

January 27, 2016

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks Tony Stimatz (6:35pm) Lloyd Griffin
Johnny Houston Steve Saunders Donald Payne Orestes Gooden

Ex officios

City Manager Rich Olson, County Manager Rodney Bunch, USCG Commander Brown

Staff

Airport Manager Dion Viventi, Recording Secretary Lindsay Lewis

Visitors

Jeff Kirby, Will Plentl – Parrish & Partners, Jim Blankenship, Ruby Cowper – USCG ATC, Wayne Harris – ECPC Economic Development, Joe Mihelic – Telephonics, Jay Shackelford, Russell Adams – S&A Appraisers, Kim Hamby – Eastern Carolina Engineering, Bill Boyer – Eastern Environmental Management

Call to Order

Chairman Parks called the regular session meeting to order at 5:55pm.

Approval of the Minutes

Dir. Saunders made the motion to approve the November regular session minutes as recorded. Dir. Payne seconded the motion, and the motion carried 6-0.

Projects

Apron Rehab: Mr. Kirby informs the board that the project is complete minus a few punch list items. Change order number 3 has been processed and adjusted for the final quantity based on what was completed; which came in under budget by \$286,571.21. Kim Hamby reports that after re-evaluating the wash rack design the best price available at this time is \$172,516.00. Mr. Kirby is supportive of the wash rack project and informs the board the state gave the green light to use the money to install as designed. Mr. Kirby recommends using Barnhill and generating change order number 4 to move forward. Mr. Viventi states the wash rack project is not currently on our project list. Tacking on change order 4 to the current project would benefit us in order to get the project completed. The board is in consensus to move forward with change order number 4 for the wash rack project.

Master Plan: Mr. Kirby reported we have received all signatures on the partnership agreement with the USCG from Commander Brown and the State Division of Aviation is looking forward to moving forward. Projects will be completed as funds become available, using non-entitlement money received with the State working to provide the balance. If the State is unable to come up with remaining funds before the next non-entitlement funds are issued, those will be used until the funds are supplied.

Dir. Griffin made the motion to move forward with work authorization #4 on phase one unless additional funding comes through to proceed further. Dir. Payne seconded the motion, and the motion carried 6-0.

Financial Report

HMF Hangar Facility Appraisal: Mr. Russell Adams reviewed the market value appraisals for the Airport property (\$2.35million), the Aviation Park (\$5.4million) and the Parking Lot area (\$1.97million). Mr. Adams reviewed with the board the basis of appraisal for each, and how the parking lot had to be configured slightly different.

Financial Statement review: Dir. Payne reviewed November 2015 and December 2015 financial statements with the board.

Dir. Payne made the motion to approve the November 2015 and December 2015 financials as reported. Dir. Saunders seconded the motion, and the motion carried 6-0.

Audit Amendment: Mr. Viventi provided and reviewed the audit amendment with the board.

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

Accounting RFP: Dir. Payne reports only three bids were received back noting there are not many qualified firms in the immediate area with the ability to handle the airport. On paper, Donna and Associates is the best in comparison, but the accuracy issues are a concern and the timeliness at audit time. After review Dir. Payne recommends S.W. Hibbard to be approached as the new Accounting firm for the airport.

Dir. Stimatz made the motion for Manager Viventi to enter contract negotiations with S.W. Hibbard to take effect July 1, 2016. Dir. Saunders seconded the motion, and the motion carried 6-0.

Managers Report

Mr. Viventi reviewed fuel sales with the board and discussed the NC Compete Act/Aviation fuel tax increase to 7% and notes we are currently at 6.75% so this change will amount to an increase of 1 cent per gallon for the customer who is not exempt.

Mr. Viventi reported that NCDENR provided us with a Notice of No Further Action for the underground storage tank issue and as a result he was able to enroll the airport in an Environmental Pollution Policy. The Environmental Pollution Policy came in at \$1,500, there was \$5,000 budgeted for the item, a budget amendment will be made at the next regular scheduled meeting.

Fuel Spill: Billy Boyer reported to the board that as of today there was no signs of fuel in any of the water ways. A toxicologist will review in order to get the letter of No Further Action; that should be received within 90days. Also noted was the source of the fuel spill wasn't readily determined due to all the rain but product samples were taken from equipment/vehicles that operate on the airport, including sub-contractors and USCG, and sent to the lab for testing; One (1) match came back to a sub-contractor's diesel truck. The fuel spill cleanup will cost between \$36k upwards to \$59k once completed. The board notes if the need arises we can withhold retainage from the contractor for damages until there is a resolution on the issue.

State Health Plan: Mr. Viventi reports the airport has been approved to participate in the State Health plan along with the County. The change will result a decrease in premium payments for the airport and the employees. Under the Affordable Care Act, all employees are invited to participate. The personnel policy will be amended to reflect the new health policy, with the recommendation of reflecting the counties policy coverage providing for the 70/30 plan.

2016 NC Airport Economic Contribution Study: Mr. Viventi reported that in the last study the Elizabeth City Regional Airport was not represented well. In this study, nearly 100% of the surveys were received and our numbers are up substantially; in the next study report, our airport will be represented well.

Mr. Viventi also covered the new aircraft rentals available with now having 5 total aircraft for rent. The T-Hangar lease has been updated, prepared by Keith Merritt, and provided for the boards review. And informing the board the Radio License has been renewed with a copy being provided to each member.

Dir. Stimatz made the motion at 7:05pm to go in to closed session for approval of the minutes and personnel discussions. Dir. Saunders seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:15pm.

Chairman Parks informed the board the manager evaluation forms will be resent electronically and are due back to him by Friday the 29th.

Dir. Stimatz made the motion to approve the November closed session minutes as recorded. Dir. Griffin seconded the motion, and the motion carried 6-0.

Dir. Griffin made the motion to adjourn the regular session meeting at 7:20pm. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz

