



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

AGENDA
NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
MARCH 25, 2002
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
3. ROLL CALL / DETERMINATION OF QUORUM
4. APPROVAL OF MINUTES
 - A. February 2002 Meeting
5. CITIZEN COMMENT
6. STAFF REPORT
 - A. Airfield Promotion, Terri Aigner
7. UNFINISHED BUSINESS
 - A. Young Eagle's Event Discussion
8. NEW BUSINESS
 - A. Commission Members
9. ADJOURNMENT

**NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
FEBRUARY 25, 2002
NEW KENT COUNTY AIRPORT**

The regular monthly meeting of the New Kent County Airport Advisory Commission was held on February 25, 2002. Commission members present were Mr. Russell, Mr. Schutz, Mr. Williams, Mr. Jeffries and Mr. Felts. Mr. Lipscomb represented the Board of Supervisors.

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

Mr. St. Jean introduced Mr. Stewart Pervis to the commission. Mr. Pervis is Squadron Commander of the Civil Air Patrol at Hanover Airport and wanted to volunteer his squadron to assist the commission in the upcoming Young Eagles Event.

Mr. Felts stated that he was very happy that the Civil Air Patrol (CIP) was assisting. Mr. Felts shared that it had been many years since the CIP has been involved with anything at this airport.

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

CITIZEN COMMENT

Mr. Green asked Mr. Felts to relay to the Commission comments that were brought to Mr. Green's attention while he has visited other airports recently. Those comments were to recognize the positive work Mr. St. Jean has accomplished at New Kent Airport. Mr. Felts passed on that other airports and pilots are taking notice of New Kent and recognizing the improvements and traffic increase at New Kent.

STAFF REPORT

Mr. St. Jean said he planned on starting his report with Ms. Aigner and airport marketing but Ms. Aigner had not yet arrived.

Mr. St. Jean said he has received FAA approval to move ahead with the weather station. The FAA determined that the station would not have any negative environmental or FAR Part 77 impacts.

Mr. St. Jean passed around an engineering diagram showing the current and future location of the rotating beacon. Mr. St. Jean said that the new location would increase

coverage, eliminate an obstruction and make us compliant for future airport expansion. Mr. St. Jean said he forwarded the airport engineers contracts to the County Attorney for review.

Mr. St. Jean stated that a few meetings ago Mr. Jeffries made a point about the safety of the access road as it curves near the storm water retention pond. This area was so choked with shrubs that it was difficult to see around the curve. This area is now cleared increasing visibility thus reducing the likelihood of an accident.

Mr. St. Jean said that in the last meeting Mr. Russell shared some of the Counties history. Mr. St. Jean read an email from an airport tenant. That email stated that this pilot was unaware of the many historical locations in and around New Kent. The email went on to say that in pursuit of a flying hobby another interest grew, "New Kent History and visiting the sites by air". This pilot suggested as a marketing idea that these sites be located using GPS coordinates and placed on a County Geophysical map. The tenant suggested that maybe there are other pilots out there interested in visiting these sites by air. Mr. St. Jean asked for feed back and ideas from the Commission. The Commission members said to contact John Crump and that he would have that information.

Mr. Williams asked Mr. St. Jean about the farmhouse.

Mr. St. Jean said the farmhouse is down and the brick rubble should be eliminated in approximately a week.

Mr. St. Jean said that he had a conversation with Robert Feldman the VDOT sign coordinator. Mr. St. Jean said that VDOT would be placing signs on the highway at the same time that they plan on updating the Richmond Airport signage. The actual timing will be determined by the VDOT budget.

Mr. Felts asked the Commission for feed back regarding the airport name being New Kent County Airport or if there were any other ideas.

There were no other ideas.

Mr. Felts said that he just wanted to touch on the idea of fencing the remaining airport property.

Mr. St. Jean stated he had received the airport engineers estimate on fencing the remaining and put that information into next year's airport budget.

UNFINISHED BUSINESS

Mr. Felts opened the floor for discussion on the Young Eagles Event scheduled for March 30, 2002. Mr. Felts initiated the discussion by stating that it has been generally accepted that the airport commission and staff be involved in this project as much as

possible. Mr. Felts continued and stated that he would provide the hotdogs and hamburgers as he has in the past.

Mr. Tom Tyndall coordinator for the EAA chapter 233 stated that they prefer to begin registering the children at 9:00 a.m. and begin flying at 9:30 a.m. Mr. St. Jean suggested some changes from previous years. Use the main hanger for the static display walk around, have the children register in the pilots lounge freeing the front terminal space and use the back of the terminal as the pilot briefing room.

Mr. Felts stated that he would contact the State Troopers and sheriffs department for volunteers for a static display and the local chapter of the 99's to assist the EAA in registering the children.

Mr. Schutz asked Mr. St. Jean when did he anticipate having the flyers ready for distribution. Mr. St. Jean stated that he would have the flyers ready in two weeks.

Commission members and volunteers requested brochures for distribution in their churches and other areas.

Mr. Felts asked about the status of the Airmobile. Mr. St. Jean stated that the Airmobile would be here. Additionally, Mr. St. Jean said that Central Virginia Aviation has expanded its fleet of Charter aircraft and that they may have a few twin engine aircraft available for display. Mr. Felts suggested that the helicopter might be a good idea.

Mr. Jeffries said the promotion vehicle for the Department of Aviation may be available.

Mr. Felts asked the members of the local Radio Control Flying club to introduce themselves.

Mr. Stanley Felts introduced Mr. Kennedy, Mr. Gibson, Mr. Taylor and Mr. Molino. Mr. S. Felts stated that only those with the most experience would be flying the RC aircraft. As was discussed for the September event, The RC's would fly from 9:00 to 9:30 am and again from 12:00 to 12:30 p.m. The set up area would be at the eastern end of the main ramp. There was general discussion for the next 25 minutes coordinating event activities.

In the discussion Ultra-lite activity was addressed. Mr. Pervis said he was involved with a few Ultra-lite clubs. Mr. Pervis asked if the airport would like to have Ultralites to be represented in the events. All agreed that the addition of an Ultra-lite demonstration display would be a beneficial aviation activity.

Mr. Joe Taylor asked how was the insurance certificate was to be issued. Mr. St. Jean said the same as it has been in the past. New Kent County Airport and The New Kent County Board of Supervisors.

Mr. Taylor requested a letter of invitation be sent to his address inviting the RC's to the Young Eagles Event and the County Fair event. Mr. St. Jean said he would take care of the request.

Mr. Felts asked Mr. St. Jean if he would provide reduced fuel cost during the event. Mr. St. Jean said yes. All volunteers would receive a fuel discount.

Mr. Lipscomb asked Mr. St. Jean to contact Company #2 so fire and rescue would be available. Mr. St. Jean said he would take care of the request.

There was some discussion about providing as a courtesy to parents fingerprinting their children. Mr. Lipscomb stated that at the County Fair many parents took advantage of the service.

NEW BUSINESS

There was some discussion for 15 minutes regarding the County Fair. Mr. Felts said he would like to have the airport represented at the Fair this year by having a display table.

ADJOURNMENT

Mr. Felts scheduled the next meeting of the AAC for March 25, 2001.

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



Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Interim Airport Manager

DATE: May 3, 2002

RE: AAC Meeting

The New Kent Airport Advisory Commission will hold its monthly meeting on Monday, May 20, 2002. Please note that a schedule change has been made to avoid any Memorial Day conflicts. The meeting will be held at The New Kent Airport, beginning at 6:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
April Minutes

cc: Richard Ellyson
Interim County Administrator

J. Lawrence Gallaher
Director of Public Safety

 **COPY**

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
MAY 20, 2002
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR APRIL 2002 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT
 - A. VAB Meeting
 - B. Young Eagles
 - C. Civil Air Patrol
6. UNFINISHED BUSINESS
 - A. County Fair
 - B. Airport brochure
7. NEW BUSINESS
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
APRIL 22, 2002**

The regular monthly meeting of the New Kent County Airport Advisory Commission was held on April 22, 2002. Commission members present were Messieurs, Felts, Lipscomb, Russell and Schutz. Mr. Lipscomb represented the Board of Supervisors. Community representatives were Ed Madison, Ed Covington, Gary Green, Rod Molina, and H.F.Coke. (Civil Air Patrol representatives joined meeting later). Mr. Kelly called roll and a quorum was established.

For the March meeting minutes, Mr. Russell requested two changes be made:

- 1) Agenda page, item 4, change February to March, and
- 2) Adjournment section, date change for next meeting to April 22.

Motion made to approve as amended by Mr. Russell was approved. Mr. Felts moved citizen comment to end of agenda to accommodate CAP members not yet present.

Mr. Kelly was introduced as Interim Airport Manager.

