

May 28, 2014

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Wayne Harris – Economic Development, Jim Blankenship – ECG Tower, Jeff Kirby – Parrish and Partners, Kevin Spence, Darrick Olinger – Parrish and Partners, Mike Clark – Control Tower

Call to Order

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

Approval of the Minutes

Dir. Forbes made the motion to approve the April 2014 regular session minutes. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Forbes reviewed the financials ending April 30, 2014 with the board.

Dir. Forbes made the motion to approve the April 2014 financials as presented. Dir. Stimatz seconded the motion, and the motion carried 5-0.

2013/2014 Budget Amendment

Mr. Viventi presented the budget amendment to increase revenue \$148,000 to reflect the grant requirement 100% for the scope and fee proposal on the ramp design. Mr. Viventi states the scope and fee proposal was prepared by Jeff Kirby at Parrish and Partners and has been reviewed and backed 100% with the grant requested prepared and ready for execution.

Dir. Stimatz made the motion to accept the scope and fee proposal submitted by Parrish and Partners authorizing the chairman to execute the request. Dir. Payne seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to amend the 2013/2014 budget to reflect the \$148,000 for the scope and fee proposal. Dir. Forbes seconded the motion, and the motion carried 5-0.

Draft 2014/2015 Budget

Mr. Viventi provided the board with budget proposal based off the adjustments from last year. The board will hold a budget committee meeting at 4:30pm on June 18th to review the final draft of the 2014/2015 budget proposed; Dir. Gooden, Dir. Payne, and Dir. Forbes will make up the budget committee.

Dir. Forbes made the motion to hold a public hearing for the Airport Authority 2014/2015 budget approval on the regular scheduled June 18, 2014 meeting. Dir. Gooden seconded the motion, and the motion carried 5-0.

Projects

Terminal Renovation: Mr. Viventi states the contract has been signed and sent back to Smith & Roe with no estimated start date as of yet; the notice to proceed has been issued by the state.

Apron Rehab: Mr. Viventi states the state has sent Atkins the notice to proceed and the borings on the ramp are currently being done awaiting a surveyor before completing; Atkins target date is June 6th for report completion.

Managers Report

Mr. Viventi reviewed fuel sales with the board, to include contract fueling. Mr. Viventi also reports the salary amendment initiated to accommodate Dale's departure has been satisfied hiring Kent Madden and Aaron Beacham to train as replacements having two personnel on duty at all times.

Mr. Viventi informs the board the golf cart has been replaced to a newer used version in much better shape but will still be using the other as a maintenance cart. While also reporting the network updates have been completed with the new server installation and UPS server backup implemented.

Mr. Viventi reports the USCG Operating License amendment request was submitted to CEU last month that was streamlined to the CG for review. Somehow the CG completely renovated the Operating License from the amended version and has sent back to CEU; Viventi is still awaiting a copy of the newest version for review.

Mr. Viventi informs the board DOT has been authorized to enter the land for survey of the area but is not currently in a position to sign the land release until the state DOA approves the release of this and the previous land.

Old Business

Dir. Stimatz revisits the sign design and placement with Mr. Viventi stating he has called around to a few locations but will get some price quotes to within the range of expense discussed previously.

New Business

The board was provided a STEM resolution by Mr. Olson, Dir. Griffin, and Dir. Houston for the airport position. After review of each, Mr. Viventi is to resend the original version provided by the City to include the concerns discussed from each version provided. The board is to review the resolution and email any concerns or objections prior to next meeting; the board will vote on the STEM resolution at the next scheduled board meeting.

Dir. Stimatz made the motion to go in to closed session at 7:15pm for the discussion of expansion and relocation of industry and approval of the closed session minutes. Dir. Gooden seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:50pm.

Dir. Stimatz made the motion to adjust the Airport Managers salary to include the airport paying 75% of the individuals insurance and to amend the budget to reflect the change. Dir. Forbes seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to adjourn the regular session meeting at 7:50pm. Dir. Forbes seconded the motion, and the motion carried 5-0.

Regular session adjourned at 7:50pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks  _____

Secretary Tony Stimatz  _____