

June 18, 2014

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Wayne Harris – Economic Development, Jim Blankenship – ECG Tower, Joe Mehalic - Telephonics, Kevin Smith, Doug Sanders – Delta Airports, Matt Kundrot – Delta Airports, Bruce Green - USCG

Call to Order

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

Chairman Parks informs the board this will be Dir. Forbes last meeting as his term is coming to an end. Chairman Parks thanks Dir. Forbes for his many years of contributions to the airport and his dedicated service; the county will need to appoint a new representative to fill Dir. Forbes chair.

Approval of the Minutes

Dir. Griffin made the motion to approve the May 2014 regular session minutes. Dir. Gooden seconded the motion, and the motion carried 6-0.

Financial Report

Dir. Forbes reviewed the financials ending May 31, 2014 with the board.

Dir. Griffin made the motion to approve the May 2014 financials as presented. Dir. Gooden seconded the motion, and the motion carried 6-0.

Draft 2014/2015 Budget Proposal

Mr. Viventi provided the board with a revised draft of the 2014/2015 budget proposal. The Budget Committee reports the significant increases to the proposed budget, compared to last years, are the First in Flight Festival, Fuel Purchases and Sales due to contract fueling evaluation. The board stated budget line items 330, 331, 337, and 340 needs to be adjusted to reflect the YTD figures shown in the proposed budget.

With no other budget matters to address, Dir. Griffin made the motion to accept the proposed budget as presented and move forward with the public hearing. Dir. Payne seconded the motion, and the motion carried 6-0.

Chairman Parks called the Public Hearing to order at 6:35pm.

The Chairman asks for any public comments or concerns to be brought to the table in reference to the 2014/2015 budget.

No comments from the public were received.

Chairman Parks closed the public hearing at 6:36pm.

Dir. Stimatz made the motion to adopt the 2014/2015 budget presented and approved by the authority for submission. Dir. Forbes seconded the motion, and the motion carried 6-0.

### **Audit Contract**

Mr. Viventi presented to the board this year's audit contract received with Mason Spruill and noted there are no changes from the previous year.

Dir. Stimatz made the motion to approve the one year audit contract with Mason Spruill in the amount of \$18,000 and for Mr. Viventi to sign and execute. Dir. Forbes seconded the motion, and the motion carried 6-0.

### **Projects**

Terminal Renovation: Mr. Viventi informs the board he has still not received a schedule of completion from Smith & Rowe nor have they provided the engineer with their schedule to start work. Mr. Viventi has emailed Robin, the Smith & Rowe contact, with no response. The board directs the manager to send another email stating the board is requesting a specific start date for the project and advise them that time is of the essence.

Apron Rehab: Mr. Viventi provided the board with a preliminary marking plan that shows 150k plus strength with two large aircraft on either side of the Ramp with Tie Downs for small aircraft in the middle of the layout; the plan was designed based on the preliminary engineering results.

Airport Sign: Mr. Viventi shows the board several different design layouts he has come across throughout our area in trying to find the best design for the Airport. He has also reached out to a few companies to have a better idea of the price range we may fall in for the project resulting anywhere from \$4k to \$15k. Mr. Olson states the sign placement will fall in the right of way zone and the fence will need to be moved back some in order to accommodate. Mr. Olson also advises hiring an engineer to do the design work and also include the fence adjustment in the package to put out for bid.

Dir. Griffin made the motion for Mr. Viventi to move forward with contacting Hyman & Robey for design plans for the airport signage and fence alteration not to exceed \$1,500. Dir. Forbes seconded the motion, and the motion carried 6-0.

## **Manager's Report**

Mr. Viventi discusses May's fuel sales and informs the board that the Shell Aviation audit went exceptionally well receiving a 5 out of 5 rating; Shell Aviation stated we are the first facility to ever receive a 5 out of 5 in this area. The board would like Mr. Viventi to contact Shell and see if we can get a letter for the recognition and feel the employees should receive a bonus for their efforts and to improve moral.

Dir. Griffin made the motion to approve a \$100 bonus to the airport employees for recognition of the 5 out of 5 Shell Aviation audit rate. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Mr. Viventi informs the board he has spoken w Lorette Tulley and Bruce Green on the status of the Operating License renewal and our amendment request to CEU and Base Command were acceptable and they are currently awaiting the pavement study before releasing the final version. The anticipated date of release is August 19<sup>th</sup> however, we are unsure which version submission was accepted for the amendment.

Mr. Viventi reports the NCDOT land lease is now in the Division of Aviation's hands but we are still unable to sign the land release until it is released by DOT; the state was allowed on the property to complete the survey work.

## **Old Business**

STEM Resolution: The board received the updated version of the STEM Resolution and upon review request in the first paragraph that 'production' be changed to 'degrees conferred' and 'degrees produced' be changed to 'degrees completed.'

Dir. Stimatz made the motion to accept the STEM Resolution with said changes made. Dir. Payne seconded the motion, and the motion carried 6-0.

## **New Business**

Dir. Griffin discusses Coast Guard week and the airport participating in order to show our continued support. The board discusses underwriting introductory flights and covering up to \$1500 in fuel expense in exchange for the instructors donating their time. Mr. Kevin Smith will take this information to the base and see how many flight instructors he can get on board for this event.

Dir. Stimatz made the motion to approve up to \$1500 in fuel expense for the introductory flights during the month of August on a first come first serve basis. Dir. Forbes seconded the motion, and the motion carried 6-0.

Dir. Gooden discusses the passing of Mr. Bill Barker and would like the board to offer a contribution and letter of recognition in support to provide to the City, County, and ESCU.

Dir. Griffin made the motion to contribute \$100 in name of Bill Barker to the Hospice Center in support of the Airport Authority. Dir. Gooden seconded the motion, and the motion carried 6-0.

Dir. Stimatz made the motion to amend the contribution to the Hospice Center for Bill Barker from \$100.00 to \$250.00. Dir. Griffin seconded the motion, and the motion carried 6-0.

Mr. Kevin Smith invites the board to an organized picnic he is having at the t-hangers on July 13, 2014 for local pilots.

Dir. Stimatz made the motion at 7:45pm to go in to closed session for approval of the closed session minutes and contract negotiations. Dir. Forbes seconded the motion, and the motion carried 6-0.

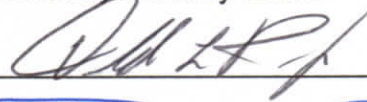
Regular session reconvened at 8:05pm.

Dir. Stimatz made the motion to adjourn the regular session meeting. Dir. Forbes seconded the motion, and the motion carried 6-0.

Regular session adjourned at 8:05pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz

