

January 15, 2014

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Dir. Wayne Harris – Elizabeth City – Pasquotank Economic Development, Mr. Joe Mihelic, Dir. Of Operations - Telephonics, Matt & Mason Spruill, CPA, Dr. Anthony Sharp, Prof. - ECSU, Ms. Donna Hollowell , CPA - Douglass A. Hollowell PC, Jim Blankenship, Tower Manager - USCG-ECG ATC Tower, Mr. Dale Massey – Campbell Oil, Mr. Kevin Smith – Airport Tennant, Mr. Willie Brown- ECSU, Tarryn Little PE, Design Engineer – RS&H

Call to Order

Chairman Don Parks reconvened the recessed meeting from December 15, 2013.

Dir. Griffin made the motion to adjourn and closed the reconvened meeting. Dir. Gooden seconded the motion, and the motion carried 5-0.

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

Approval of the Minutes

Dir. Griffin made the motion to approve the November 2013 regular session minutes. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Financial Report

Chairman Parks reviewed the financials for November and December 2013 with the board. Ms. Hollowell noted an addition for contract fueling accounts receivable and recommended a budget amendment for the additional line items needed.

Dir. Griffin made the motion to approve the November and December 2013 financials with noted recommendations. Dir. Payne seconded the motion, and the motion carried 5-0.

Audit Review

Mr. Mason Spruill provided the board members with the audit package and reviewed the financials and findings associated.

Dir. Griffin made the motion to approve the audit review as presented. Dir. Stimatz seconded the motion, and the motion carried 5-0.

### **Projects**

Aviation Park Update: Mr. Olson reports due to DRS not meeting the target employees associated with the CDBG grant, \$130,000 is owed back. DRS have paid \$65,000 with the remaining \$65,000 to be paid today. Mr. Olson states there is an additional \$65,000 owed on a separate grant; but no payment schedule has been made at this time.

Terminal Renovation: Mr. Viventi contacted Talbert & Bright and was informed the Airport will need to execute the grant modification request before further action can be taken; Mr. Viventi has it ready to be signed and submitted.

Dir. Griffin made the motion to move forward with the grant modification request submittal. Dir. Payne seconded the motion, and the motion carried 5-0.

### **Managers Report**

Mr. Viventi reviewed fuel sales with the board, to include contract fueling. Mr. Viventi also stated there are some items in storage he would like to remove and dispose of. The board advised to complete a fixed asset disposal form for the items to remove and to use government deals for the remaining items; dispose of if no bid received. Mr. Viventi continued to state that Jay would like to use the t-hangar unit and will amend his current contract for an additional \$100 for the space.

Mr. Viventi reports there have been discussions with Bruce Greene from the Coast Guard on the pavement safety of runway 1-19. The City has grinded areas of the runway to smooth out the severely damaged areas and a 5010 inspection is needed to determine if deemed safe to use. Mr. Viventi continues to report he has met with the Airport Project Manager in reference to the apron rehab needed and its relevance in the TIP; apron rehab was listed as maintenance so won't be an issue. Talbert & Bright has been tasked to provide a stronger estimate on the project for Mr. Viventi to take back to the state.

As of November, the airport is required by FAA Grant Assurances to advertise for Requests For Qualifications (RFQ) every 5 years for Professional (Engineering) Services. Mr. Viventi has a draft ready for review and will send out the draft within the week for the airport board members to review for the next meeting.

Mr. Viventi informs the board the USCG Operating License renewal is due and the CG is actively working this item.

### **Old Business**

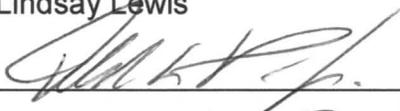
Dir. Stimatz states the board needs to revisit the fuel transportation needs with DRS and set up a meeting to discuss working with the Airport on their fueling needs.

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

Regular session adjourned at 7:40pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks

Handwritten signature of Don Parks in cursive script, written above a horizontal line.

Secretary Tony Stimatz

Handwritten signature of Tony Stimatz in cursive script, written above a horizontal line.