

# **New Kent County Airport Advisory Commission 28 July, 2004**

## **Minutes**

The regular meeting of the New Kent Airport Advisory Commission was held on September 28, 2004 at the New Kent County Airport. Commission members present were:

Mr. Bill Jeffries  
Mr. Pat Wilson  
Mr. Bill Martin

Mr. Eugene Williams  
The Honorable Mr. Stran Trout  
Mr. Eckhardt Schutz

## **Approval of Minutes**

The minutes were approved as written.

## **Citizen Comment**

There were no citizen comments.

## **Staff Report**

### **Runway Project/ Approaches**

Mr. Kelly showed the Commission Members the recently completed aerial survey for the airport. He explained that the newly published GPS approach will require that the airport become compliant with a new, more stringent set of Part 77 obstruction criteria. The reason that this is significant is because using the new criteria; the airport is currently non-compliant with Part 77 and therefore technically not eligible for FAA or State grant funds. Mr. Kelly explained that his intention was to argue to the FAA that the new approaches had not yet been published when the scope of work was developed for the runway project and that the grant application process should be allowed to move as we work toward mitigating the obstructions. The worst case scenario would be that the FAA require us to undertake an expensive FAA funded obstruction removal project before the runway project would be funded. Should that scenario become reality, the scheduled hanger project would fall out of the program completely.

### DEQ Inspection

The Department of Environmental Quality inspected the airport for Resource Conservation and Recovery Act (RCRA) compliance on July 8, 2004. The airport was found to be in full compliance with applicable management regulations. Mr. Kelly explained that he had invited the DOAV to send a representative to observe the inspection so that they might be better able to assist other airports in the state with RCRA compliance issues.

### Minimum Standards

Mr. Kelly stated that he was in the process of drafting new Minimum Standards, Rules and Regulations for the airport. They will then be reviewed by the County Attorney and sent to the Board for review and approval.

### Six Year ACIP

Mr. Kelly circulated copies of the Six-Year Airport Capital Improvement Plan and explained that it is the means by which airports apply for funding with the DOAV.

## **Unfinished Business**

Mr. Kelly reported that the "Slivinski punch list items" had all been addressed.

## **New Business**

Mr. Wilson encourage the other Commission Members to become involved with the fly in planning.

Mr. Kelly stated that the recent Young Eagles rally had resulted in 90 children receiving a free airplane ride from local pilot. He also expressed to Mr. Jeffries his appreciation for his involvement with Young Eagles day.

## **Adjournment**

The next meeting was scheduled for September 15, 2004 at 6:00pm. The meeting was adjourned.

# **New Kent County Airport Advisory Commission 22 September, 2004**

## **Minutes**

The regular meeting of the New Kent Airport Advisory Commission was held on September 22, 2004 at the New Kent County Airport. Commission members present were:

Mr. Bill Jeffries  
Mr. Pat Wilson  
Mr. Bill Martin

## **Citizen Comment**

There were no citizen comments.

## **Staff Report**

### **Runway Project/ Approaches**

Mr. Kelly reported that the runway project had been bid and that bids were approximately 40% over estimates due to the rapid increase in asphalt prices. The lowest responsive bidder was APAC at a price of \$901,125.00. Local share of the project cost is 1.4% or approximately \$12,600.00. Since the FAA had initially committed less than \$600,000.00 to the project cost, there was some question as to grant approval for the project, but after some negotiating with the contractor and the FAA, the project was funded.

One issue brought to light during the grant application process was new FAA approach criteria and their effect on approach obstructions at the airport. An Approach Surface Analysis revealed that the airport would be non-compliant with the new criteria, but that the issues were minor and could be corrected through the DOAV Safety and Preservation Maintenance program and local funds already budgeted for obstruction removal. Non-compliance with these new criteria could make the airport ineligible for FAA grants.

## **Unfinished Business**

Mr. Kelly reported that the second annual "Festival of Flight" was a great success and thanked Pat Wilson for the great job he had done helping with the organization and

execution of the event as well as the terrific job he had done building the new airport website.

### **New Business**

No New Business was discussed.

### **Adjournment**

The next meeting was scheduled for November 17, 2004 at 6:00pm. The meeting was adjourned.

