

At its regular meeting of the Orange County Airport Commission held on Thursday February 16, 2017, beginning at 5:30 pm in the Airport Conference room of the Orange County Airport, 11275 Aviation Way, Orange, Virginia. Commission members present: Mr. Matthews, Mr. Hubbell, and Mr. Herndon. Also present: Board of Supervisor, Mr. Goodwin; Mr. Hildebrand, Assistant County Administrator of Operations; and Mr. Jarrell, Airport Manager.

RE: **Call To Order And Determination of Quorum:** Mr. Jarrell called the meeting to order after determining a quorum had been met.

RE: **Organizational Meeting:**

- **Election of Chairman:** Mr. Jarrell asked for nomination for chairman. Mr. Matthews nominated Jerry Hubbell. Mr. Herndon seconded and carried. Nays: none.

Mr. Matthews: Aye
Mr. Herndon: Aye
Mr. Hubbell: Aye

- **Election of Vice Chairman:** Mr. Hubbell asked for nominations for Vice Chairman. Mr. Herndon nominated Mr. Sedwick. Mr. Matthews seconded and carried. Nays: None.

Mr. Herndon: Aye
Mr. Matthews: Aye
Mr. Hubbell: Aye

- **Annual Review of Bylaws:** Mr. Matthews moved, Mr. Herndon seconded and carried to accept the Bylaws as presented.

RE: **Adoption of Agenda:** Mr. Hubbell moved, Mr. Matthews seconded and carried to adopt the February 16, 2017 agenda. Ayes: Mr. Matthews, Mr. Hubbell, and Mr. Herndon. Nays: None.

RE: **Approval of Minutes:** Mr. Herndon moved, Mr. Hubbell seconded and carried to adopt the September 22, 2016 minutes. Ayes: Mr. Hubbell, Mr. Herndon, and Mr. Matthews. Nays: None.

RE: **Public Comment:** Mr. Charlie Snyder addressed the Commission with details of flight training available to Orange County Airport patrons. He also stated he and his business provided sightseeing tours and has a plane available for lease.

Mr. Mike Carruthers spoke about his interest in leasing the old terminal building. He is working on a business plan and would like to present it to the Commission at its next meeting.

RE: **Board of Supervisor Action:**

- **Adopted FY2018 Capital Improvement Plan:** Mr. Hildebrand stated the Board of Supervisors approved the Capital Improvement Plan for the airport. Discussion about the budget process followed. The Commission asked to be included in future budget planning for the airport.

RE: **Airport Operation/Project Update:**

- **RW26 Obstruction Removal (Land Acquisition Services):** - Mr. Hildebrand updated the Commission on the status of this project, saying so far the project is going well. The surveys are complete and appraisals will begin soon. He's hoping the project will be finished within two years.
- **AWOS Upgrade** - Mr. Jarrell gave details on the progress of the AWOS upgrade, following a lightning strike in June 2016. Discussion ensued pertaining to lightning strike damage prevention for all airport electronics.
- **Airport Capital Improvement Plan (ACIP):** Mr. Hildebrand informed the Commission the ACIP is due in April and that he would be meeting with representatives of FAA and DOAV to review the plan. The Commission asked to attend the meeting. Staff will inform the commission members with meeting details.
- **Old Terminal Building Future:** Mr. Hildebrand confirmed Jack's Aircraft will move out of the old terminal by February 28, 2017. County staff believes it's in the airport and county's best interest to choose a tenant more carefully. Discussion with the commission and public speakers concerning the types of businesses that would be appropriate for the space and the process of formally requesting to lease the building. Mr. Hildebrand added a public hearing would be held once a tenant had been found. A meeting was set for Thursday, March 16, 2017 at 5:30 p.m. to further discuss the future of the old terminal.

- **Fuel Sales Report:** Mr. Jarrell reviewed the fuel sales report attached to the agenda. He noted fuel sales are slightly down compared to 2015.
- RE: **Commission Comment:** None
- RE: **Adjourn:** Mr. Matthews motioned, Mr. Herndon seconded and carried to adjourn at 6:38 pm. Ayes: Mr. Matthews, Mr. Hubbell, and Mr. Herndon. Nays: None.

A handwritten signature in black ink, appearing to read "C. Hubbell", is written over a horizontal line.

Chairman