

# SUSSEX COUNTY AIRPORT ADVISORY COMMITTEE

Meeting Minutes  
June 27, 2012

## **Opening:**

The regular meeting of the Sussex County Airport Advisory Committee was called to order at approximately 6:01 p.m. on June 27, 2012, at Sussex County Emergency Operations Center, by Garrett Dernoga. Chairman, Jeff Reed and Vice-Chairman, Rick Garner were both absent from the meeting.

## **Advisory Committee Members Present:**

Todd Lawson, Sussex County Administrator  
Mike Izzo, Sussex County Engineer  
Julie Wheatley, Director, Sussex County Economic Development

Garrett Dernoga                      Larry Kelley                      Robert E. Young

Jim Hickin, Sussex County Airport (Non-member)

## **Advisory Committee Members Absent:**

Honorable Sam Wilson, County Council      Rick Garner      Jeff Reed      Mark Ryan  
Richard Wilson

### **1. Approval of Agenda**

A Motion was made by Larry Kelley, seconded by Mike Izzo, to approve the agenda as distributed. The agenda was unanimously approved by consent.

### **2. Approval of Minutes**

A Motion was made by Bob Young, seconded by Mike Izzo, to approve the minutes of the May 23, 2012 meeting as distributed. The minutes were unanimously approved by consent.

### **3. Approval of Public Comment Guidelines and Form**

Larry Kelley made a motion, and was seconded by Mike Izzo, to approve and adopt the Public Comment Guidelines and Form as presented. Larry Kelley stressed that he feels that the guidelines need to be strictly adhered to when hearing public comments. This was unanimously approved by consent.

### **4. Declaration of any letters, opinions or other guidance from outside the Advisory Committee presently or in the past**

There were no declarations presented.

**5. Airport Policies – Minimum Standards**

Garrett Dernoga questioned wording of Item number 5 on the Insurance Matrix. A motion by Garrett Dernoga, seconded by Bob Young, to add the wording to item 5 on the Matrix to read as modified:

“Applies to fuel trucks not covered by Operator’s Airport Liability insurance, **while operated on airport premises**”. This was unanimously approved by consent.

At this time the committee decided to move forward with the Minimum Standards document. A motion by Mike Izzo, seconded by Bob Young, to take the following action: “Be it moved that the Minimum Standards be approved as drafted and recommend that said draft be presented to the Sussex County Council for adoption”. This was unanimously approved by consent with Jim Hickin abstaining.

Larry Kelley inquired when the document is presented on the Council’s agenda that someone from the committee should be present. Todd Lawson suggested Jeff Reed, since he is Chairman or Rick Garner, as Vice Chairman. Todd also suggested that any committee members that can be present to please do so for the purpose of discussion or questions from the Council. The committee will be notified by the Airport Office when the item will be on the County Council’s agenda.

Garrett Dernoga asked what the next step was for the next policies to be developed. Jim Hickin said that there will be a break on policies for a while before completing the final two policies. The two policies left are “Lease/Rates and Charges” and “Development Guidelines”.

**6. Wings & Wheels Update**

Larry Kelley informed the committee that he had received a letter from someone who wanted to do a balloon activity. He was adamantly against it for a variety of reasons. Larry continued to discuss other events to take place at Wings & Wheels. The event will be held Saturday, October 6, 2012.

**7. Wildlife Management Update**

Jim Hickin had nothing new to report on wildlife management.

**8. Airport Update**

Jim Hickin discussed the following updates:

- A. Taxiway A Rehabilitation: The project is complete for the most part other than a few low spots that need to be fixed which will be a one day fix. The permanent markings also need to be done.
- B. Taxiway B (old 13-31): The project is a rehabilitation of concrete by the crack and seat method. The project is expected to start approximately July 9<sup>th</sup> and is anticipated to last 45 days. Mike Izzo said that with the construction

schedule that was presented it should be a relatively quick project. The same company that did Taxiway A will also do Taxiway B therefore, the work remaining on Taxiway A will be completed at same time as Taxiway B.

- C. Runway 4-22 Extension: Are waiting for the grant money to be released from the Secretary of Transportation. Mike Izzo said it is expected in about two weeks.

Larry Kelley asked if the airport office had begun to collect a data base for notification of airport activities regarding improvements and other notices. Larry Kelley asked Susan Wise to email Jeff Reed to obtain email addresses from the Pilot's Group so they can be added to the list. Garrett Dernoga asked if there could be an "App" for those who use iPads, Smart Phones, etc., that information could be presented that way. It was also suggested using Facebook, Twitter or other social media sites. Jim Hickin will check into possibility of using an "app".

- D. Beginning Thursday, June 28<sup>th</sup>, Runway 10-28 lights will be replaced with LED lights as well as other groups of taxiway lights that were installed with 10-28 project. The lights on a lower setting are brighter than the other lights on high setting. It is a cost saving project. The runway portion should be complete June 28<sup>th</sup>.
- E. Mike Izzo informed the committee there will be a ground breaking ceremony in August for the Runway Extension Project. Mike Izzo stated it would be nice to have good representation from the Advisory Committee when this event takes place.
- F. Julie Wheatley questioned why the Airport Electronic Sign was blank and not working. Jim Hickin stated the sign has some software issues with Susan's computer. Mike Izzo will talk to the technician responsible for the sign to get it working again.
- G. Jim Hickin also commented that the airport is missing some directional signs and that he is working with DelDot to get that addressed.
- H. Larry Kelley asked if it would be possible to get a street sign with Aviation Avenue to assist delivery issues. Larry Kelley also asked about responsibility of the grass cutting on the Aviation Avenue lots. Jim said it was responsibility of the tenant to the road.

**9. Public Comments**

There were no members of the public in attendance.

**10. Next Meeting Date**

Garrett Dernoga made a motion, seconded by Larry Kelley, to cancel July and August's meetings for the summer and to resume in September. The next meeting will be held on

Wednesday, September 26, 2012 at 6 p.m. at the Emergency Operations Center, Georgetown, Delaware.

Larry Kelley asked if there was anything the committee needed to be looking over during the summer before the next meeting. It was the general consensus that the Chairman can call a meeting, if necessary, at any time with proper advance notification.

A motion to adjourn was made by Julie Wheatley, Seconded by Bob Young. The meeting adjourned at 6:40 P.M.

Minutes respectfully submitted by:

Susan Wise, Clerk III Technician  
Sussex County Airport