

July 16, 2014

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

Asst. County Manager Rodney Bunch, CG Commander Bruce Brown

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Joe Mehallic – Telephonics, Wayne Harris – Economic Development, Jim Blankenship – USCG Rep

Call to Order

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

Chairman Parks and Airport Manager Viventi take a moment to present parting employee Dale Craig with a plaque to show appreciation for the 15 years of outstanding dedicated services, customer satisfaction, and safety records during his term with the Elizabeth City Regional Airport.

Approval of the Minutes

Dir. Stimatz made the motion to approve the June regular session minutes with said corrections. Dir. Gooden seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Payne, taking the roll of financial treasurer, reviews the financial report for June to the board. Dir. Payne states he will be meeting with the CPA to better understand the numbers and formatting for future reviews with the board.

Dir. Griffin made the motion to approve the June financial report. Dir. Gooden seconded the motion, and the motion carried 5-0.

Projects

Terminal Renovation: Mr. Viventi informed the board the renovation started today with a kickoff meeting to be held in two weeks.

Apron Rehab: Mr. Viventi reports the grant paperwork is complete and ready to be executed.

Dir. Griffin made the motion to move forward with the grant execution for the Apron Rehabilitation. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Airport Monument Sign: Mr. Viventi met with Sean Robey last week on a layout for the Airport sign and placement using the best viewing angle at the Consolidated/Weeksville Rd corner. The layout design will also be coordinated with the Coast Guard and not exceed the 15ft obstruction height requirement.

Managers Report

Fuel: Mr. Viventi reported end of year fuel sales to the board noting over \$896K in sales, up from \$652K, an increase of approx.. \$244K.

Operating License Agreement: The fully executed copy of the operating license agreement was received in the mail and Mr. Viventi reported all the amendments requested by the airport were included; the license agreement is good for ten years.

MOU: Mr. Viventi states a formal reply has not been received from DOT or AGO, but has reached out for a status and support to resolve the matter.

New Business

Dir. Griffin informed the board Mr. Viventi and he attended the Economic Development Marketing Committee meeting and are striving to create an interactive connection between all the agencies through a calendar of events; Broadband Welcoming Centers.

Dir. Gooden reports the ECSU ACE Academy all girls NCDOT funded camp is in their final week and wants to thank the USCG and Airport for all their hospitality for the event.

Chairman Parks states that during the lightning storm, our security cameras were affected and in the process of pricing replacement cameras, has asked Mr. Viventi to also price a web cam to be placed at the terminal. Mr. Viventi will scout pricing and also discuss with the Coast Guard and Army if there will be any privacy issues with the web cam placement.

Mr. Viventi requested direction from the board on which Hospice Center to contribute the donation for Bill Barker and the board reached a consensus on Albemarle Home Care Hospice Center; a contribution card will be sent to the family.

Dir. Stimatz made the motion to go in to closed session for personnel discussions. Dir. Griffin seconded the motion, and the motion carried 5-0.

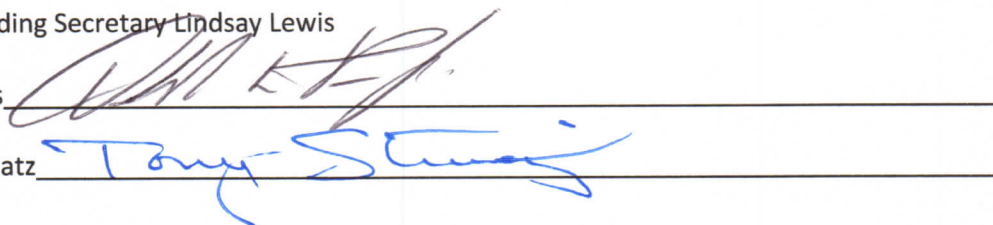
Regular session reconvened at 7:50pm.

Dir. Stimatz made the motion to adjourn the regular session meeting. Dir. Gooden seconded the motion, and the motion carried 5-0.

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 over a horizontal line. The second signature, for Secretary Tony Stimatz, is written over another horizontal line. The signatures are stylized and cursive.