

May 20, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks

Orestes Gooden

Donald Payne

Tony Stimatz

Johnny Houston

Lloyd Griffin

Steve Saunders

Exofficio

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, Darrick Olinger – Parrish & Partners, Matt and Mason Spruill – CPA, Bruce Greene – USCG, Capt. Scott Craig – USCG, Operations Officer Scott Jackson – USCG, Joe Mihelic - 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 April 2015 regular session minutes as recorded. Dir. Griffin seconded the motion, and the motion carried 6-0.

Financial Report

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

Insurance – Mr. Viventi reported to the board that the Hyman and Robey monitoring test is complete and cleared. All policy information should be finalized once we receive the release letter.

Dir. Griffin made the motion to approve the financial report as presented. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Accountant's Report Fiscal Year Ending June 30, 2014: Mr. Mason and Matt Spruill provided the board with the Fiscal Year Ending June 30, 2014 review and discussed. Issues presented: a) the installment loan between the county and airport not being approved by the LGC, b) Over Budget item with fuel purchases, the cost needed to be adjusted prior to June 30, c) Officers meeting assigning Dion Viventi as the financial officer was not reflected in the minutes. The board concurs to do a quarterly fuel review to closely monitor and track the fuel budget line to ensure appropriate reporting by end of fiscal year, and the minutes will be reviewed and corrected for appointing Mr. Viventi as the financial officer.

Mr. Spruill continued by informing the board there will be a new accounting rule effective in June that will affect the retirement budget line item. There is no set figure yet or guideline to know what to account for in this area. The board agrees to overestimate the line item to ensure we do not come in under budget.

Mr. Spruill reviewed the 115 letter to the board, and emphasized account payable is a concern where fuel is related. All fuel received in June, or in the fiscal year, must be recorded before the fiscal year ends. Mr. Spruill also noted the same reoccurring issue of segregation of duties was listed again. Continuing to the Management Letter, Mr. Spruill stated the board will need to set a policy on the Capitalization Cap to account for depreciated items and the Audit will need to be submitted in a timely manner; end of August to the first week of September is ample time.

Dir. Griffin made the motion to set recommendations for accounting policies and changes by accepting procedures and policies presented by the auditor. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Proposed Budget: Mr. Viventi and Chairman Parks met to review and make changes as needed for the proposed 2015/2016 budget and have prepared the draft for the boards review. Mr. Viventi states the CPI adjustments still need to be entered into the budget, and is currently working to get the apron grant completed so that item will not show up on the next fiscal year. After reviewing the changes, Mr. Viventi request a motion to advertise for a public hearing at the next regularly scheduled meeting.

Dir. Stimatz made the motion to call for a public hearing on the 2015/2016 budget for our next regularly scheduled airport authority meeting. Dir. Saunders seconded the motion, and the motion carried 6-0.

Projects

Apron Rehab Award Recommendation – Mr. Viventi reports we have received the signed grant from the state and Mr. Olinger with Parrish and Partners is here to give us a progress construction update. Mr. Olinger reports there is little mobilization currently but Tuesday after Memorial Day Barnhill is to start on the job. With current scheduling deadlines, they will possibly be working 6-7 days a week at times. The Driver Safety training will be provided to all construction workers and the FAA approved safety plan is also in place. Mr. Olinger reports the RFI, Scheduling, and submittals have not been received as of yet and Jeff Kirby is requesting these materials daily. Mr. Olinger is to meet with Joe Mihelic, James Spivey, David Barnhill, and other parties involved tomorrow before lunch time to have a functioning phasing and traffic plan in place.

Filter Vessel Replacement: Mr. Viventi reports a deposit has been made and the equipment ordered with a 12week expected delivery and install date. This item falls under maintenance and repair, but will need to be reviewed next meeting under our Capital Threshold policy review to see if it qualifies.

Managers Report

Mr. Viventi discussed fuel sales with the board and reported sales are back up now the weather is better and coming into summer months. A new fuel sales log was presented by Mr. Viventi that he feels is more user friendly for viewing and also for workers to enter their daily totals; the new log is being tested this month for improvements. Mr. Viventi informed the board the Fuel Quality Control Inspection by the DLS was inspected last week and passed with a 99.9% rate; the Aero Shell inspection will be performed on June 6th.

ILS – Mr. Blankenship reported on this item and stated the ILS system is in fact FAA equipment and they are responsible for repairs. The FAA is currently deciding to replace the current model of the remote or upgrade to what other facilities are using. Mr. Blankenship states the upgrade will be a complete overhaul and be expensive to do, so he sees them replacing the existing model. This item is crucial to get fixed as soon as possible and the board request top priority on getting it replaced.

Runway Closures and other current NOTAMS: NOTAMS, runway restrictions, by the FAA are on file and presented to the board. The list runs thru June 2015, and Commander Brown informs the board the primary runway is

undergoing rubber repairs from 10pm-6am daily, but is still functioning. The board reviews other items of concern with Commander Brown, and would like to be informed at our monthly meetings of any project or upcoming closures that may be coming in order to be prepared and fully inform all involved. Commander Brown explains to the board from a Coast Guard stand point, Runway 1-19 is closed and discussed the surrounding issues as to why. The USCG cost benefit analysis did not support fixing the runway, and would have to be looked at as a separate issue. One option to proceed with runway functionality would be to lease the runway back to the Airport Authority under airport operations in order for the state to be able to work on the runway; the state cannot perform work on a federally owned piece of property. The board requests that all of the Coast Guard personnel that are present tonight to please join us again for our next meeting with Parrish and Partners personnel and NCDOT Director of Aviation, Bobby Walston, to determine the best approach to repair runway 1-19. Whether the runway is repaired in portion for general aviation only, or in whole to also benefit Coast Guard Operations, the board feels strongly the project needs to move forward and are considering taking the matter to a congressional level.

ECSU Hangar/Lease: Mr. Viventi reports City Manager Rich Olson has sent the requested letter to the Chancellor to create awareness of the current pending joint efforts between the Airport/City and ECSU to include the property purchase and reimbursement and t-hangar occupation with no lease in place. Mr. Viventi has since sent a lease agreement to ECSU that we currently have in place for their review. The ECSU attorney said he is currently reviewing and re-working the language to send back to the airport. Once received, the board will review the red lined items, and set a deadline on implementation as well as request a Certificate of Insurance be provided for their occupancy.

Old Business

Chairman Parks would like an update on the tenant eviction and tenant liability with no lease in place. Mr. Viventi is to talk with Attorney Cox to see his schedule and if any conflicts, the budget supports going outside for legal guidance on the matter.

New Business

Dir. Griffin presents to the board the Economic Development Marketing Commissioners touch screen portal to all Elizabeth City community links. This is also accessible through the website www.allaboutelizabethcity.com and is devised to be a link out for visitors in our area to access through placement in hotels, welcome centers, and other areas of benefit.

Dir. Gooden advised the board the ECSU ACE Camp will be held June 14-19 and will be reaching out for assistance from the surrounding areas involvement. The Airport has always obliged and been a huge asset to the camp providing the attendants to view the planes and take tours; our day for these events will be June 15th.

There are no closed session items for this meeting.

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

Regular session adjourned at 8:05pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks _____

Secretary Tony Stimatz _____