Staff Report

Changes for airport brochure such as updating terminal building photograph were discussed. Mr. Lipscomb stated he would like to suggest a few changes, and would elaborate on those at the next meeting. Text and layout changes will be finalized after May AAC meeting.

A database printout listing 38-twin engine aircraft was distributed to commission for review. Discussed proposal for graduated pricing structure for high volume customers.

The Virginia Aviation Board turned down site prep funding for T-hanger development for the third consecutive meeting. A meeting with John Longnaker of Delta Airport Consultants has been scheduled to review capital improvement strategy.

Replacing hanger roof sections are considered normal maintenance and do not require permits. The New Kent County airport cannot afford to lose existing revenue streams and every effort should be made to protect those assets.

Commission favored idea to create a contest to select airport slogan. Winner to receive 20 gallons of free Avgas.

Unfinished Business

Airport and/or FBO presence suggested at County Fair (Aug. 15-18). The Young Eagles Day (cancelled due to 9/11) has been rescheduled for June, but no publicity has been planned. Mr. Kelly will contact EAA about current arrangement.

Citizen Comments

Mr. Felts introduced CAP representatives Captain Tom Redford - Commander Byrd Field squadron, Lieutenant Colonel Tim Cramer, Lieutenant Colonel Marcia Cramer, Captain Moore, Captain Abernathay, Lieutenant. Colonel Abernathy, and Rita Chapman.

Lieutenant Colonel Cramer described CAP's responsibilities and affiliations, and the possible changes to missions in response to 9/11. There are 32 squadrons and 5 group headquarters, all volunteer members. He briefly explained the training and education program for the junior members. Byrd Field squadron would greatly appreciate the consideration of using the NKA facility.

Mr. Felts introduced New Kent pilots interested in participating in CAP- Gary Green, Ed Covington, Tee Coke, Rod Molina, Ed Madison, and Bill Kelly. Mr. Felts expressed how impressed he had been with the young men and women of CAP. Stated having a squadron at the airport would be a great opportunity for the young people of New Kent. An offer was made to allow the CAP to use the old terminal as a meeting place pending the drafting of a lease agreement.

Adjournment

The next meeting was scheduled for April 29, 2002.

Mr. Felts asked for a motion to adjourn so any interested parties could inspect the building offered as a CAP meeting place. A motion was made and seconded.



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 11, 2002

RE: AAC Meeting

Please be advised that the New Kent County Airport Advisory Commission will hold its regular monthly meeting on Monday, February 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
- January 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
FEBRUARY 25, 2002
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. Airfield Promotion, Terri Aigner
7. UNFINISHED BUSINESS
 - A. Young Eagle's Event Discussion
8. NEW BUSINESS
 - A. Commission Members
9. ADJOURNMENT

NEW KENT COUNTY
AIRPORT ADVISORY COMMISSION
JANUARY 28, 2002
NEW KENT COUNTY AIRPORT

The regular monthly meeting of the New Kent County Airport Advisory Commission was held on January 28, 2002. Commission members present were Mr. Felts, Mr. Jeffries, Mr. Schutz, Mr. Williams and Mr. Russell. Mr. Lipscomb represented the Board of Supervisors.

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 November minutes. Mr. Williams noted that on page two that the meeting date was incorrect. The meeting time should state January 28, 2002 and not January 20, 2002. There were no other comments. Mr. Jeffries made a motion to approve the minutes as adjusted. Mr. Schutz seconded the motion. The minutes were approved as amended.

CITIZEN COMMENT

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

STAFF REPORT

Mr. St. Jean said the installation of the automated weather reporting equipment was temporarily postponed until after the FAA conducted an obstructions study.

The Farmhouse was scheduled to be burned the previous Saturday but due to wind conditions only one room was set ablaze. The remaining structure will be burned when weather conditions are more favorable.

Mr. St. Jean said the flagpole had been installed.

Mr. St. Jean said the approach clearing was moving along and should be completed in a week.

Mr. St. Jean introduced Ms. Terri Aigner from Aigner Advertising Inc. Ms. Aigner will be working with the Airport Commission in helping to design the airport brochure.

Ms. Aigner introduced herself to the commission and briefly summarized some of the projects she has been associated with.

Mr. Schutz asked if a design has been decided on.

Ms. Aigner said nothing had been decided on and that this session was to gather information from the Commission Members as to what they would like and how they would like the brochure designed. Ms. Aigner displayed some of her other projects by passing around brochures her business has designed in the past.

