

November 18, 2015

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks

Tony Stimatz

Lloyd Griffin (6:15pm)

Johnny Houston

Steve Saunders

Exofficio

County Manager Rodney Bunch, USCG Commander Brown

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Kevin Smith – AOPA, Joe Mihelic – Telephonics, ECSU Students: Jonathan Bolts, Joseph Shore, Braxton Robertson

Call to Order

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

Approval of the Minutes

Dir. Saunders made the motion to approve the October regular session minutes with said changes. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Financial Report

Mr. Viventi presented and reviewed the financials in Dir. Payne's absence. Mr. Viventi noted to the board the changes and amendments approved last meeting have been incorporated by the accountant. Mr. Viventi reported fuel sales, and stated the loss of the Army impacted sales significantly. The Army does not plan to return in their schedule until March due to the wash rack being down. Kim Hamby is working on a take-off sheet to incorporate the wash rack in our current apron reconstruction project, and should have that available within the week. The change order for the wash rack should not exceed the project budget, therefore will require no action from the board.

Dir. Stimatz made the motion to approve the financial report as presented. Dir. Saunders seconded the motion, and the motion carried 4-0.

Projects

Master Plan: Mr. Viventi informs the board Commander Brown has received a letter from the Airport formally requesting their assistance in the Master Plan Development project. The Division of Aviation would like to see preliminary agreements between the Coast Guard and the Airport to show it is a joint effort in tackling the Master Plan; a draft memo of the agreement is provided for the boards review.

Apron Rehab: Mr. Gruebel informs the board that the project is running slightly behind schedule, but the quality is very high. The project has moved into Phase III and is ready to start pouring concrete; the concrete paving should be wrapped up by mid-week. Mr. Gruebel states the charge backs for being behind schedule still need to be evaluated. Mr. Mihelic informs the board that Telephonics will be receiving a plane in January and that the new ramp rehabilitation meets the specifications for it and that the timing couldn't be better.

New Business

Mr. Viventi received a letter from Albemarle Health Services about adopting the NC State health plan and we have 60 days to implement the change. There are limited spots available, and the plan will be available to start in March 2016. Mr. Bunch is working with Mr. Viventi to provide contact information on the plan and inactive employee coverage.

Dir. Griffin approved the resolution for the NC State Health Plan. Dir. Saunders seconded the motion, and the motion carried 4-0.

Containment: Dir. Griffin discussed an alternative wash rack with a 3-phase pump system used for boats and the only addition needed would be the oil/water separator and the mat absorber for the ground; Dir. Griffin is to provide Mr. Viventi the information to research.

Dir. Stimatz made the motion to go in to closed session for the discussion of personnel at 6:25pm. Dir. Saunders seconded the motion, and the motion carried 4-0.

Regular session reconvened at 6:55pm.

Dir. Stimatz made the motion to approve employee Christmas Bonuses for Management at \$150, Full-Time Employees at \$100 and Part-Time Employees at \$50. Dir. Saunders seconded the motion, and the motion carried 4-0.

Dir. Griffin made the motion to cancel the December 2015 regular scheduled meeting. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Dir. Griffin made the motion to adjourn the regular session meeting at 7:00pm. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

