

April 16, 2014

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Wayne Harris – Economic Development, Jim Blankenship – ECG Tower; Jeff Kirby – Parrish and Partners, Tim Gruebel, Derek Olinger, Joe Mehalic – Telephonics, Kevin Smith - AOPA, Lt CDR Steve Bohn – USCG Airfield

Call to Order

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

Approval of the Minutes

Dir. Stimatz made the motion to approve the March 2014 regular session minutes. Dir. Payne seconded the motion, and the motion carried 6-0.

Financial Report

Dir. Forbes reviewed the financials for February and March 2014 with the board.

Dir. Forbes made the motion to approve the February 2014 financials as presented. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Dir. Forbes made the motion to approve the March 2014 financials as presented. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Consultant Proposal Review

Dir. Griffin made the motion to amend the April 2014 agenda to review the consultant proposals at the beginning of the meeting. Dir. Stimatz seconded the motion and the motion carried 6-0.

Dir. Griffin as part of the selection committee informed the board there were four potential candidates for the engineering services search whose services and strengths vary based on the needs of the airport development. After review of all applicants Dir. Griffin and the selection committee recommend considering all four proposals for services to the airport and making a

selection out of the four for the upcoming ramp project within the next 10 days; Dir. Griffin also states all four applicants have strengths that benefit upcoming projects.

Dir. Stimatz made the motion to qualify all four proposal applicants for on call services to the airport. Dir. Griffin seconded the motion, and the motion carried 6-0.

Budget Amendment Proposal

Mr. Viventi provided the board with budget amendments, reviewing the changes made to specific line items indicating no change to the bottom line budget number.

Dir. Forbes made the motion to approve the line item amendments to the budget as presented. Dir. Stimatz seconded the motion, and the motion carried 6-0.

2014/2015 Proposed Draft Budget

Mr. Viventi prepared and reviewed with the board the proposed budget for 2014/2015 fiscal year. Key item changes from work session discussions are the removal of grants from revenue section and placed in their own subcategory and budget format change to be more user friendly. The board is to email Mr. Viventi with any recommendations or changes requested before the next meeting so the public hearing can be announced for the June meeting.

Projects

Aviation Park Update: Strong winds created more damage to the electric gate but have been repaired and are working properly. This will be closely monitored to ensure all is functioning before the Coast Guard possibly parks a C-130 within the area; the gate has been secured for higher winds.

Terminal Renovation: The grant modification was received signed from the state and Talbert and Bright is preparing the paperwork for the airport to have signed by the contractor.

Dir. Stimatz made the motion to expense the funds on the terminal renovation contract in order for work to begin and for the airport manager to move forward with the appropriate paperwork. Dir. Gooden seconded the motion, and the motion carried 6-0.

Apron Rehab: The State has hired Akins out of Raleigh, NC for the preliminary engineering geotechnical and survey work at no cost to the airport.

Managers Report

Mr. Viventi reviewed fuel sales with the board, to include contract fueling. Mr. Viventi also reports the Defense Contract Inspectors came to review our facility and all was well and passed inspection for contract fueling.

Mr. Viventi reports progress on the Coast Guard Operating License and presented the draft letter requesting an amendment to the license received. The CEU called asking us to clarify our position on the 12,500lb or less request and are in support; we are waiting for final approval from the CEU for our review.

Chairman Report

Chairman Parks extends a thank you to the selection committee for their hard work on the proposal selection and for our guest for coming out and attending.

Other Business

Mr. Wayne Harris informs the board the C-27 project will create a separate command on the Coast Guard base that will create an additional 68 jobs for our area. He continues to inform the board Secretary Decker will be touring our area on May 1st and the visit will mostly be aviation based.

Dir. Stimatz made the motion to go in to closed session at 7:00pm for discussion of expansion and relocations of industry, contract acquisitions, attorney client privileges, and approval of the closed session minutes. Dir. Payne seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:25pm.

Dir. Forbes made the motion to authorize Chairman Parks to sign the necessary documents to convey land to the Department of Transportation upon receiving the proper clearance from the Department of Transportation. Dir. Stimatz seconded the motion, and the motion carried 6-0.

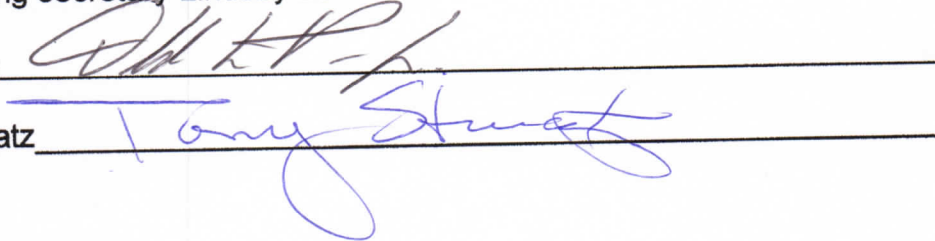
Dir. Stimatz made the motion to adjourn the regular session meeting at 7:27pm. Dir. Forbes seconded the motion, and the motion carried 6-0.

Regular session adjourned at 7:27pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

The image shows two handwritten signatures in blue ink. The first signature, for Chairman Don Parks, is written above a horizontal line. The second signature, for Secretary Tony Stimatz, is written below a horizontal line. The signatures are cursive and somewhat stylized.