

April 27, 2016

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Don Parks                  Donald Payne                  Tony Stimatz (remotely)                  Johnny Houston  
   Steve Saunders                  Orestes Gooden

Ex officio

City Manager Rich Olson, CDR Matt Bournonville - USCG Facilities Engineer

Staff

Airport Director Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Kevin Smith – AOPA, Wayne Harris – Economic Development, Tim Gruebel – Parrish and Partners, Jim Blankenship – USCG ATC, Derrick Olinger – Parrish and Partners

Call to Order

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

Approval of the Minutes

Member Gooden made the motion to approve the February regular session minutes. Member Payne seconded the motion, and the motion carried 5-0.

Member Gooden made the motion to approve the March 2, special session minutes with the addition of Member Houston to the attendance. Dir. Payne seconded the motion, and the motion carried 5-0.

Projects

Airport Strategic Master Plan Technical Advisory Committee: Mr. Gruebel informed the board the committee selectees has been finalized and the planners are doing data collection; all parties are trying to collaborate a date to meet within the next 2-3 weeks. Mr. Gruebel also informs the board the DOA has communicated there is some fall out money that can be designated for a project that will be completed this year with a value of \$500k or greater. Mr. Viventi will review our TIP and submit projects that could possibly be completed with the funds available.

Financial Report

Member Payne reviewed the February and March financials with the board.

Member Houston made the motion to approve the February and March financials as reported. Member Gooden seconded the motion, and the motion carried 5-0.

**Personnel**

Position Description Update: Member Stimatz provided the board with the current version of the Airport Director, and Airport Manager, position description and the board reviewed. Member Stimatz will correct grammatical errors found and add a separate Financial Director duty description line in paragraph H to be approved next meeting.

**Managers Report**

Mr. Viventi discussed fuel sales with the board and reported sales are slowly recuperating now the wash rack has been installed. With the QuickBooks feature, the sales can be broken down into reports that show what percentage of sales were sold to individuals and dated; those reports will be provided in the future to have a better vision of where the majority of our sales are coming from.

USCG HMF Leased Property Offer to Purchase: Mr. Olson reports he and Mr. Viventi have a conference call with the CEU Representatives tomorrow, and his recommendation is to reject their offer due to not being provided a copy of their formal appraisal. The offer is for 1million less than our appraisal came back for, and a copy of their appraisal will be needed for documentation and has yet to be provided as requested. Mr. Olson reports Commander Brown is in support of our decision based on not having the appropriate documentation.

Member Houston made the motion to reject the offer to purchase based on lack of documentation needed for State regulated processing. Member Payne seconded the motion, and the motion carried 5-0.

Updated T-Hangar Lease: Mr. Viventi, Member Stimatz, and the Attorney collaborated and provided the most recent lease to the board for review.

Member Saunders made the motion to approve the T-Hangar lease provided with the addition of including who is responsible for the utilities and how they will be managed, and grammatical corrections noted. Member Payne seconded the motion, and the motion carried 5-0.

The regular session meeting adjourned at 6:55 with no closed session business.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