There was brainstorming for 1/2-hour-discussing ideas regarding the brochure. Mr. Schutz suggested that the brochure be attentive to the needs of attracting business aircraft. Mr. Lipscomb suggested that the design be an accordion style easy to handle and fold. Mr. Lipscomb further suggesting that one section deal with the IDA, while another section address Brickshire with other sections addressing different aspects of the County. Mr. Lipscomb continued that what we are looking for are people and businesses wanting to move to New Kent. Mr. Lipscomb also suggested that future Capital Projects be included in the brochure. Mr. Felts recommended a focus on capturing the transient traffic. We have inexpensive fuel and it is easier to get in and out of New Kent airport then it is Richmond Airport. Mr. Felts also suggested that we try to attract the day-trippers by promoting the quality of golf that is available in the County. Mr. Williams emphasized hunting and fishing while Mr. Russell emphasized many of the historical locations in the County. Mr. Russell gave an overview of the Colonies and its historical significance to Captain John Smith. Mr. Jeffries suggested that the airports new weather reporting capabilities be highlighted as a way to lure larger and more complex aircraft to the airport. Mr. Felts also suggested that events like the Young Eagles be included.

This concluded the Staff report and question and answer time with Ms. Aigner.

UNFINISHED BUSINESS

Mr. Felts verified that the date for the Young Eagles/Open House was scheduled for March 30, 2002.

Mr. St. Jean said he spoke with Tom Tyndall and Mr. Felt's brother that day regarding the Young Eagle event. Mr. St. Jean said he invited those people to the next AAC meeting. Additionally, Mr. St. Jean said he had been in contact with people regarding Ultra light activities and the Science Museum of Virginia.

NEW BUSINESS

Mr. Felts shared with the Commission a Memorandum he received from the County Administrator. That correspondence stated that in the future, the Chairman of any commission in the County would be required to fill out a quarterly attendance summary.

Mr. Felts asked Mr. St. Jean to take over the meeting for elections.

Mr. St. Jean asked the Commission to open up the floor for nomination for Chairman of the Airport Advisory Commission.

Mr. Jeffries so moved.

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

Mr. Jeffries nominated Mr. Felts to be Chairman.

Mr. St. Jean asked if there were any other nominations. There were none.

Mr. St. Jean asked for a second to nominate Mr. Felts. Mr. Schutz seconded the motion.

Mr. St. Jean asked all in favor say Aye. The Aye vote was unanimous.

Mr. St. Jean returned the meeting back to Mr. Felts.

Mr. Felts asked for a nominee for Vice-Chairman of the New Kent County Airport Advisory Commission.

Mr. Lipscomb nominated Mr. Jeffries. Mr. Felts asked for any other nominations. There were none.

Mr. Felts asked all in favor say Aye. The Aye vote was unanimous.

Mr. Williams asked Mr. St. Jean if the tree clearing west of the runway was completed. Mr. St. Jean said some finish work was still needed but overall the project was done.

Mr. Lipscomb asked if we would keep the area cleared.

Mr. St. Jean said that we will bushhog the area two or three times a year so the area does not grow up again.

Mr. Felts asked Mr. St. Jean whether the airport was moving forward to secure the remainder of the airfield with the perimeter fencing. And, what on site physical response did Mr. St. Jean have during non-business hours.

Mr. St. Jean said he has spoken with the local deputies requesting spot-checking the airport during non-business hours. Mr. St. Jean also shared that the Henrico County Metro Aviation Unit also flies into the airport at odd hours providing additional professional police force. Mr. St. Jean said that the Airport ALP states that the airport shall have a perimeter fence installed. Additionally, I have included in the Airport Security Program a recommendation that the remaining portion of the airport property be fenced.

There was discussion for approximately ten minutes regarding airfield security and children flying aircraft into buildings and how do you defend against such acts.

Mr. Felts wanted to ensure that safety and security remain fresh in everyone's minds. Mr. Felts maintained that we be proactive. Mr. Schutz concurred and stated that he felt very strongly about airport security issues.

ADJOURNMENT

Mr. Felts scheduled the next meeting of the airport advisory commission for February 25, 2002 at 6:30 p.m. Mr. Felts asked for a motion to adjourn the meeting. Mr. Schutz made a motion for adjournment with Mr. Jeffries seconding the motion.

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

June 24, 2002

6:30 P.M.

