

January 21, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch, USCG Commander Brown

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, John King – Southern Insurance Co., Joe Mehallic - Telephonics

Call to Order

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

Approval of the Minutes

Dir. Stimatz made the motion to approve the November 2014 regular session minutes as recorded with necessary corrections sent to Mr. Viventi. Dir. Saunders seconded the motion, and the motion carried 6-0.

Dir. Stimatz made the motion to amend the January agenda for John King with Southern Insurance to speak. Dir. Gooden seconded the motion, and the motion carried 6-0.

Financial Report

John King with Southern Insurance: Mr. King provided the board with a handout to discuss and review the policy premiums and effective dates. Mr. King informed the board there is one piece of insurance, Directors and Officers Employee Practices Liability, not covered by Southern Insurance and will be a cost in addition to the premiums he has provided for budgeting. The board instructs Mr. King to adjust the policies to all reflect the same effective dates and to include the Directors and Officers Employee Practice Liability insurance on the policy as well, canceling the other policy held. Mr. Viventi is to research why we are showing budgeted \$5,500 for Directors Liability and have paid up to \$3,000 thru December. Mr. King informs the board that the Commercial Property and Equipment policy covers the inside contents of the airport facility and the three hangars; the City covers the structure of the airport. The board instructs Mr. Viventi to ensure the two fuel trucks and the fuel farm are covered under the policy, and to provide Mr. King with the VIN numbers of the fuel trucks to ensure proper coverage, as it is unclear if they are currently covered on the policy. Mr. King will be back next meeting with a revised Insurance Policy plan for review.

Financial Report: Dir. Payne reviewed the financial statement to the board. Mr. Payne noted a budget amendment will be needed for the new lease on the FBO facility. Right Wing Aviation line item will need to be removed and reduced by half, and an additional line item for Sanders Aviation will need to be added for six months' worth of lease. Mr. Viventi will have the item prepared for next meeting to take action.

Dir. Payne made the motion to approve the financial report for November 2014 and December 2014 as presented. Dir. Gooden seconded the motion, and the motion carried 6-0.

Projects

NCDOT Land Lease – Mr. Viventi reports the resolution has been signed by the Chairman and a copy is provided for the boards review. Mr. Viventi is currently looking for the backup documentation on the lands value at time of acquisition for audit purposes. Mr. Bunch states since there is no value on Coast Guard property, he would be able to identify the parcel beside it as an equal value and review the tax records for the same time frame the property was acquired. Mr. Viventi will identify the property for that value and informs the board payment has not been received as of yet, the W-9 from DOT was just signed.

Apron Rehab – Mr. Kirby with Parrish & Parrish informs the board the project is currently out to bid and the non-mandatory pre bid meeting was held today at 2:00pm. Mr. Kirby reports there was wide spread local and state wide interest with a few out of state contractors as well. An addenda will be going out this week for the questions and answers received from the pre bid meeting today; the bid is scheduled to open February 5th. Mr. Kirby has provided a work authorization and the cost increase of the re-bid.

Dir. Griffin made the motion to authorize Mr. Viventi to accept the work authorization #2 for increase in funds for the rebid and to pay. Dir. Payne seconded the motion, and the motion carried 6-0.

Airport Sign – Dir. Stimatz provided the board via email a mockup of the sign design in the two locations discussed. Dir. Stimatz only received three responses and would like the board to review the mockup layouts again and provide feedback in order to proceed; Dir. Stimatz recommendation is for the sign to be located on opposite side of the road field side.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported November was exceptionally well with \$127,000 in fuel sales, with December being a very slow month in comparison with only \$37,000 sold in fuel. He reports our biggest business has been coming from Fort Campbell who has credited us with better service than Langley and enjoy coming to our facility better.

Old Business

Dir. Griffin requested an update on the Storm Water issues and how they come in to play with the Apron Design. Mr. Viventi stated that the airport owed NCDENR additional storm-water treatment on our existing facility and that it has been addressed in the current apron project permit request.

New Business

Work Session: Dir. Stimatz provided an update to the board members not in attendance of the ALP/TIP work session held today at 4:00-5:45pm. He reports discussions focuses on the need for an ALP but would in essence be the Coast Guards plan because it is their property. All groups involved should be included and meet with

engineering to design and agree on the needs of the ALP and in turn use that document to refocus the TIP. The topics discussed and suggested were as follows:

- 1) Direct the Airport Manager to update the ALP in conjunction with the USCG.
- 2) After NCDOT approves apron project
- 3) Create joint work group with the Airport Authority and Coast Guard to work on ALP
- 4) Contract for ALP using NPE funds
- 5) Update TIP

Also needed would be a strategic document in place with the state that shows the Coast Guards blessing on our ALP/TIP and their involvement to make our case run smooth for future projects.

ECSU: Dir. Gooden informs the board ECSU is coming upon a new semester under new leadership and reports the student's involvement in recent activities. On December 17th they attended the First in Flight Festival held in Kitty Hawk, and were also in D.C. for a week and met with Senator Burr. Dir. Gooden reports while visiting the Congressman's office he was asked how the runway 1-19 project development was coming along. Dir. Gooden states it was nice to see our input and development plans are noticed and on the minds of the right authorities. Dir. Gooden also reports there will be some personnel changes coming up in the new semester, with Willie Brown leaving to pursue his PhD. Dir. Stimatz suggests sending a formal letter to the new Chancellor to invite her for a day at the airport to show her around and to enlighten her on the interface with the program and ECSU's stake in future projects.

New Lease: Mr. Viventi reports we have signed a lease with the new maintenance tenant, JH Sanders Aviation. Mr. Viventi reports this new maintenance operation is also working with ECSU and their aircraft as well.

Other Business: Mr. Viventi informs the board Dir. Griffin is leading the efforts in the EPCEDC kiosk discussions held previously.

Mr. Viventi informs the board the CG Auxiliary has requested to use the airport terminal conference room for their monthly meetings held the third Tuesday of every month. Mr. Viventi also reports the Aviation Advisory Board meeting next month (semiannual meeting) will be held at the airport, as well as the March Economic Development meeting.

The board has no business for closed session and will carry over the November closed session minutes for approval until next month.

Dir. Payne made the motion to adjourn the regular session meeting. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Regular session adjourned at 7:35pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz