

February 24, 2016

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Directors

Donald Payne

Tony Stimatz

Johnny Houston

Lloyd Griffin (By Phone)

Exofficio

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

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Kevin Smith – AOPA, Wayne Harris – Economic Development

Call to Order

In Chairman Parks absence, Director Stimatz called the regular session meeting to order at 6:05pm.

Approval of the Minutes

Dir. Payne made the motion to approve the January 2016 regular session minutes as recorded. Dir. Houston seconded the motion, and the motion carried 4-0.

Projects

Wash Rack: Tim Gruebel reported to the board the structures are in place for directional drilling to run the water lines. The electrical portion has been delayed due to the weather but the project is close to completion; March 7<sup>th</sup> is the deadline date.

Financial Report

Dir. Payne reviewed the financial report with the board, and noted several errors.

Dir. Payne made the motion to table the financial report approval until next regular session meeting where said errors can be corrected. Dir. Griffin seconded the motion, and the motion carried 4-0.

Third Quarter Budget Amendments: Mr. Viventi provided to the board, and reviewed, the necessary budget amendments needed to balance the budget for the third quarter.

Dir. Griffin made the motion to approve the third quarter budget amendment with said change to move line 820 to line item 519 (legal and professional services). Dir. Houston seconded the motion, and the motion carried 4-0.

**Managers Report**

Mr. Viventi discussed fuel sales with the board and reported January was only a quarter of what was done last year at this time, with sales of \$36,834. The loss of the army has affected our sales, but when the wash rack is complete we should see those sales increase again.

Mr. Viventi printed and provided the board with the new personnel policy reflecting the change to State Health Policy put in place, mirroring the county's policy. In review by the board, "100% cost" will need to be changed to "100% premium" and the Directors titles need to be changed and updated on the policy.

Dir. Griffin made the motion to adopt the new personnel policy with said changes. Dir. Houston seconded the motion, and the motion carried 4-0.

**Old Business**

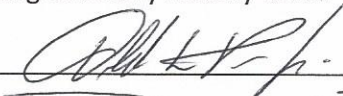
Lease Agreement: Dir. Stimatz noted in review of the lease agreements, we need to make adjustments to incorporate more 'customer friendly' wording to the document. Mr. Viventi has been working on that item, and has received it back today for review.

The board has no business for closed session at this time with Chairman Parks and other members unable to attend. A special session meeting will be scheduled for next Wednesday, March 2<sup>nd</sup>, at 6:00pm for personnel and approval of the closed session minutes.

Dir. Stimatz made the motion to adjourn the regular session meeting at 6:30pm. Dir. Payne seconded the motion, and the motion carried 4-0.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz

