

April 15, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks

Orestes Gooden

Donald Payne

Tony Stimatz

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 & Partners

Call to Order

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

Approval of the Minutes

Dir. Griffin made the motion to approve the March 2015 regular session minutes as recorded. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Financial Report

Financial Report: Dir. Payne reviewed the March financial statement to the board.

Dir. Payne made the motion to approve the financial report for March 2015 as presented. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Budget Amendment: Mr. Viventi presented the budget amendment completed as requested by the board along with other revisions discussed.

Dir. Griffin made the motion to approve and accept the budget amendments as presented. Dir. Payne seconded the motion, and the motion carried 5-0.

Dir. Griffin made the motion to accept the recommendation and repairs to the fuel farm as presented by Mr. Viventi. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Projects

Apron Rehab Award Recommendation – Mr. Viventi reports the grant package has been received and will be signed and notarized tomorrow morning at 10:00am for return. Mr. Gruebel informed the board they are currently waiting on contractor submittals and arranging the construction schedule.

T-Hangars – Mr. Viventi and Mr. Gruebel provide the board exhibits of proposed transient, box, or t-hangar designs and discussed options. Part 135 prospect Tailwind is establishing their certificate and would like to slowly start moving their operation here. They have expressed interest in coming and speaking to the board at the next meeting to discuss options and their operations. The board expresses interest in 1 nice corporate t-hangar and looking to extend our current t-hangar facility since it will be paid for shortly. The board would also like a debt ceiling analysis and economic probability analysis performed for evaluation of best options.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported March was up significantly from February at \$80,000. Mr. Viventi also reported that transient jet A sales are down more and more each month, and to try and combat that has dropped the fuel price lower than within a 100mile radius to try and attract more customers.

ILS – Mr. Viventi informs the board the remote monitoring equipment for the ILS is down and the ILS is currently NOTAM'd as unreliable. Mr. Blankenship states the equipment was taken down on one recall and there was a problem with overheating. He has inquired in surrounding areas with this system and most are hard wired, not remote. From an operational stand point, it is crucial to fix as soon as possible.

Dir. Stimatz made the motion to expend the funds to fix and repair the device to be determined later who's property it is and who's responsibility is it to cover the funds to repair. Dir. Payne seconded the motion, and the motion carried 5-0.

Old Business

Ed Strickland – Legal counsel to provide insight for review of eviction notice drafted.

ECSU Lease on Two T-Hangars – currently they rent with no lease and purchase fuel. With the liability and legal aspects, each tenant needs to be treated the same and will need to cue the item back up for discussion with the new ECSU attorney.

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

Regular session reconvened at 7:30pm.

ECSU – The City and the Airport manager will send a joint letter to ECSU to address and discuss the balance on the property purchase and ensure the new personnel changeover are aware of the prior details of the development discussions. The letter will also address the t-hangar lease and resolutions for each matter.

Dir. Payne made the motion to adjourn at 7:35pm. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks 

Secretary Tony Stimatz 