

**October 15, 2014**

**Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes**

**Directors**

Chairman Don Parks

Orestes Gooden

Donald Payne

Tony Stimatz (Phone)

Steve Saunders

Johnny Houston

**Exofficio**

City Manager Rich Olson, County Manager Rodney Bunch

**Staff**

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

**Visitors**

Kuldeep Rawat – ECSU Aviation Program Director, Jim Blankenship – USCG, Joe Mehalic – Telephonics, Chancellor Dr. Jones – ECSU, Kevin Smith – AOPA, Wayne Harris – Economic Development, Tim Gruebel – Parrish & Parrish, Jeff Kirby – Parrish & Parrish, Joiv Bolts – ECSU Student, Eden King – ECSU Student, Aalyia Lassiter – ECSU Student, Cornellius Holness – ECSU Student, Dan Shores – ECSU Student

**Call to Order**

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

**Approval of the Minutes**

Dir. Gooden noted Kuldeep Rawat needed to be added to the visitor section and as a speaker in the ECSU Golden Leaf discussion from the September 2014 regular session minutes.

Dir. Saunders made the motion to approve the September minutes as recorded with said changes. Dir. Gooden seconded the motion, and the motion carried 4-0.

**Financial Report**

Dir. Payne reviewed the financials and reported the accountant will be able to provide the board with a draft of the financials in an earlier time frame, but will not be able to get the financial statement completed sooner than it has been provided. The draft will give the board time to review prior to the meeting and should suffice. Dir. Payne stated DRS' lease payment has been received and the payment to the county of \$70,000 will need to be submitted.

Dir. Payne made the motion to approve the financial report. Dir. Gooden seconded the motion, and the motion carried 4-0.

## **Projects**

Terminal Renovation – Mr. Viventi reports Smith and Rowe have finished the concrete matching to the best of their ability and the project is complete. Mr. Viventi has received the final payment request for submittal and has also requested reimbursement from the state.

Apron Rehab – Mr. Kirby announced after the September 26<sup>th</sup> opening bid, they have received three bids on the project with the lowest bid coming in at \$3.7M from Triangle Graving and Paving out of Burlington. Parrish and Partners are reviewing the bids received, contacting bidders, and also proposed bidders to collect data on the bids and to better understand the driving factor behind the 30% higher value than the \$2.7M engineering estimate; they hope to have a recommendation by next meeting. Mr. Kirby states the bids are good for 120 days and there are two options, to reject all bids and rebid, or to accept a bid and move forward once the review is complete; Mr. Kirby is working in conjunction with the state on the bids.

Airport Sign – Mr. Viventi requested a budget amendment for \$1500 engineering allowance to Hyman & Robey allotted for the sketch and stake out of the airport design.

Dir. Houston made the motion to approve the budget amendment of \$1,500 for engineering services from Hyman and Robey. Dir. Payne seconded the motion, and the motion carried 4-0.

## **Managers Report**

Fuel Sales: Mr. Viventi reports September fuel sales reached \$140,000 with contract fueling; a dramatic increase from last year's September number of \$80,000. Mr. Viventi expects that fuel sales will continue to stay on this path as military fuel orders continue to drive sales.

Ground and Corporate Hangar Leases: Mr. Viventi reported his findings on the review of all the current lease agreements with the airport. All leases are accounted for except for the 30 acre farm lease and all tenants have paid in full except for ETSC LLC. He stated that all CPI index increases will be in effect for 2015.

Military Affairs Commission meeting: Mr. Viventi reported that the meeting was well attended by many members of the community leadership and that he discussed the needs of the airport at the meeting.

USCG Base Tour: Mr. Viventi reports the Secretary of Transportation canceled the October 15<sup>th</sup> base tour, due to the weather, but is looking to reschedule the tour early next month if possible.

First in Flight Festival: Mr. Viventi reports all is on target for the event and that he had reached out to new sponsorship partners to participate this year. The reception for the event will be held at Montero's restaurant this year instead of the Culpepper in since it falls on Halloween, Friday October 31st and invitations will be going out.

NCDOT Land Lease: Mr. Viventi provided the board a letter from the FAA approving the NCDOT request land acquisition.

## **Policies and Procedures**

The board needs clarification on the remote participation policy; there is currently not one in place. Mr. Olson states he will bring the Cities Policy on the matter to the next meeting for a guideline.

**Other Business**

Dir. Gooden made mention the Women in Aviation are anticipating working with the First in Flight Festival, and if the brochures for the event are made up in time they can distribute them at the ECSU Homecoming event; ECSU v/s Chowan.

Dir. Houston requested looking in to linking our website to AOPA's website for maximum benefit.

Dir. Saunders made the motion to go in to closed session at 7:05pm for approval of the minutes and land lease discussions. Dir. Gooden seconded the motion, and the motion carried 4-0.

Regular session reconvened at 7:30pm.

Dir. Payne made the motion to adjourn the regular session meeting. Dir. Gooden seconded the motion, and the motion carried 4-0.

Regular session adjourned at 7:30pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don  
Parks \_\_\_\_\_



Secretary Tony  
Stimat \_\_\_\_\_