# **New Kent County Airport Advisory Commission 17 November, 2004**

## **Minutes**

The regular meeting of the New Kent Airport Advisory Commission was held on November 17, 2004 at the New Kent County Airport. Commission members present were:

Mr. Bill Jeffries  
Mr. Pat Wilson  
Mr. Bill Martin

Mr. Eugene Williams  
The Honorable Mr. Stran Trout

## **Citizen Comment**

There were no citizen comments.

## **Staff Report**

### **Runway Project**

Mr. Kelly explained that the runway project would begin in early April. Concerns about weather and the contractor's preparedness to begin the project in October lead to an agreement allowing the contractor to begin work in early spring if they would hold their prices as bid. Worst case scenario for a fall start date was that if the runway had been torn up and temperatures dropped, the runway could have been out of service for a considerable period of time before new asphalt could be applied.

### **Business Plan**

A new improved version of the Airport Business Plan was being assembled in the hopes that it would encourage Board Members to read it. When the repackaged version is complete, it will be sent to the AAC members.

### **Hangar Project**

Mr. Kelly reported that the application for state grant funds for the hangar site-prep design had been disapproved by the Virginia Aviation Board due to lack of state funds. The project currently has a priority rating of 85 in the state system. During the last meeting, the lowest priority project to be funded was about 130. A bonus of 50 points is available if the design work is complete. Mr. Kelly reported that he intends to move forward with the design work at local cost only then resubmit the project as a design/

construct project and capture the 50 bonus points for the design being complete. If the project is approved, at that point the design funds become reimbursable at 80% state/ 20% local and the construction phase can move forward all as part of one grant.

Mr. Trout asked if the design funds would require an appropriation from the BOS. Mr. Kelly replied that they had already been appropriated.

### **Unfinished Business**

Mr. Wilson asked if the fuel pumps were working. Mr. Kelly explained that there had been two issues within the last week that had required the closing of the fuel pump.

The first involved new fuel delivery and intentionally allowing the tank to run out, gambling that the new load could be purchased for twenty cents less a gallon by waiting an extra day to place the order. Before making the decision, the Metro Aviation Unit (the largest customer) was contacted seeking their concurrence. They agreed that they would rather not have fuel available for 12 to 36 hours than take a 20 cent increase in price for the next two months. The end result was that the pumps were shut down on Thursday evening (11 November), but the new fuel was delivered the following day at noon. Few if any customers were actually inconvenienced due to the fact that poor weather conditions on Friday prevented operations at the airport.

The second issue involved an unsafe condition due to a failed air/fuel separator. The failed device allowed fuel to bypass a float within the separator, be discharged out of a vent on the pump, and then spill onto the ground. The pump was taken out of service and the appropriate NOTAMS were filed. Unfortunately the contractor's repair also failed and the pump was taken out of service a second time the following day. The separator itself has been bypassed and a new separator has been ordered.

Mr. Wilson asked about the status of the bid for new FBO services. Mr. Kelly replied that the attorneys were reviewing the new Minimum Standards and writing the advertisement. Mr. Wilson passed on that he had been asked by several pilots about arrangements for maintenance. Mr. Kelly explained that there were temporary arrangements in place through Heart of Virginia Aviation and that all requests should go through his office.

A general discussion followed concerning Commission Member's term length and the timing for reappointment. Mr. Trout confirmed that all terms expire December 31, 2004.

Mr. Williams asked for a clarification on the location of the new hangar development and if we were intending to sell the timber off of the property. Mr. Kelly explained that he was referring to the area on the Southwest side of the runway and that he was not yet sure about selling the timber. The concern is that if the trees are cut and sold, is it then more expensive to clear the stumps than it would have been to clear with the trees still

standing. There were several suggestions as to who might be able to answer such questions.

### **New Business**

All were in agreement that December 15 would be a good evening for the seasonal open house at the airport.

Mr. Trout opened a general discussion about VDOT's plans to improve Terminal Road and the effect that the construction would have on airport access.

### **Adjournment**

The next three meetings were scheduled for:

January 19, 2005
March 16, 2005
May 18, 2005

The meeting was adjourned.