

September 23, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship – USCG Air Station Operations - ATCT, Wayne Harris – Economic Development, Darrick Olinger – Parrish & Partners, Joe Mehallic – Telephonics, Jeff Kirby – Parrish & Partners, Kevin Smith - AOPA

Call to Order

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

Approval of the Minutes

Mr. Viventi read aloud the minute corrections provided by Dir. Stimatz.

Dir. Saunders made the motion to approve the August 2015 regular session minutes with said corrections. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Financial Report

Dir. Payne presented the board with the June and July tabled financial statements, as well as the August 2015 financials. The board discussed the changes and corrections made by the accountant.

Dir. Stimatz made the motion to approve all three financial statements as presented. Dir. Payne seconded the motion, and the motion carried 6-0.

Accounting Firm Search: Chairman Parks and Mr. Viventi spoke to Donna Winborne - Hollowell with Douglass Hollowell, CPA yesterday on the issues the board has been having on the monthly financial statements. Ms. Winborne - Hollowell stated she was unaware of some of the issues we have been having and would like the opportunity to correct the items of concern. Mr. Bunch and other members of the board feel Ms. Winborne - Hollowell should be given the opportunity to correct the issues we have had and not change accounting firms mid-year. The consensus of the board is to solicit accounting firms in the area with a request for proposals (RFP) and include Douglass Hollowell, CPA in the solicitation list.

Quarterly Budget Amendment: Mr. Viventi prepared the quarterly budget amendments and presented it to the board; the board discussed the notes and changes.

Dir. Stimatz made the motion to approve the quarterly budget amendment as presented. Dir. Gooden seconded the motion, and the motion carried 6-0.

Projects

NC Economic Development Summit: Mr. Harris spoke of their D.C. trip and stated it being the most productive on staff contacts to date. Among many others, Mr. Harris informed the board of meeting Senator Tillis and his staff and was welcomed with great enthusiasm. Sen. Tillis, and his representatives, noted they were very impressed with the operations in our area and were unaware of the operations we had here in Elizabeth City. They are very interested in having conversations with Department of Homeland Security in support of topics we have had limited success with and have asked for information in those areas. Mr. Harris stated this was a very promising and successful trip.

Apron Reconstruction: Mr. Kirby stated phase I of the project was finished up on Friday, roughly half of the apron, and the next phase has been started; the next quarter of the apron. The scheduling is approximately one month behind, but it may be possible for the contractor to make up the lost time if the upcoming weather does not hinder the project. Mr. Kirby informed the board the LED Apron lighting poles are up and energized and although not active, will be running very soon. Elizabeth City is one of the first airports to have these new LED Apron Lights. Mr. Kirby also informed the board we are currently on budget for the apron repair project.

Managers Report

Fuel Sales: Mr. Viventi reviewed fuel sales and informed the board the self-serve island has re-opened as of yesterday after being closed for the past two months due to construction on Phase I of the Apron project. Mr. Viventi offered full serve Avgas at self-serve pricing to customers during the down time

DOD Aircraft Washes: Commander Brown informed Mr. Viventi that the wash racks on base are down due to oil/water separator issues not being up to standard and if used, the Coast Guard will be fined. The airport's rack is much smaller and the oil water separator is also small and is not connected to the sanitary sewer system. This will hinder airport fuel sales because the Army will come less frequently due to the need to wash their aircraft down upon returning from overwater training. Mr. Viventi has spoken with Eastern Carolina Engineering and due to the dimensions needed to suit their needs this project will more than likely cost more than \$30,000 ~~project~~ to complete. Mr. Kirby with Parrish and Partners will discuss options with Eastern Carolina Engineering to possibly incorporate the wash rack into the existing apron project and see if a change order is possible.

Wildlife Hazard Assessment Request: The Coast Guard informed Mr. Viventi that due to the geese becoming more aggressive, they are considering partnering with the USDA and hiring a full time employee on site to handle harassment services. The Coast Guard is also considering filing for a depredation permit. Mr. Viventi has formally requested assistance from the Division of Aviation for funding for wildlife hazard assessment.

Division of Aviation Meeting: Chairman Parks, Mr. Viventi, Jeff Kirby and others went to Raleigh last Wednesday and discussed our current project status and the requirement of payments to be processed in order to not halt work progress. Also discussed was the request for 100% funding on our ALP. They are willing to fund the ALP if we will sign over our entitlement money. They would like to request a special meeting to discuss the ALP and its funding if the board wants to move forward with the economic planning; the Coast Guard will be included in all conversations if this takes place. Mr. Viventi states having an ALP in place will provide better advantages for project funding down the road.

New Business

Pond Maintenance: Mr. Olson is going to look and see what can be done to provide maintenance for the pond area.

ECSU: Mr. Viventi states that the university flight training needs will soon be is outgrowing the temporary classroom space that ~~needs of~~ ECSU currently rents from the Authority and is proposing that we evaluate temporary classroom space options to meet the future needs of the University Flight training program. The Board suggested that Dir. Gooden should visit the Chancellor to discuss options and possibly a temporary classroom on phase II land of the aviation park.

Dir. Stimatz made the motion to go into closed session at 7:05pm for approval of the closed session minutes, and expansion and relocation of industry. Dir. Saunders seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:18pm.

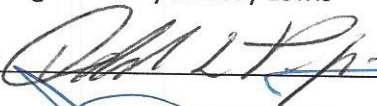
Dir. Stimatz made the motion to solicit an outside appraiser for the ground lease property up to \$10,000.00. Dir. Payne seconded the motion, and the motion carried 6-0.

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 7:20pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz

