

November 19, 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, USCG Bruce Greene

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship – USCG, Kevin Smith – AOPA, Wayne Harris – Economic Development, Tim Gruebel – Parrish & Parrish, Jeff Kirby – Parrish & Parrish, Michael Floyd – Parrish & Parrish, Jonathan Bolts – ECSU Student, Brandon Tyson – ECSU Student, USCG Bruce Brown

Call to Order

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

Chairman Parks suggested due to the Holiday schedules, canceling the December 17th regular scheduled meeting.

Dir. Houston made the motion to cancel the December 17th regular session meeting. Dir. Saunders seconded the motion, and the motion carried 5-0.

Approval of the Minutes

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

Financial Report

Dir. Payne reviewed the financial statement to the board.

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

Projects

NCDOT Land Lease – Mr. Viventi recommends approval of a resolution from NCDOT Right of Way branch to convey airport property, fee simple land to the Department of Transportation for the purpose of adding additional

right of way on Weeksville Road, and for reimbursement back to the Airport Authority in the amount of \$1,400.00.

Dir. Stimatz made the motion approving the Chairman to sign the resolution upon receipt of the document. Dir. Houston seconded the motion, and the motion carried 5-0.

Apron Rehab – Mr. Kirby with Parrish & Parrish informed the board they have submitted their recommendation letter, and suggest rejecting all bids due to the funding allotments. Parrish & Partners are continuing to work with the DOA on the project and funding with some very positive outlooks. The re-advertisement date is still to be determined, but is looking for as early in 2015 as possible.

Dir. Payne made the motion to reject all bids on the apron rehab project. Dir. Gooden seconded the motion, and the motion carried 5-0.

Dir. Stimatz made a motion to amend said motion to also include re-advertisement as soon as possible. Dir. Gooden seconded the amendment motion, and the motion carried 5-0.

Airport Sign – Dir. Stimatz and Mr. Viventi will be providing a presentation to the board at a later date showing the sign placement in both places; across the street and corner placement.

TIP – Mr. Gruebel provides the board with a map layout for the TIP. He states the spreadsheet was built off potential big projects and has provided change recommendations from previous TIP to maximize value and guide our 20year master plan. The presentation is just to jump start our TIP and Master Plan process of where we should be heading. There was a discussion by Authority members regarding the Authority's role in developing the master plan for the CG's airport, appropriateness of including CG responsible airport projects in the TIP and past practice of doing so without CG input/support/approval. Chairman Parks calls for a work session for TIP discussion on January 21, 2015 prior to the regular scheduled meeting from 4-6pm.

Dir. Stimatz made the motion to approve the work session meeting as stated. Dir. Gooden seconded the motion, and the motion carried 5-0.

20-Year Plan – Mr. Kirby has been speaking in conjunction with Mr. Viventi on the overall master plan and informs the board that will be led by Mr. Mike Floyd of Parrish and Parrish. Mr. Floyd speaks of the 20-yr plan being a guide for our TIP and all the dynamics that play part in the Airport's overall mission. They are not looking for any action on the master plan tonight, just an understanding of the scope of the airport in order to start drafting the plan. The overall goal is to incorporate the Coast Guard and their master plan to get the upmost progress accomplished. The board spoke with USCG ex-officio Greene in collaboration with our master plan intentions and requested all attend the Airport Operations Meeting as well as the work session for the TIP on January 17th.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported another record breaking month for October in comparison to past years. He continues by informing the board the Governor and Secretary of Transportation came on October 31st for a surprise visit with very short notice. Telephonics was very supportive in assisting the visit went smooth and hosted the venue. The Governor, while here, pledged 5million in MOU and also approved the partial parallel taxiway to runway 10-28 as presented on the TIP. Mr. Viventi feels with the surprise visit already taking place, we can hold off on scheduling a visit until the MOU will be ready for a signing ceremony.

First in Flight – Mr. Viventi reports due to the weather, the turnout was not a good as previous years, but still managed to have 850 people come out and 44 young eagle flights take place.

Personnel

The board requests a remote participation policy to be established and if the call in participation will constitute a quorum. The board reaches a consensus that remote call-ins are allowed for regular session only, but are not classified to establish a quorum; for participation purposes only.

Dir. Stimatz made the motion to approve the remote participation policy as discussed. Dir. Houston seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to go in to closed session for approval of the minutes and lease negotiations. Dir. Houston seconded the motion, and the motion carried 5-0.

Regular session reconvened at 8:10pm.


Dir. Stimatz made the motion to approve the closed session minutes as recorded. Dir. Payne seconded the motion and the motion carried 5-0.

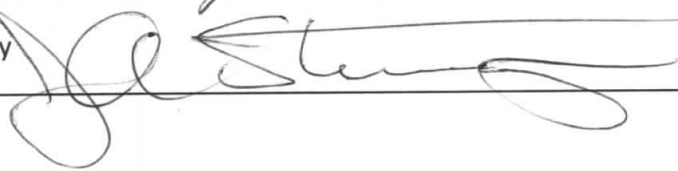
Dir. Payne made the motion for Mr. Viventi to contact Maintenance Tech to enter into a temporary 6month lease into the FBO hangar for providing maintenance services to the airport. Dir. Stimatz seconded the motion, and the motion carried 5-0.

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

Regular session adjourned at 8:10pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don
Parks  _____

Secretary Tony
Stimatz  _____