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR MAY 2002 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT
 - A. VAB Meeting
 - B. Well
6. UNFINISHED BUSINESS
 - A. CAP
 - B. Airport Brochure
7. NEW BUSINESS
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
MAY 20, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on May 20, 2002. Commission members present were Messieurs, Felts, Jeffries, Russell and Schutz. Steve Schutz was the only citizen present. Mr. Kelly called roll and a quorum was established.

For the April meeting minutes, Mr. Felts requested, under Adjournment, a date change from April 29 to May 27.

Motion made to approve as amended was approved.

Citizen Comments

There was no Citizen Comments.

Staff Report

Young Eagles are scheduled for July 13. Fliers to be distributed to schools and pancake breakfast for any pilots that fly in.

General impressions from the May VAB meeting that directly effect future projects at the New Kent Airport:

1. Proposed changes in project funding percentages by increasing local share.
2. Proposed discontinuing hanger site prep assistance.

Mr. Jeffries explained how recent Legislature allocation changes have resulted in unexpected funding deficits for FY03 projects.

Discussed procedures required to obtain DOAV site prep assistance and particularly cost escalations resulting from required engineering studies and oversight.

Discussed why beacon relocation project is no longer a priority. Most feasible current option is to include relocation in future hanger site prep project.

Civil Air Patrol lease circulated. General comments about how CAP presence could improve relations between airport and county residents.

Unfinished Business

County Fair is August 15-18 at Colonial Downs. Airport and FBO to have booth to promote airport and flight school.

General discussion about feasibility and legality of building picnic shelter on airport property. Possible conflicts with ALP and/or FAA and DOAV grant assurance policies to be investigated.

Latest version of airport brochure reviewed. Final version still pending.

Mr. Jeffries made a motion to endorse Bill Kelly as AAC's candidate for new manager. Motion seconded by Mr. Schutz, voted upon and passed.

New Business

No new business discussed.

Adjournment

The next meeting was scheduled for June 24, 2002.

Motion to adjourn made and seconded.



Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: July 14, 2002

RE: AAC Meeting

The New Kent Airport Advisory Commission will hold its monthly meeting on Monday, July 22, 2002. The meeting will be held at The New Kent Airport, beginning at 6:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

- Agenda
- June Minutes

cc: Richard Ellyson
Interim County Administrator

J. Lawrence Gallaher
Director of Public Safety

Adjournment

The next meeting was scheduled for July 22, 2002. Mr. Jeffries made a motion to adjourn and Mr. Russell seconded.



COUNTY
OF
NEW
KENT

AUG 05 2002

Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: August 3, 2002

RE: AAC Meeting

The New Kent Airport Advisory Commission will hold its monthly meeting on Monday, August 26, 2002. The meeting will be held at The New Kent Airport, beginning at 6:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
July Minutes

cc: Richard Ellyson
Interim County Administrator

J. Lawrence Gallaher
Director of Public Safety

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
JULY 22, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on July 22, 2002. Commission members present were Messieurs, Felts, Jeffries, Schutz, Russell and Williams. Steve Schutz and Mrs. Russell were available for Citizen Comment. Mr. Kelly called roll and a quorum was established.

The Minutes for the June meeting were approved as written.

Citizen Comments

There were no Citizen comments.

Staff Report

The CAP took possession of the Old Terminal Building and began the rehabilitation process. They are holding meetings in the Main Terminal until they get farther along in their work.

The Young Eagles event was a great success with 34 visiting aircraft, many that had never visited the airport before. Volunteer pilots flew 65 children and approximately 160 hot dogs, with baked beans, chips and drinks were served. One of the local pilots, Mr. Ed Madison, flew ten sorties picking up all the stragglers to make sure none of the children went away disappointed.

Fuel sold during the event totaled approximately 450 gallons, bringing the total for June up to 4943 gallons, easily the highest total since the County took over operations at the airport. Fuel during the event was not sold at a discounted rate to emphasize that the airport offers the most aggressively priced fuel in the catchment area. Retail quantities have continued to increase in relation to discounted quantities to the point where retail gallons now represent about 53 percent of total gallons. Last year, during the same time frame retail gallons accounted for only 21 percent of the total.

Jet A fuel sales for the month totaled 653 gallons. A new contract has been signed with HeloAir (Whit Baldwin) for Jet A, although they have not started to pump any fuel yet.

A general discussion followed about how to best promote the next Young Eagles event with the churches and schools.

Unfinished Business

A booth at the county fair will be rented to promote the airport and FBO. Mr. Felts described some of the attractions at the fair.

Final content for the airport brochure was discussed. Mr. Russell circulated some New Kent County specific historic information. General discussions followed about incorporating more historical information in the brochure.

Since all projects for this fiscal year are federally supported, certain environmental certifications must first be requested. No FAA or DOAV assistance can be approved without these certifications. Mr. Charles Ellis of the Department for Environmental Quality has agreed to reduce his normal evaluation period from 90 to 50 days in order to make the next application deadline for Virginia Aviation Board funding requests.

New Business

No new business was discussed.

Adjournment

The next meeting was scheduled for August 26, 2002. Mr. Felts made a motion to adjourn, which Mr. Russell seconded.



COUNTY
OF
NEW
KENT

SEP 18 2002

Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: September 18, 2002

RE: AAC Meeting

The New Kent Airport Advisory Commission will hold its monthly meeting on Monday, September 23, 2002. The meeting will be held at The New Kent Airport, beginning at 6:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
August Minutes

cc: ~~Mr. Gary Christie~~
County Administrator

Mr. J. Lawrence Gallaher
Director of Public Safety

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

August 26, 2002

6:30 P.M.

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR JULY 2002 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT
FY03 Projects
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. Young Eagles
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
AUGUST 26, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on August 26, 2002. Commission members present were Messieurs, Felts, Jeffries, Schutz, Williams, and Russell. The Honorable Mr. Lipscomb represented the Board of Supervisors. Mr. Kelly called roll and a quorum was established.

The Minutes for the July meeting were approved as written.

Citizen Comments

There were no citizen comments.

Staff Report

Mr. Kelly explained that all new projects funded through the State for FY03 were on hold. Although there is a good chance the Governor will release the funds; many airports in the state are in danger of losing Federal Entitlement Funds if the state cannot pay their share. New Kent County Airport has a fence and runway design project that could possibly get effected by the state shortfall.

The Erect-a-Tube outline for hanger site prep and construction was circulated and briefly discussed. Terms and scope still to be determined.

General discussions followed concerning the scope of the proposed fence project.

Unfinished Business

The airport Brochure will be printed with no further revisions. An insert will be prepared to include more history and any new developments.

New Business

Mr. Kelly introduced several options for repairing some of the hanger roofs. Mr. Felts can acquire a lift at a reduced rate to facilitate repairs.

Mr. Kelly proposed scheduling AAC meetings every other month. Motion made to hold meetings on every odd month with work sessions scheduled as needed. Motion seconded and passed unanimously.

Adjournment

The next meeting was scheduled for September 23, 2002. The meeting was adjourned.



Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: November 17, 2002

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Monday, November 25, 2002. The meeting will be held at The New Kent Airport, beginning at 6:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
September Minutes

cc: Mr. Gary Christie
County Administrator

Mr. J. Lawrence Gallaher
Director of Public Safety

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
November 25, 2002
6:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR SEPTEMBER 2002 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT

Storm Water Pollution Prevention Plan
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
SEPTEMBER 23, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on September 23, 2002. Commission members present were Messieurs, Felts, Jeffries, Schutz, Williams, and Russell. The Honorable Mr. Lipscomb represented the Board of Supervisors. Mr. Kelly called roll and a quorum was established.

The Minutes for the August meeting were approved as written.

Citizen Comments

There were no citizen comments.

Staff Report

Mr. Kelly asked Mr. Jeffries to comment on the most recent developments at The Virginia Department of Aviation. Mr. Jeffries briefly explained the types of budget cuts that the Governor's office had requested and that there was a chance that the Governor might remove funds from the Aviation Trust to cover other state deficiencies. Mr. Kelly explained that if the state does not release the funds by December that the airport stands to lose \$150,000 in Federal funds for the fence and runway project.

Mr. Felts expressed his concerns about the growth taking place in previously cleared areas on airport property. Mr. Kelly explained that the area across Airport Rd. was too rough to bushhog but that he would look into cutting the rest.

CAP workday is scheduled for October 26 and 27. General discussions followed about the scope of work.

Unfinished Business

There was no Unfinished Business discussed.

New Business

VDOT is working to straighten Terminal Rd. as it approaches the airport.

The EAA has not contacted airport staff concerning a date for the next Young Eagles rally.

Adjournment

The next meeting was scheduled for November 25, 2002. The meeting was adjourned.