

June 17, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks

Orestes Gooden

Tony Stimatz (remotely)

Johnny Houston

Steve Saunders

Exofficio

County Manager Rodney Bunch, City Manager Rich Olson, USCG Commander Brown

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship – USCG, Wayne Harris – Economic Development, Darrick Olinger – Parrish & Partners, Jeff Kirby – Parrish & Partners, Joe Mehallic – Telephonics, Kim Hamby – Hyman & Robey, Karen Jennings – County Clerk, Dr. Kuldeep Rawat - ECSU

Call to Order

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

Ms. Karen Jennings performed the swearing in ceremony for Directors Orestes Gooden – City, Johnny Houston – County, and Chairman Don Parks – City. Director Griffin, County elected, will need to report to the court house to be sworn in before the next meeting.

Dr. Rawat spoke to the board on the status of the Part 141 Satellite Operations for students and ECSU's request for proposals. There will be an onsite visit on June 22nd at 10:00am for any who are interested. They are hoping for a decision in July to take effect by August.

Approval of the Minutes

Dir. Saunders made the motion to approve the May 2015 regular session minutes as recorded. Dir. Gooden seconded the motion, and the motion carried 4-0.

Mr. Viventi provided the board with the January 2015 amendment appointing Dion Viventi as the Finance Director per the auditor's findings. Dir. Saunders noted correcting the second line in the paragraph to reflect "amount" as opposed to "among". Dir. Saunders made the motion to approve the January 2015 amended meeting minutes with said corrections. Dir. Gooden seconded the motion, and the motion carried 4-0.

Projects

UST NOV Mitigation: Ms. Hamby discussed with the board there was an error in the initial reporting by the lab stating the underground storage tank was clear in contamination. There is one item/component in excess of the allowable limits. She states there are two options: a) retest the area and hope since it was such a small amount

the level will not show again, although with clay soil it seems to hold longer and in such a short amount of time a retest may not reflect a different result or b.) file the paper work as a low risk area and re-plat the area to encompass the tanks and pond to a narrower few acres in which the state will review and record for public notice. The latter option does limit activity on the grounds for playgrounds and similar activities, but the limits will not affect airport operations. The board will review and discuss in closed session for actions to take.

Financial Report

Financial Report: Mr. Viventi reviewed the May Financials with the board and Dir. Payne's comments submitted via email on his review.

Dir. Gooden made the motion to approve the financial statement review as reported. Dir. Saunders seconded the motion, and the motion carried 4-0.

Dir. Payne expresses concern in not having time to review the financial statements in a timely manner due to the accountant's timing in turning them in to the Airport. The request stands to move the regular session meetings to the fourth Wednesday of each month.

Dir. Saunders made the motion to move the regularly scheduled Airport Authority meetings from the 3rd Wednesday of the month, to the 4th Wednesday of every month. Dir. Gooden seconded the motion, and the motion carried 4-0.

Budget and Proposed 2015/2016 Budget:

Current Fiscal Budget: Mr. Viventi provided the board with an updated amended current fiscal year budget based on the auditors recommendations and reviewed all changes. Mr. Viventi reports all CPI amounts have been adjusted and applied to the leases with updated invoices sent out to corresponding leases.

Public Hearing for Proposed 2015/2016 Budget:

Chairman Parks called the Public Hearing to order at 6:30pm.

No items for discussion or comments made

Chairman Parks closed the Public Hearing at 6:30pm.

Dir. Houston made the motion to adopt the proposed 2015/2016 budget as presented. Dir. Gooden seconded the motion, and the motion carried 4-0.

Financial Policy Recommendation: Mr. Viventi provided the board with a letter for the recommendation for the Capitalization Cap amount as recommended by the auditor. The limit is set at \$3,500 with listed contingencies.

Dir. Gooden made the motion to set the Capitalization Cap as presented. Dir. Houston seconded the motion, and the motion carried 4-0.

Director Gooden made the motion at 6:40pm to go in to closed session for the discussion of expansion and relocation of industry and approval of the closed session minutes. Dir. Saunders seconded the motion, and the motion carried 4-0.

Regular session reconvened at 7:20pm with Mr. Rich Olson exiting the meeting.

Dir. Gooden made the motion to approve the April Closed Session minutes as presented during closed session. Dir. Saunders seconded the motion, and the motion carried 4-0.

The board directs Mr. Viventi to meet with Kim Hamby and obtain a quote for the plat division of the 2 acres discussed to include the lift station easement.

Projects Cont.

Apron Update: Mr. Kirby updates the board on the contractor's progress on the project and states there are some discrepancies in the survey data that will require a little redesign and modifications. There was poor soil subgrade by the fuel farm and a remediation plan is being put in place. Mr. Kirby is generating the change order needed to submit to Mr. Viventi, but with other allowances being removed, there should not be a cost difference and that even with the discrepancies the contractor is still confident on the time schedule.

Dir. Houston made the motion for the board to authorize Mr. Viventi and Chairman Parks to execute the change order upon receiving. Dir. Saunders seconded the motion, and the motion carried 4-0.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported another 5Star rating was received from Shell Aviation upon their inspection. That makes two years in a row for us holding a 5Star rating. The board authorizes Mr. Viventi to provide the employees with a bonus of \$100 net to Full-Time employees, and \$50 net to Part-Time employees for maintaining this rating.

Touch Screen Visitors Portal: Mr. Viventi states the public safety portal was brought to the airport, and although there have been good reviews the internet speed is keeping it from working efficiently. After researching, Mr. Viventi feels Time Warner's bundle will provide us with our needs but will have to pay Century Link a cancellation fee for canceling our current contract. He will provide a budget amendment for the change next meeting, and also recommends purchasing the unit permanently for next fiscal year's budget.

ECSU Hangar/Lease: Mr. Viventi reports the 'red lined' contract was received back from ECSU on the lease and County Attorney Mike Cox found no issues with their request. The lease document has been provided to the board for their review.

T-Hangar Maintenance/Repair Estimate: Mr. Viventi stated the proposal from AR Chesson came in at \$15,900 for the hangar repairs/updates but spoke with Mr. Jay Isabel and he said he could do the repairs for half of that amount. There would be no RFP required due to the amount, just a budget amendment if needed.

Old Business

The fuel tank pump/filter element replacement was ordered and 10% put down on the cost. With a 12 week delivery date, we are still looking at another 8 weeks before receiving.

New Business

Auditor Contract: Mr. Viventi provided the board with the new auditor contract with Matt and Mason Spruill for next year with no changes from the current one in place.

Dir. Gooden made the motion to execute the yearly auditor contract with Matt and Mason Spruill. Dir. Saunders seconded the motion, and the motion carried 4-0.

Dir. Gooden states the ECSU A.C.E. Camp is in full stride and extends his gratitude to the airport and tenants for their phenomenal supporting efforts.

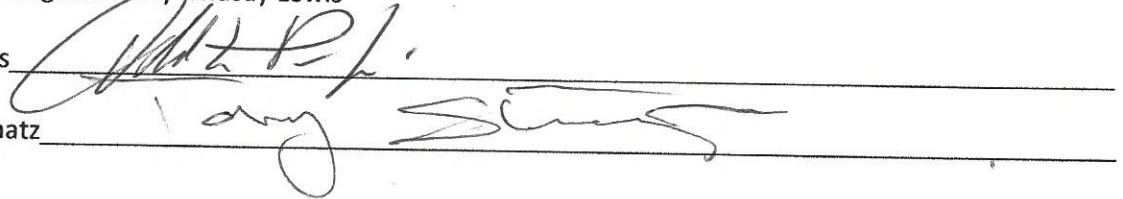
Dir. Gooden made the motion to adjourn the regular session meeting. Dir. Saunders seconded the motion, and the motion carried 4-0.

Regular session adjourned at 7:55pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

Handwritten signatures of Don Parks and Tony Stimatz over horizontal lines. The signature of Don Parks is written over the line for Chairman Don Parks, and the signature of Tony Stimatz is written over the line for Secretary Tony Stimatz.