

March 18, 2015

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

Directors

Chairman Don Parks Orestes Gooden Donald Payne
Tony Stimatz Steve Saunders Johnny Houston Lloyd Griffin (Via Phone)

Exofficio

City Manager Rich Olson, USCG Commander Brown

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship – USCG, Kevin Smith – AOPA, Dave Bush – AOPA, Kim Hamby – Hyman & Robey, Wayne Harris – Economic Development, Jeff Kirby – Parrish & Partners, John King – Southern Insurance Co., William Davis

Call to Order

Chairman Parks called the regular session meeting to order at 6:10pm.

Approval of the Minutes

Dir. Payne made the motion to approve the January 2015 regular session minutes as recorded. Dir. Saunders seconded the motion, and the motion carried 5-0.

Financial Report

John King with Southern Insurance: Mr. King reviewed the policy changes and additions as discussed. The July 1, 2015 effective date for all policies may not be possible for the 2014/2015 period, but will be possible for the 2015/2016 policies; Mr. King is still researching. The Pollution Coverage requirement has been applied for, and Kim Hamby with Hyman & Robey states there should be no contamination left and has spoken with DENR on this matter. They are currently in process of securing the monitoring well and lab testing. Once a clean bill of health is received, we will get quoted for the insurance. Mr. Hamby states the matter should be resolved reasonably in time and price with a 4-6week turnaround.

Financial Report: Dir. Payne reviewed the January and February financial statements to the board. Dir. Payne noted Right Wing Aviation has completely paid their A/R balance in March, and the item can be removed.

Dir. Stimatz made the motion to approve the financial report for January 2015 and February 2015 as presented. Dir. Houston seconded the motion, and the motion carried 5-0.

Budget Amendment Recommendations: Mr. Viventi presented the budget amendment recommendations to the board and discussed.

The board proposed two changes to the recommendations: 1) Remove Building Repair and Maintenance expense out of Capital Outlay and add to Operating Expenditures. 2) Reflect catering dollar amount in revenue on retail sales (150%).

Dir. Stimatz made the motion to approve the budget amendments as presented with said corrections. Dir. Saunders seconded the motion, and the motion carried 5-0.

Projects

Apron Rehab Award Recommendation – Mr. Kirby with Parrish & Partners informs the board the state has issued an award letter for the project, to the low-bidder Barnhill. Mr. Kirby informs the board we will need a letter of award from the Airport Authority to Barnhill Construction before bonds will be put in place. The letter should state the award is contingent upon receiving the grant from the state. The board also concurs to add the award is contingent upon the City providing the local match needed (\$410,000). The Pre-Construction conference will be held 3/26/15, Mr. Kirby recommends having the letter of award with stated contingencies in place.

Dir. Houston made the motion to accept the award offer from the state in the amount of 4.1M with 10% match. Dir. Saunders seconded the motion, and the motion carried 5-0.

Dir. Saunders made the motion to authorize Chairman Parks or Dion Viventi to sign the letter of award based on the contingencies discussed. Dir. Stimatz seconded the motion and the motion carried 5-0. Dir. Saunders made the motion to amend the previous motion to authorize Chairman Parks (and) Dion Viventi to sign the letter of award for execution, requiring two signatures. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Dir. Saunders made the motion to sign and enter into contract with Parrish and Partners for the work authorization contingent upon receiving the grant. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to authorize Chairman Parks to sign the grant from the state when it is received as approved. Dir. Gooden seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion for the Chairman to sign into contract with Barnhill Construction once the grant is received and the contingencies are met. Dir. Houston seconded the motion, and the motion carried 5-0.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported February was one of the hardest months we have seen due to the extreme inclement weather; he also reports March is looking much better. The fuel sales are still at a \$1.00 profit margin, and \$.70 on contract fueling, but with the cost slowly rising will keep adjusting the fuel price as needed. Mr. Viventi reports during Sun N Fun we may dip below our typical \$1.00 margin to encourage people to come to our facility.

Jet-A Fuel Pump and Filter Replacement: Mr. Viventi has received quotes from two suppliers, OESSCO and REBEL; He will provide a recommendation by next meeting.

Old Business

Dir. Houston requested a status on the airport sign, and was informed the project is on hold until the construction of Weeksville Road is complete.

New Business

Mr. Viventi provides the board with a letter from the CG Auxiliary Section 1601-1 thanking the airport for their hospitality in holding their meetings. Commander Brown states there will be a dedication held in October on base, and the board will receive invitations. Also, Commander Brown states they are aggressively working and making positive steps on Runway 1-19.

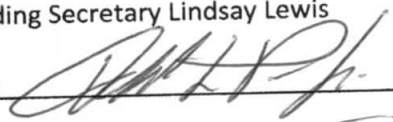
The board has no business for closed session and will carry over the November closed session minutes for approval until next month.

Dir. Stimatz made the motion to adjourn the regular session meeting. Dir. Saunders seconded the motion, and the motion carried 5-0.

Regular session adjourned at 7:35pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz

