

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

January 27, 2003

6:30 P.M.

NEW KENT COUNTY AIRPORT

1. **CALL TO ORDER**
2. **ROLL CALL/DETERMINATION OF QUORUM**
3. **APPROVAL OF MINUTES FOR NOVEMBER 2002 MEETING**
4. **CITIZEN COMMENT**
5. **STAFF REPORT**
 - Airport Incident**
 - DOAV Submission**
 - County Budget**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - AAC Officer Elections**
8. **ADJOURNMENT**

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
JANUARY 27, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on November 25, 2002. Commission members present were Messieurs, Felts, Schutz, Williams, and Russell. The Honorable Mr. Lipscomb represented the Board of Supervisors. Mr. Chip Harrup represented the FBO. Mr. Kelly called roll and a quorum was established.

The Minutes for the November meeting were approved as written.

Citizen Comments

Mr. Harrup stated that 2002 had been the worst year in general aviation history since 1903 but he was otherwise pleased with the progress of the flight school and maintenance department. He expressed concern over the deer population frequenting the airport as a possible hazard to aviation. Mr. Kelly explained that he was in the process of permitting several of the Metro Aviation pilots to shoot deer on airport property.

Staff Report

Storm Water Pollution Prevention Plans (SWP3) have been required at transportation facilities since March 2000. The New Kent Airport does not have one but DOAV will assist in having one drafted. Estimated cost is \$5500 with state participation of 80%.

The scope of the fence project has been changed to include all 8-ft. fencing rather than the 4-ft. originally designed. The FAA and DOAV have concurred with this change in the interest of safety and security.

Unfinished Business

There was no Unfinished Business discussed.

New Business

The date for the annual Christmas party was set for 7:00pm December 17. Mr. Williams asked about the status of the DOAV matching funds for FY03. Mr. Kelly explained that DOAV had not yet funded any projects due to budget cuts but that the projects did not have to be under grant until the end of September. Mr. Kelly went further in explaining that he was mistaken at the previous meeting when he said that projects needed to be under grant by December.

Adjournment

The next meeting was scheduled for January 27, 2003. The meeting was adjourned.



COUNTY
OF
NEW
KENT

Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: March 16, 2003

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Monday, March 24, 2003. 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
January Minutes

cc: Mr. Gary Christie
County Administrator

Mr. J. Lawrence Gallaher
Director of Public Safety

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

March 24, 2003

6:30 P.M.

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR JANUARY 2003 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT
 - Project Updates
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - AAC Officer Elections
 - Young Eagles
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
JANUARY 27, 2002**

The regular meeting of the New Kent County Airport Advisory Commission was held on January 27, 2003. Commission members present were Messieurs, Felts, Schutz, Williams, and Russell. The Honorable Mr. Lipscomb represented the Board of Supervisors. Mrs. Russell was available for citizen comment.

Mr. Kelly called roll and a quorum was established.

The Minutes for the January meeting were approved as written.

Citizen Comments

Mrs. Russell commented on how nice she thought the Christmas party turned out, and asked about fuel sales for the month. Mr. Kelly explained that while fuel sales were certainly challenging during particularly cold winters, there have been some bright spots on nice weekends. General conversation followed concerning fuel price fluctuations.

Staff Report

Mr. Kelly reported that on December 31, an aircraft based out of Hanover departed the runway coming to rest in the pine trees north of the runway. There were no injuries, fire or hazardous materials spills. The Richmond Flight Standards District Office investigated and declared the situation an incident.

All indications are that the airport's capital improvement program will get approved at the state level (having already been approved at the federal level). The obstruction removal project will be not get approved due to insufficient state maintenance funds.

Mr. Kelly explained the importance of keeping vegetation under control in recently cleared areas. Should cleared areas become overgrown to the point that state assistance becomes necessary again, the project must be submitted as a capital project, possibly affecting other capital requests. Capital projects always have to be approved by the Virginia Aviation Board.

Copies of the airport's FY04 budget were circulated. General conversations followed concerning design specifications for the fence and availability of state funds for security issues.

Mr. Russell asked if a five-year plan existed for the airport. None of the commission members were sure if such a plan was formally adopted or what year the plan would have started. Mr. Lipscomb explained that at some point the Board of Supervisors had expressed its desire for the airport to break-even operationally.

Mr. Kelly pointed out that budget projections show the airport close to breaking even (operationally) in FY04. Fuel sales have increased significantly in the past two years only due to aggressive fuel pricing. Without new hangers, low cost fuel is the only means that we have to attract customers. There is a fine line between pricing fuel low enough to entice pilots to go out of their way, and maintaining enough margin to increase profits at the end of the year.

Unfinished Business

There was no Unfinished Business discussed.

New Business

Mr. Felts requested that officer election be postponed until the next meeting, when all members might be present.

A fly-in committee is being assembled to organize some type of annual event.

Adjournment

The next meeting was scheduled for March 24, 2003. The meeting was adjourned.



Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: May 23, 2003

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Tuesday, May 27, 2003. 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
March Minutes

cc: Mr. Gary Christie
County Administrator

Mr. J. Lawrence Gallaher
Director of Public Safety

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
MARCH 24, 2003**

The regular meeting of the New Kent County Airport Advisory Commission was held on March 24, 2003. Commission members present were Messieurs, Felts, Schutz, Williams, and Russell. Mrs. Russell and Mr. Norm Valor were available for citizen comment.

Mr. Kelly called roll and a quorum was established.

The Minutes for the January meeting were approved after noting a date change.

Citizen Comments

Mr. Norm Valor was introduced as the Chairman for the newly formed Fly-in Committee. Mr. Valor expressed his willingness to do what he could to help grow the airport and expand public awareness of its benefits.

Staff Report

Mr. Kelly reported that all requests for funding submitted to DOAV had been approved. Projects funded were runway overlay design, perimeter fence, and storm water pollution prevention plan. A tree-clearing project North of the runway is necessary to satisfy state licensing requirements. DOAV will fund 90% of the project.

Year to date NKA is operating slightly in the black, although by the end of the fiscal year it is expected to be slightly in the red.

Mr. Jackie Dankos, NKA representative to the Virginia Aviation Board, visited the airport to discuss the airport fence project. After touring the airport he agreed that the fence was necessary to help with the deer problem and increase airport security. The following week at the VAB meeting, he complimented the county on the improvements he has seen at the airport.

Young Eagles is scheduled for April 12.

Unfinished Business

AAC elections were postponed to the next meeting.

New Business

Brief discussions were held concerning possible development of property Northeast of the runway into a residential airpark.

Adjournment

The next meeting was scheduled for May 27, 2003. The meeting was adjourned.



COUNTY
OF
NEW
KENT

Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: July 19, 2003

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Tuesday, July 22, 2003. The meeting will be held at The New Kent Airport, beginning at 4:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
May Minutes

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

Mr. J. Lawrence Gallaher
Director of Public Safety

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION
July 22, 2003
4:30 P.M.
NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR MAY 2003 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT

Project Updates

6. UNFINISHED BUSINESS
7. NEW BUSINESS

Fly In
Young Eagles

8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
MAY 27, 2003**

The regular meeting of the New Kent County Airport Advisory Commission was held on May 27, 2003. Commission members present were Messieurs, Felts, Schutz, Jeffries, Williams, and Russell. Mrs. Russell was available for citizen comment.

Mr. Kelly called roll and a quorum was established.

The Minutes for the April meeting were approved as written.

Citizen Comments

There were no Citizen Comments.

Staff Report

A decrease in the scope of the Runway Project has made more FAA Entitlement Funds available to use for the fence project. The result will be a complete perimeter fence with limited after hours access.

Plans for the fly in are progressing. Various options are being explored for insuring the event.

Approximately 700 small pine trees were removed on the North side of the runway for State licensing compliance.

Unfinished Business

The grant application for the Storm Water Pollution Prevention plan has been submitted to the State.

New Business

Mr. Russell made a motion to keep the AAC officers in place. The motion was seconded and passed unanimously.

Adjournment

Mr. Williams made a motion to move the meeting time to 4:30pm. Motion was seconded and passed unanimously. The next meeting was scheduled for July 22, 2003 at 4:30pm. The meeting was adjourned.



COUNTY
OF
NEW
KENT

Memorandum

General Aviation Airport
Airport Manager

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: November 22, 2003

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Tuesday November 25, 2003. The meeting will be held at The New Kent Airport, beginning at 4:30 p.m.

If you have any questions, please contact me.

ATTACHMENTS:

Agenda
July minutes

cc: Mr. Gary Christie
County Administrator

Mr. J. Lawrence Gallaher
Fire Chief

AGENDA

NEW KENT COUNTY AIRPORT ADVISORY COMMISSION

November 25, 2003

4:30 P.M.

NEW KENT COUNTY AIRPORT

1. CALL TO ORDER
2. ROLL CALL/DETERMINATION OF QUORUM
3. APPROVAL OF MINUTES FOR JULY 2003 MEETING
4. CITIZEN COMMENT
5. STAFF REPORT

Project Updates
Hurricane Isabel
Festival of Flight Report
Young Eagles
Property Disputes

6. UNFINISHED BUSINESS
7. NEW BUSINESS

Runway Overlay Design
8. ADJOURNMENT

**NEW KENT COUNTY AIRPORT
ADVISORY COMMISSION
July 22, 2003**

The regular meeting of the New Kent County Airport Advisory Commission was held on July 22, 2003. Commission members present were Messieurs, Felts, Schutz, and Williams.

Mr. Kelly called roll and a quorum was established.

The Minutes for the May meeting were approved as written.

Citizen Comments

There were no Citizen Comments.

Staff Report

Five contractors attended pre-Bid meeting for the fence project. The meeting included a brief overview of the project and a walking tour of the project area. Commission members were shown a set of construction drawings and the scope of the project was discussed. A brief discussion followed concerning the differences in the deeds for Mr. Glass and Dr. Bennett what effect the deeds would have on the project. The fence project should be complete by the end of the year.

The Runway Design Project will not go through a bidding process because we have a five year contract with Campbell and Paris Engineering.

General discussions took place concerning the monetary value of the trees on the southeast quarter of the airport property.

Plans are progressing on the Festival of Flight. Options are being explored concerning the insurance. To date, approximately \$1200 in sponsorship funds and a pair of round trip airline tickets have been pledged.

The Airport will purchase a table at the County Fair to be manned by the CAP.

Unfinished Business

The Commission members expressed their frustration in the lack of progress made by the Civil Air Patrol.

New Business

No new business was discussed.

Adjournment

The next meeting was scheduled for September 23, 2003 at 4:30pm. Mr. Felts made a motion to adjourn the meeting. Mr. Williams seconded the motion.



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

Memorandum

TO: Members of the Airport Advisory Commission

FROM: Bill Kelly
Airport Manager

DATE: March 17, 2004

RE: AAC Meeting

The New Kent Airport Advisory Commission will meet on Tuesday March 23, 2004. The meeting will be held at The New Kent Airport, beginning at 6:00 p.m.

Congratulations to all new and returning Advisory Commission Members.

Mr. Bill Jeffries will act as Chairman until new elections take place.

If you have any questions, please contact me at 932-3984.

cc: ✓ Mr. Gary Christie
County Administrator

Mr. J. Lawrence Gallaher
Director of Emergency Management



COUNTY
OF
NEW
KENT

General Aviation Airport
Airport Manager

Memorandum

TO: Members of the Airport Advisory Commission

CC: Mr. John Budesky
County Administrator

Mr. Larry Gallaher
Fire Chief

FROM: Bill Kelly
Airport Manager

DATE: July 18, 2005

RE: Airport Advisory Commission Meeting

The New Kent County Airport Advisory Commission will meet on Wednesday, July 20, 2005. The meeting will be held at the New Kent Airport at 6:00p.m.

If you have any questions, please contact me at 932-3984.

AGENDA

New Kent County Airport Advisory Commission
20 July 2005
6:00pm
New Kent Airport

1. Call to Order
2. Roll Call/ Determination of Quorum
3. Citizen Comment
4. Staff Report

Runway Project Update
Hangar Project Update
Fuel Prices
Lighting System

5. Unfinished Business

FBO RFP

6. New Business

Fly-in Planning

7. Next Meetings/ Adjournment

September 21, 2005
November 16, 2005
January 17, 2006