

September 17, 2014

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch, USCG Bruce Green

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Joe Mehallic – Telephonics, Tim Gruebel and Jeff Kirby – Parrish and Partners, Jim Blankenship – USCG Tower Rep

Call to Order

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

Approval of the Minutes

Dir. Stimatz made the motion to approve the August 2014 regular session minutes as recorded. Dir. Saunders seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Payne reviewed the financial statement with the board and informed Mr. Viventi and invoice will need to be prepared for DRS to bill for their annual lease payment with the CPI index adjustment; the payment was due July 1.

Dir. Payne made the motion to approve the financial report as presented. Dir. Gooden seconded the motion, and the motion carried 5-0.

Projects

Terminal Renovation: Mr. Viventi reported majority of the project is completed with a few patches needing the paint matched for a finished product on the back side of the terminal; they are coming next week to finish and remaining payment will be made upon completion.

Apron Rehab: Mr. Viventi reports the Pre-Bid meeting and Bid opening was held today at 4:00pm. Mr. Kirby stated there was a good turn out with over 10 potential bidders and the bid will open next Friday at 2:30 with the addendum cutoff set for Monday; Mr. Kirby states a 3 bid minimum is required.

Airport Sign and DRS Addition: Mr. Viventi reports no new development in either area, however we will need the sign dimensions in order for Hyman & Robey to stake out the area; Dir. Stimatz and Mr. Viventi are to work on the project to get finalized for the board to review.

Managers Report

Fuel: Mr. Viventi reported a record breaking month of August with \$141,900 in fuel sales; three times more than last August and \$21,000 more than last month's record. Mr. Viventi states the record breaking sales were mainly due to the Army coming in twice and several Navy stop-ins.

C-27 Spartan: Mr. Viventi stated that he met with the USCG regarding C-27 Spartan and they were interested in parking and possibly fueling the aircraft on a temporary basis at the airport. Mr. Viventi stated that our tie downs do not meet the uplift requirements to secure the aircraft in high winds. However the tie downs on the Telephonics ramp are sufficient and the USCG has talked with them as well. The new ramp plan has high strength tie downs that suit requirements for the aircraft.

ECSU Golden Leaf Proposal: Dir. Gooden spoke with an ECSU representative of the happenings with the Program Developments and Letters of Support turned in for the proposal. There was a site visit last month and the 5 areas of focus will be presented in October or December; the grant request is for 1.6 million.

USCG Base Tour: Mr. Viventi informed the board the Secretary of Transportation Base Tour is set for October 15th from 12-4pm and would like participants from the board to attend.

MOU: Mr. Viventi met with Bobby Walston with the State last week and the MOU is ready for signature. The MOU is currently in the hands of the USCG and are waiting for a date of execution.

First in Flight Festival: The event is currently on track for November 1st and Mr. Viventi has sent out the sponsor request letters. He also stated Montero's will be supporting the lunch and reception again this year.

Dir. Stimatz made the motion to go in to closed session at 7:00pm for approval of the minutes, expansion and relocation of industry, and lease discussion. Dir. Gooden seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:40pm.

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

Regular session adjourned at 7:40pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

