

**March 18, 2014**

**Elizabeth City Pasquotank County**  
**Airport Authority Regular Session Minutes**

**Directors**

Chairman Don Parks      Tony Stimatz      Lloyd Griffin  
Orestes Gooden      Donald Payne      Johnny Houston

**Exofficio**

City Manager Rich Olson, Asst. County Manager Rodney Bunch

**Staff**

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

**Visitors**

Wayne Harris – Economic Development, Jim Blankenship – ECG Tower, Jeff Kirby – Parrish and Partners, Paul Smith – WK Dickson, Jo'Andrew Cousins – USCG, Steve Bright – Talbert & Bright, Tom Slater – RS&H (formerly known as Reynolds, Smith & Hills) , Tarryn Little – RS&H, Aaron McNeal – RS&H, Bruce Green – ECG Operations, David Bush – Right Wing Aviation

**Call to Order**

Chairman Parks called the regular session meeting to order at 6:00pm.

**Approval of the Minutes**

Dir. Griffin made the motion to approve the February 2014 regular session minutes. Dir. Gooden seconded the motion, and the motion carried 5-0.

**Financial Report**

Airport Manager Dion Viventi reviewed the financials for February 2014 with the board. The approval of the financials will be postponed until next board meeting contingent upon any needed corrections

**Budget Proposal**

Mr. Viventi provided the board with the 2014/2015 proposed budget draft for review broken down by line item and single page summary. Mr. Viventi and City Manager Rich Olson will have a work group session to discuss the block grant entry on the proposed budget.

Dir. Griffin made the motion to delay action on the 2014/2015 budget until the corrections have been made and reviewed; the item is tabled until next meeting of the board. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Dir. Griffin made the motion to move forward with the letters to the City and County for their fiscal year match of \$35,000. Dir. Gooden seconded the motion, and the motion carried 5-0.

## **Projects**

Terminal Renovation: Mr. Steve Bright confirmed the paperwork for the project has been completed but have received no word back from the state at this time.

Apron Rehab: Mr. Viventi reported the RFQ has been sent to the state with the geotechnical work and surveying to start soon; Mr. Viventi is going to call for a follow up.

Consultant Selection: The board met today at 4:00pm to review the 9 firm's submitted proposals and reviewed on a matrix scale. The consultant selection board consisted of Dir. Houston, Dir. Gooden, Dir. Griffin, City Manager Rich Olson, and Asst. County Manager Rodney Bunch. The board reports they are still reviewing the submittals and will meet again on April 16th at 4:00pm for the consultant selection process.

## **Managers Report**

Mr. Viventi reviewed fuel sales with the board, to include contract fueling. Mr. Viventi continued to report his upcoming events and schedule for the next several weeks to come. Due to scheduling conflicts the board will reschedule the May 2014 meeting to May 28<sup>th</sup> at 6:00pm.

Dir. Griffin made the motion to change the May 2014 meeting to the 28<sup>th</sup>. Dir. Gooden seconded the motion, and the motion carried 5-0.

Mr. Viventi reports a tenant vacancy came open in the T-hangars but has been filled immediately. Mr. Viventi also provided the board the updated Operating License agreement with the Coast Guard and noted it is not the same as the last agreement we had with the biggest concern being the restrictions on Runway 1-19; he will be requesting an amendment to be discussed in closed session.

Solar Farm – Ms. Shelly Cox provided the information on the proposed enterprise on Simpson Ditch Road. The Farm will fall exactly within a 7miles due west of the runway approach. Mr. Viventi will respond with a request for a glare study as well as a radio signal interference analysis to be performed and also has provided Ms. Cox with a series of questions of concern to discuss at the Technical Review Committee (TRC) meeting.

USCG Operating meeting – Attended by the airport manager and was able to provide a slide for Airport input and information.

USCG Tower – hours have been changed for Mon – Thurs until 10:30pm.

Storm Water Pollution Prevention Plan (SWPPP) update – Mr. Viventi reviewed and highlighted amendments and changes needed, and included Dale on the review.

Call Signs – Mr. Viventi will be providing the CG the call signs used by the airport for their request to have a standardization set.

Gate Repair – The City Electrician was able to come and fix the gate and have all working properly now; pictures were provided.

Ditch Maintenance – Mr. Viventi has contacted several contractors for a quote on initial clean up and then ongoing maintenance to clean up and prevent rodent damage.

Computer and Network upgrades – Mr. Viventi has contacted 3 local computer companies for a quote for upgrades and laptop replacement all falling within a \$4,000 price range; a budget amendment will be provided at the next scheduled meeting.

Civil Air Patrol – Mr. Viventi reports we have offered to base a 182 plane here at the Elizabeth City airport for the cadet's first flight to First Flight in Nags Head and have had several dozen performed thus far.

Mr. Viventi also reports our USDA loan will be coming due in May for our portion of the payments. Mr. Viventi also states that COA Dept. of Arts has provided the airport with complimentary tickets to performances coming up as well as Dolphin Baseball tickets for those members who may be interested.

### **Chairman Report**

Chairman Parks extends a thank you to the selection committee for their hard work to date on the consultant selection and for their continued work on the process in the upcoming month.

In requesting comments from our guests, Mr. Bush stresses his concern for the importance of runway 1-19 and requests the manager to create a resolution for supporting runway 1-19 operations.

### **Old Business**

Dir. Stimatz would like to revisit the project of installing an Airpark sign at the corner location of Consolidated Road and possible design work to start taking place.

Dir. Stimatz proposed a draft resolution expressing the airports support for creating a STEM (Science, Technology, Engineering and Math) curriculum in Pasquotank County. This item is tabled until a draft resolution is available for discussion at the next meeting.

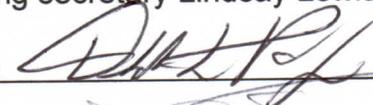
Dir. Griffin made the motion to go in to closed session at 7:40pm for discussion of expansion and relocations of industry, contract acquisitions, and approval of the closed session minutes. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Regular session reconvened at 8:30pm.

Regular session adjourned at 8:40pm.

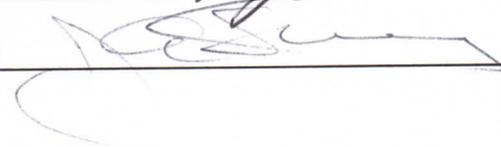
Submitted by recording secretary Lindsay Lewis

Chairman Don Parks



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Secretary Tony Stimatz



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