

August 26, 2015

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Directors

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

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, Wayne Harris – Economic Development, Darrick Olinger – Parrish & Partners, Joe Mehallic – Telephonics, Tim Gruebel – Parrish & Partners, Bruce Green – USCG, Lt. Carbajal – Airfield Operations Officer, Greg Dean – ACPA, John King – Southern Insurance, Jim Elliott – CAP & EAA, Kevin Smith - AOPA

Call to Order

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

Mr. Viventi spoke on behalf of Dr. Rawat, who was unable to attend due to the birth of his son, stating the Part 141 Flight Training has been put out for proposals with three submittals received. The interviews will be held Monday with the Aviation Advisory Board meeting being postponed until after the selectee has been decided upon.

Approval of the Minutes

Mr. Viventi read aloud the minutes. Corrections were provided by Dir. Stimatz.

Dir. Saunders made the motion to approve the June 2015 regular session minutes with said corrections. Dir. Houston seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Payne presented the board with End of Year June 30, 2015 financial statement, and the monthly July 2015 financial statement report. With concerns needing to be addressed on the Grants Receivable and County Liability payment not reflected on the financial report correctly, Dir. Stimatz made the motion to table the two financial statements until next meeting for the corrections to be reviewed. Dir. Saunders seconded the motion, and the motion carried 5-0.

Insurance: Mr. King presented the board with an updated policy effective date report; the policies are 98% complete on a unanimous effective date. The Wind and Bond policy will be short termed upon their renewal to reflect the same July 1 effective date in 2016. Mr. King is researching the Directors and Officers policy to see if the 'prior acts' on this policy will jeopardize changing the policy effective date and will provide an update on that policy once certain of the effects.

DRS Lease Assignment to USCG: Mr. Olson informed the board that as of 6:02pm executed copies of all the land lease assignment agreements have been received between DRS and the USCG; One with the City and 3 for the Airport.

County Ramp Loan Payoff: Mr. Bunch stated the payoff amount had been sent to Mr. Viventi yesterday and the airport will save an estimated \$3,000 by paying the loan off early. Mr. Viventi states the airport has the money on hand, and recommends the early payoff.

Dir. Stimatz made the motion to make the payoff payment to the County in the amount of \$64,049.60 with interest of \$582.06 to a total payoff of \$64,631.66 with a budget amendment to follow. Dir. Gooden seconded the motion, and the motion carried 5-0.

2015 Non Primary Entitlement Award: Mr. Viventi reports the State awarded \$150,000 unattached project money that is good until 2019; the letter received is provided to the board.

### Projects

Apron Reconstruction: Mr. Gruebel informs the board the concrete for the apron is being laid and Mr. Viventi, Spivey rep, Barnhill rep, Mr. Dean and himself performed a walk around today and have learned the mix design was better than anticipated; next week phase 1 concrete should be complete.

Airport 20 year Master Plan and Layout Plan: Mr. Viventi reports the Division of Aviation has offered to fund the Master Plan and ALP if we pledge our entitlement award. Parrish and Partners has provided an estimate of \$400k to devise a Master Plan with the 18B survey included. Dir. Stimatz states the board still needs to hold discussions on whose responsibility the Airport and the Master Plan belongs to. Commander Brown states the Coast Guards view is they do not need a Master Plan but fully support the Airport in completing one. Mr. Viventi states it would benefit the Airport to take on the project for future funding awards. Parrish and Partners has a presentation prepared, and will present at the next regular session meeting.

UST NOV Status: Mr. Viventi reports Kim Hamby is ready to move forward with the recording of the plat for a cost of \$500; there are no aviation restrictions for that area.

Fuel Farm: Mr. Viventi reported the update is completed and on budget. The newer pump and upgrades will provide easier maintenance and replacement when the need arises.

RW 1-19 Briefing: Commander Brown informed the airport Authority that Senator Tillis and other selected officials visited and toured the Air station and Base with Runway 1-19 being a topic of conversation. In being honest with where they are at with the RW 1-19 repairs, the Coast Guard noted Runway 10-28 provides their operational needs. Due to that, RW 1-19 is far down the list as a priority to fund. The cost versus backlog analysis on RW 1-19 and RW 10-28 will determine that in the planning process. Commander Brown continues to state the most likely scenario to re-capitalize RW 1-19 would be to lease back the runway to the Airport so State funds could be used on the project; there would be no cost essentially to do so, just legalities.

### Managers Report

- Fuel sales were reviewed for the month of July and current August standings.
- The Storm Water ditches immediately surrounding taxiway Tango at the road crossing north of the fence line received much needed maintenance for an estimated \$3,000.
- Visitor Kiosk has been installed and is working well and quickly with the new cable line.



- 5010 Inspection was performed by the State, done every 3years, with few obstructions found. The discrepancies were correctly quickly by the Coast Guard and should receive an updated letter next month.

### Old Business

Airport Sign: Now that the Weeksville Road extension project has been completed, Mr. Viventi will contact East Carolina Engineering to move forward with the sign project.

OBX Hangar: The City has granted the authority to move forward with the hangar and the County is to add the item to their agenda to approve also. Once authority is received, the Airport will wait for the most appropriate time for funding the project.

Tenant Eviction: Mr. Viventi has spoken with County Attorney Mike Cox and has no response from the tenant at this time; we are still within the 30day response window.

ECSU Lease Status: The T-hangar lease has been signed and executed. The room rental lease has expired and ECSU has been on a month to month rental. Mr. Viventi is anticipating renewal for that lease; however options may need to be visited due to the growing needs and number of students and instructors expected to increase.

### New Business

First Flight Festival: Chairman Parks and Mr. Viventi have discussed not holding the First Flight Festival event this year due to construction and timing. After board discussions, Dir. Stimatz made the motion to cancel the event with a budget amendment to follow. Dir. Payne seconded the motion, and the motion carried 5-0. Mr. Viventi will send a letter of notification to our sponsors and pilots who support the event.

Accountant: In review of the financial report, the board reported the Accountant bill went up nearly \$300 without notice to the board. Our current accountant has always been on a month to month pay basis, but the board feels with the price being raised without notice and several quality issues that have arose, will need to revisit the firm fixed price contract or potentially a new firm all together. Dir. Payne has put feelers out for other potential accountant candidates, and Mr. Viventi will review them as they are received.

Dir. Stimatz made the motion to go in to closed session for approval of the minutes, personnel, and real estate acquisition. Dir. Saunders 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. Gooden seconded the motion, and the motion carried 5-0.

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

Regular session adjourned at 8:15pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz