

October 28, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

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

Exofficio

City Manager Rich Olson

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship – USCG, Wayne Harris – Economic Development, Jeff Kirby – Parrish & Partners, Kevin Smith – AOPA, David Bush, Hannah Davis – NCDOT, Bobby Walston – NCDOT Division of Aviation, Ryan Lenda – Parrish & Partners, Will Plentl – Parrish & Partners, Phil Lanier – NCDOT Division of Aviation, Ted Devens – NCDOT Division of Aviation, Lt. Commander Dana Woodall – USCG (remotely)

Call to Order

The board opened the meeting showing the Airport Authority's geographic presentation video for the Division of Aviation guests and Chairman Parks called the regular session meeting to order at 5:30pm welcoming all our guest in attendance for the evening.

Approval of the Minutes

Dir. Stimatz made the motion to approve the September regular session minutes with any said corrections. Dir. Saunders seconded the motion, and the motion carried 5-0.

Strategic Master Plan Presentation

Mr. Kirby introduced Parrish & Partners' representative Mr. Ryan Lenda to the board and will present the power point for the Strategic Master Plan overview. Mr. Lenda thanked the board for the opportunity and provided a power point presentation hand out to each member. Mr. Lenda presented the review as a High Level overview of the Master Plan requirements and procedures. The highlights reviewed include 1) the introduction of the study team players involved 2) the Master Plan study purpose 3) the "meat" of the Master Plan and the major tasks involved 4) a flow chart of discussions of the process 5) an estimated Master Plan schedule that involves an estimated 15month plan. During that time it is estimated that there will be 3-Airport Authority meetings, 4-TAC meetings, and a public hearing to be held at the end.

Discussions of the review included concern on integrating the Coast Guards needs into the Master Plan process from the beginning, and in order to ensure that occurs the Coast Guard will need to be involved early on in the TAC meetings to provide input. The Airport Authority does not want to move forward on this project unless the Coast Guard has total involvement because the plan is driven by their needs with General Aviation in mind. Ms. Woodall stated that based on the presentation, she does not see a problem providing the information needed from the Coast Guard for input on the Master Plan process. Mr. Olson stated that an environmental assessment

has had previously been prepared and will provide a copy to Mr. Kirby; that will help with a starting point and direction to take. Chairman Parks asked the Division of Aviation for their input and thoughts on how the Master Plan would benefit the Airport if it was in place. Mr. Walston stated the Master Plan paints a target in the room when approaching interested parties that you can showcase your vision in a short term and long term plan that can help show your building in stages and gives a sense of security on the end plan. He also stated that he can tell there are issues underlying in the area and that a plan would need to be in place in order to commit the funds; the Coast Guard and community are key factors in implementing the plan. LT CDR Woodall stated that she is aware that Commander Brown is very supportive of the Airport's efforts and will be working with us and participate as much as possible to ensure the needs for the Master Plan are addressed. Mr. Walston stated that he is very supportive of what we are all trying to do and if the communication lines are kept open will benefit both sides especially where funding is concerned.

Mr. Viventi will email some potential meeting dates to LT CDR Woodall, Commander Brown, and USCG Cleveland to start discussions on the Master Plan; The Division of Aviation will be included in the dates available and would like to participate in the discussions.

Projects

Apron Update: Mr. Kirby gave an update to the board on the progress of Phase II of the project and that it is expected to be complete and open by Monday. Although Friday marks the originally scheduled end date, Mr. Kirby feels the project will be done before Thanksgiving as long as all contributing factors comply.

A/C Wash Rack: Mr. Viventi informed the board that Ms. Hamby was unable to attend the meeting but is currently working on an estimate for the wash rack installation and expects to have it within two weeks. He stated that without having an actual estimate in hand, we are unable to ask for a change order at this time to tie it into the existing project.

The board took a 10 minute recess at 6:40pm to excuse the guests and thank them for coming.

Financial Report

Mr. Viventi provided the board with a letter from the accountant that states Douglass A. Hollowell CPA has officially changed their firm name to: Donna H. Winborne, CPA, PC. Ms. Mandy Christian will now be handling our account and reports that so far there have been significant improvements in turn-around time for our statements and reports so far. However, they did not include the updated budget into our September financials, and Mandy has noted it did not balance and would need to in order for her to incorporate it, which means another budget amendment is needed. Mr. Viventi reviewed the expenses that were raised in order to balance our budget and provided an amended budget for consideration. Mr. Viventi also informed the board that two appraisers responded to our RFP on the ground lease property, and that we will go with the least expensive bidder's quote of \$10,000.00 provided by Mr. Jay Shackelford; which is what was the maximum allotted by the Board. Mr. Olson states the City will do a pro-rated share of that cost based on the appraisal.

Dir. Payne reviewed with the board September's Financial Statement.

Dir. Stimatz made the motion to approve the financial report as presented. Dir. Saunders seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to approve the Budget Amendment revision dated 10/28/15 as presented to the board. Dir. Payne seconded the motion, and the motion carried 5-0.

Manager's Report

Accounting RFP: Mr. Viventi reports that the RFP for accounting services has been drafted and reviewed several times by Chairman Parks, Treasurer Payne and himself and also solicited Matt Spruill for his input and comments. All that is missing for the RFP are the dates. The Auditor has recommended implementing changes, if any, at the end of the fiscal year but quarterly would be best if a change is desired sooner. The board and exofficio agree to receiving responses back by December 31, 2015 and hold discussions throughout the following months for a decision to be made and in place for June 30, 2016 before the new fiscal year begins.

NCDENR Conditional notice of No Further Action: Mr. Viventi reports that the file changes are to be recorded at the Register of Deeds, and once that is complete, the Airport will be able to obtain an environmental insurance quote.

New Business

The board reviewed the discussions that took place tonight and Dir. Griffin ask questioned where the money will be coming from to support the Master Plan Project and should we request the City and County funds be placed back into the budget for next year's fiscal year. Mr. Viventi stated that if the State commits funds to the project, the only portion that the Airport will be responsible for is a 10% match of the \$150,000 per year of Non Primary Entitlement funding which we will need to pledge.

Dir. Stimatz made the motion to go into closed session at 7:25pm. Dir. Payne seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:35pm.

Dir. Stimatz made the motion to approve the September closed session minutes as reported. Dir. Payne seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to hold the November regularly scheduled meeting on November 18th due to the Holidays. Dir. Gooden seconded the motion, and the motion carried 5-0.

Dir. Stimatz made the motion to adjourn the regular session meeting at 7:40pm. Dir. Gooden seconded the motion, and the motion carried 5-0.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks _____

Secretary Tony Stimatz _____

