

May 25, 2016

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

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

Staff

Airport Director Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Wayne Harris – Economic Development, Tim Gruebel – Parrish and Partners, USCG Lt. Jack Shadwick,  
Joe Mehalic - Telephonics

Call to Order

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

Approval of the Minutes

Member Stimatz made the motion to approve the April regular session minutes as recorded. Member Payne seconded the motion, and the motion carried 5-0.

Financial Report

Member Payne reviewed the April financials with the board.

Member Payne made the motion to approve the April financials as reported. Member Stimatz seconded the motion, and the motion carried 5-0.

Accounting Contract/Engagement Letter – Mr. Viventi met with John Brothers and reviewed and corrected the accounting contract with S.W. Hibbard to reflect our needs at the airport; a copy was provided to the board. Mr. Viventi informs the board Mr. Brothers has been asked to attend the next regular session meeting for introductions and recommends approving the contract to be effective July 1, 2016.

Member Gooden made the motion to execute the contract with S.W. Hibbard to be effective July 1. Dir. Stimatz 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 will have a kickoff meeting scheduled for Wednesday of next week at 1:00 pm, with a follow up meeting the following morning. Parrish and Partners will be facilitating the meeting and advises a quorum should not be present, so advertising the meeting will not be necessary. Mr. Gruebel notes the contract is in its final states for aerial mapping.

**Apron Update:** Mr. Gruebel states they are pushing for grant close out on this project but there are 3 areas the contractor still needs to address. A retainage is being held on the concrete issue, but there is still no movement from Barnhill. Parrish and Partners has proactively solicited quotes from other contractors outside the area in case they are needed to complete the issue.

**TIP:** Mr. Viventi informed the board the 31<sup>st</sup> of this month is the deadline for updating projects on the TIP plan and he and Tim Gruebel have completed ours for the 2017 funding. Phase II of the Master Plan Project was submitted to the Division of Aviation for their overflow fund allowance submission requests.

## Managers Report

Mr. Viventi discussed fuel sales with the board and noted we are staying in the black as far as sales are concerned; there will be a budget amendment at the next meeting for approval.

**OBX Aviation Lease Extension:** Mr. Viventi received notification from OBX Aviation they would like to extend their lease for two (5) year terms to reach a 35 year lease agreement for their potential buyer of the business. They would like to show the transfer with a full extension available and the buyer would keep the same operating business name. The board has stamped the letter as received and acknowledged to return.

**Fee Schedule Proposal:** Mr. Viventi shopped the surrounding area competition as well as contacting instructors, onsite mechanics, etc., to determine a feasible fee schedule to adopt at the Elizabeth City Airport. Mr. Olson states an official resolution will have to be in place and approved by the board to formally adopt. Mr. Viventi will have the item on the agenda for the next scheduled meeting.

**Ninety Nines Compass Rose:** Mr. Viventi states the 99's are a volunteer group of women aviators that go around the state and do their "99's compass rose" as paint projects for ramp dress up. The DOA has not approved the paint for the project yet, but once they do they will be able to paint the project on our ramp this summer. The only cost to the airport is the surveyor fee; Mr. Viventi is still working on details to have for us next meeting.

Member Stimatz made the motion for the Airport Manager to proceed within the confines of his contracting authority for the Ninety Nines Compass Rose project. Member Payne seconded the motion, and the motion carried 5-0.

**2016 Coast Guard Week:** Mr. Viventi states to the board that along with our usual participation with Coast Guard week, the first week of August, he would like to incorporate a more civil sided participation here at the airport for this year as well as an annual celebration. Lt. Shadwick states they are thinking of more community involvement for people who are not able to enter on base, but that can also participate in the happenings of the "Coast Guard Town" Elizabeth City is known for. Mr. Viventi and Lt. Shadwick will work together on the idea to incorporate towards the end of the Coast Guard week, but then possibly making it an annual event in another month such as April.

Member Stimatz made the motion to authorize Mr. Viventi to work with the Coast Guard to celebrate this year's Coast Guard week and to investigate further Coast Guard Aviation Celebrations annually. Member Payne seconded the motion, and the motion carried 5-0.

2016 Economic Contribution Study: Mr. Viventi reports the results are back from the State's Economic Data and we had a combined total increase with much better numbers; he will be adding a blurb to the website for exposure.

2016 NC Airport's Association Conference: Mr. Viventi states the event went well and has brought back several brochures from the meeting for the authorities viewing. He also states he was able to talk with Phillip Brayden and Bobby Walston, along with other influential persons for development. They are waiting for the results from our Strategic Master Plan before committing any funds to ensure all parties are on the same page, but are ready to pull the trigger on funding for whatever our needs may be.

### Old Business

Mr. Olson reports the Purchase Order from the Coast Guard was rejected and he and Mr. Viventi have been in talks with Cleveland. All have agreed to work with a 3<sup>rd</sup> party to acquire an appraisal now that the appropriate cap rate has been determined.

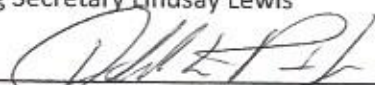
### New Business

Mr. Viventi reports John Saunders operations are going very well and he is outgrowing his current facility. He has asked if it is possible for building additions or a temporary structure to be added. Mr. Viventi has asked him to bring his proposal to the next board meeting to weigh the investment options.

Chairman Parks adjourned the regular session meeting at 7:05pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz

