated that Louisa County Airport is also known as Freeman Field. Lastly, Mr. Felts said that he has spoken with one of the original parties and they thought that it was a nice idea.

Mr. St. Jean said that Mr. Felt's suggestions and wishes would be noted in the minutes and distributed to his supervisors.

Mr. St. Jean briefed the Commission on an aircraft accident that occurred the previous Friday. Mr. St. Jean said that he was satisfied with the Airport Emergency Plan (AEP) and the quick response time by the police, ambulance and fire support. The Flight Standards District Office (FSDO) was on site within an hour and the initial investigation was completed within two hours. The aircraft wreckage was clear of the landing area and the Notice To Airman (NOTAM) that was issued was cancelled within four hours after the accident. Mr. St. Jean wished to praise all the people from emergency services for their quick response to the accident. Additionally, Mr. St. Jean wished to thank Ms. Darla Stanley from public safety for her assistance in coordinating with the fire department the re-dispatch of a fire truck. The re-dispatch was to oversee any HAZMAT contamination that may have occurred while clearing the aircraft from the runway area.

Mr. St. Jean said that the grant and contract for the fencing project was signed and a Notice to Proceed Letter would be mailed within a week.

Mr. St. Jean said that he had a meeting with Erect-A-Tube this coming Thursday to discuss the hanger development proposals.

Mr. St. Jean handed out to the Commission an event flyer highlighting the upcoming open house on June 16, 2001. Additionally Mr. St. Jean said that the information will be advertised in the upcoming edition of the Southern Aviator and CVA has posted the information on its Web Site. DOAV has agreed to support the open house with giveaways and provide additional advertising at no charge through their publications. Additionally, Mr. St. Jean said he has mailed out event flyers to many airports and will increase the direct advertising as the event draws nearer.

Lastly, Mr. St. Jean said that the parking lot and access to the parking lot was completed.

Mr. Lipscomb asked why the overlay did not go all the way to the County road.

Mr. St. Jean said that all damage to that section of road was repaired and that a complete overlay would have exceeded the budget.

Mr. Williams asked about construction on the airports northern boundary.

Mr. St. Jean said that VDOT was improving Ashland Farm Road and that the airport was taking advantage of free gravel, and clearing.

UNFINISHED BUSINESS

There was discussion for the next 15 minutes about the open house. Discussion revolved around estimating how many people are anticipated, setup positions, tables and chairs, volunteers, promotion and advertising. CVA will provide volunteers and financial

support for the food service. Mr. Felts has volunteered to provide the cooker and do the cooking. Tentative plans call for food service for 150 people. Finalization of plans would be addressed during the next meeting.

Mr. Felts asked Mr. St. Jean what CVA's intention would be with the County Fair and the fair meeting scheduled on May 5, 2001.

Mr. St. Jean said he would pass Mr. Felt's question along to Mr. Harrup.

There was discussion for the next ten minutes among commission members regarding CVA's set up at the Fair and what assets to bring.

Mr. Felts verified that the Young Eagle's event would take place on September 22, 2001. Additionally Mr. Felts stated that he would like to see CVA absorb some of the financial burden that the County and volunteers have taken in the past as a way of sharing the cost of that event.

NEW BUSINESS

Mr. Lipscomb requested that a display and or personnel from CVA or the airport represent the airport at the "Business after Hours" reception on May 16, 2001 at the Richardson house from 4:00 p.m. till 7:00.

There was no other business discussed.

Mr. Felts scheduled the next meeting of the AAC for the May 21, 2001 so as not to conflict with Memorial Day.

ADJOURNMENT

Mr. Felts asked for a motion to adjourn the meeting. Mr. Williams made a motion to adjourn with Mr. Jeffries seconding the motion.



COUNTY
OF
NEW
KENT

MEMORANDUM

General Aviation Airport
Airport Manager

TO: J. Lawrence Gallaher
Director of Public Safety

FROM: Michael St. Jean
Airport Manager

DATE: May 23, 2001

RE: AAC Meeting Time Change

Larry during the May meeting of the New Kent County Airport Advisory Commission, the commission members voted to change the meeting time back to the original time of 6:30 P. M.

/St

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

Members of The New Kent County Airport Advisory Commission

All



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 11, 2001

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Tuesday, December 18, 2001. The meeting will begin at 6:00 p.m. and will be held at the New Kent County Airport.

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

ATTACHMENTS:

Agenda
August Minutes

/St

cc: Richard Ellyson
Interim 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, 2001
6:00 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. November 2001 Meeting
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Airfield Projects
 - B. Marketing & Promotion
 - C. Safety & Security
7. UNFINISHED BUSINESS
 - A. Commission Members
8. NEW BUSINESS
 - A. Commission Members
9. ADJOURNMENT

**NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
NOVEMBER 27, 2001
NEW KENT COUNTY AIRPORT**

The regular monthly meeting of the New Kent County Airport Advisory Commission was held on November 22, 2001. Commission members present were Mr. Williams, Mr. Schutz, Mr. Felts and Mr. Jeffries.

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

Mr. Felts asked if there were questions, comments, or corrections to the October minutes. There were no changes. Mr. Felts asked for a motion for the minutes to be approved. Mr. Jeffries so moved with Mr. Schutz seconding the motion. The minutes were approved as written.

CITIZEN COMMENT

Mr. Felts asked for citizens to comment. There were no comments.

STAFF REPORT

Mr. St. Jean shared that the staff of the Fixed Based Operator (FBO) Central Virginia Aviation (CVA) has increased. Currently, CVA has three full time and two part time employees at the airport.

Mr. Felts asked if the increase in personnel was due to CVA losing its operations in Hanover?

Mr. St. Jean said that he was unsure of that issue, but felt it was more of a response to the effects of 9-11. Layoffs and schedule reductions at commercial service airports have flooded the market with quality personnel. As such, smaller FBO's unable in the past to be salary competitive with the commercial service segment can now take advantage of the influx of labor from the unemployed.

Mr. St. Jean said Eckel Construction was selected to clear the approaches of obstructions, and remove the farmhouse when the weather conditions permitted.

Mr. St. Jean said that we came in under budget on the fence project by approximately \$5,000.

Mr. St. Jean said that all indications from the FAA indicate that Safety and Security at General Aviation Airports (GA) will be increasing. Many of the security measure that take place at commercial service airport under (**FAR Part 107**), may be required at GA airports. Mr. St. Jean said that charter pilots are now required to check the baggage and passengers prior to boarding at New Kent. Mr. St. Jean shared that he expects that all

airport personnel and tenants may be required to wear badges and that security gates with access pads may need to be constructed to access the hangers. Mr. St. Jean continued by saying that the remainder of the airport perimeter will need to be fenced to provide a secure and sterile environment. It is anticipated that both the FAA and the state will assist the airport sponsors in funding for the increased security measures.

Mr. Felts asked Mr. St. Jean when did he anticipate the remainder of the property to be fenced.

Mr. St. Jean stated that he anticipated fencing the remainder of the property in three years after the runway, taxiway overlay, but federal and state security mandates may require enhanced security sooner.

Mr. St. Jean summarized the financial impact that 9-11 had on the commercial service airports. It is estimated that these airports lost 30% in revenue, which was further impacted by the subsequent flight restrictions. Because we do not depend on multiple revenue streams, the events of 9-11 did not have a negative financial impact on us. Quite the opposite, because of our location and inexpensive services, we were able to lure aircraft owners from Newport News, Williamsburg and the DC metro area to our location. Mr. St. Jean said New Kent County airport is experiencing a capacity issue. We have more tenants than t-hangers.

Mr. St. Jean said that 2,250 5x8 orange postcards were mailed to aircraft owners outside the airport catchment area. This area extended 100 miles north and south of New Kent Airport along a 50-mile swath. The purpose is to advertising inexpensive fuel services in a no flight restriction environment. Additionally, we are advertising in both Southern Aviator and Aviation Digest magazines. The intent is to capture the north south transient aircraft. Combined, the subscription numbers for these two magazines is well over 100,000 monthly. To capture additional business, we must be aggressive in our fuel pricing to take advantage of the inland north south flyway. Additionally, in April we intend to market farther north prior to the Sun and Fun event held in Florida. Mr. St. Jean said he would also be doing a direct mail out to corporate FBO's to pick up some Jet-A service.

Mr. St. Jean stated that Erect-A-Tube mailed out 500 questionnaires for t-hanger and received 17 positive responses or 3% return. Mr. St. Jean said that from his experience, this percentage is a normal return on direct mail outs. This indicates that there is a local market for additional T-Hangers. Unfortunately, according to the Department of Aviation (DOAV), DOAV has only \$3,500 available in their budget. Mr. St. Jean said that he would keep asking for funds at each Virginia Aviation Board meeting till they give us the money for engineering, design and construction.

UNFINISHED BUSINESS

The Young Eagles Event / Open House was rescheduled for March 30, 2002 so as not to conflict with the Sun & Fun event in Florida.

NEW BUSINESS

Mr. Felts recommended that the next meeting of the AAC meeting be held prior to Christmas. The commission members agreed. Mr. St. Jean suggested that we have some food like we did the previous year. All commission members agreed. Mr. Felts asked if Mr. St. Jean would send out invitations for the tenants. Mr. St. Jean agreed.

After some discussion Mr. Felts scheduled the next meeting of the New Kent County Airport Advisory Commission meeting to be held at 6:00 p. m. on Tuesday December 18, 2001 and that an airport social be held from 6:30 to 8:00 p.m. at the airport on the same evening.

ADJOURNMENT

Mr. Felts asked for a motion for adjournment. Mr. Williams made a motion with Mr. Schutz seconding the motion.

file



COUNTY
OF
NEW
KENT

MEMORANDUM

MAR 21 2002

General Aviation Airport
Airport Manager

TO: The Members of the Airport Advisory Commission

FROM: Michael St. Jean
Airport Manager

DATE: February 27, 2002

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, March 25, 2002. The meeting will begin at 6:30 p.m. and will be held at the New Kent County Airport.

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

ATTACHMENTS:

- Agenda
- February Minutes

/St

cc: Richard Ellyson
Interim County Administrator

J. Lawrence Gallaher
Director of Public Safety