

May 24, 2017

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Don Parks                      Orestes Gooden  
Steve Saunders                      Johnny Houston                      Donald Payne

Exofficio

County Manager Rodney Bunch

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis, Airport Operations Kent Madden

Visitors

John Brothers – Accountant, Jonathan Hawley – Daily Advance, Jim Blankenship – USCG Control Tower,  
Kayla Severino – USDA, David Bush, Kevin Smith – AOPA, John Semens

Call to Order

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

Approval of the Minutes

Member Saunders made the motion to approve the April 2017 regular session minutes as recorded. Member Payne seconded the motion, and the motion carried 4-0.

Financial Report

Financial Report: Member Payne reviewed the financials to the board and stated all concerns have been cleared. Future audits will be complete and presented by October 31<sup>st</sup> with documents provided to the accountant by August 8<sup>th</sup> and accountant to auditor by August 22<sup>nd</sup>.

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

Budget Amendment: Mr. Rowell presented a budget amendment for changes to computer/IT and Board Expenses being reduced from the public relations line.

Member Payne approved the budget amendment presented. Member Houston seconded the motion, and the motion carried 4-0.

## Managers Report

Mr. Rowell discussed fuel sales to the board and provided the fuel tracking charts and graphs. Mr. Rowell informed the board of a scenario where we were caught short for fuel on hand when the incoming traffic was here an additional day than was planned. The airport currently has the opportunity to upgrade from a 2,000 gallon fuel truck to a 5,000gallon fuel truck for an additional \$700.00 per month on a month-to-month lease basis. Mr. Rowell recommends making this upgrade to the board to prevent future shortages on fueling availability and missed revenue opportunity.

Member Payne made the motion to approve replacing the 2,000 gallon fuel truck with the 5,000 gallon under the terms stipulated. Member Houston seconded the motion, and the motion carried 4-0.

Proposed Budget 2017/2018: Mr. Rowell states conservative changes were made to the proposed budget, and presents them to the board through power point presentation. The board provides input to keep the fuel sales in line with the current budget and adjust fueling purchases to reflect accordingly, change legal and professional fees to \$3,000, correct the numerical typo for John Saunders Lease of \$150,000, and have the truck lease separated out from fuel purchases to its own line item.

Mr. Rowell informs the board the \$150,000 entitlement money was not applied to the Master Plan project like we thought it would be, and we will receive this year's entitlement money very soon. Those funds will need to be designated to a project or repairs and discussion needs to take place on where to apply those monies most efficiently.

The Public Hearing has already been called for June 28<sup>th</sup> at 6:00pm for the 2017/2018 Budget approval.

Food Truck: Mr. Rowell asks if the board has any resistance to Netty's Food Truck serving at the Airport a few days a week for a \$25 weekly rate. The board concurs moving forward with a trial run with boundaries set on where they are allowed to park.

**New Business:** Member Houston would like to extend gratitude to Chairman Parks for his excellent service to the board during his term; a new Chairman will be appointed on July 1.

Part 141 Flight School: Chairman Parks informs the board that Frank Kennedy with Navy Annapolis Flight Center has requested leasing the briefing room for Part 141 Flight Training, completely separate from ECSU, for 6months with a 6month renewal option; this would be a part time basis and would not restrict the other pilots from use of the room. Kevin Smith clarified to the board the Part 141 purpose and that certification can be completed without an association to a University.

Member Gooden would like it to be known to the board Navy Annapolis Flight Center is still currently in contract with ECSU until the end of June and would like to be removed from the discussion and voting obligation towards this particular matter.

Member Saunders made the motion to allow Navy Annapolis Flight Center to utilize the facilities as directed by Managing Director Rowell for six months at a \$157.30monthly rate, providing a formal presentation of their plans moving forward within 30days of expiration. Member Payne seconded the motion and the motion carried 3 - 1 - 1, one yes vote abstained by Member Houston, and one recused vote with Member Gooden removed from voting.

## Old Business

Wildlife Update: Ms. Severino provided the board with an update and noted her renewal contract has been executed and will be in our area for a 5-year term.

Member Saunders made the motion to go in to closed session at 7:10pm for approval of the closed session minutes, personnel and budgeting. Member Payne seconded the motion, and the motion carried 4-0.

Regular session reconvened at 7:35pm.

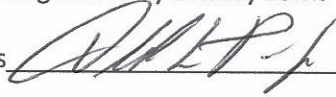
Member Houston made the motion to approve the March and April 2017 closed session minutes as reported in closed session. Member Payne seconded the motion, and the motion carried 4-0.

Member Payne made the motion to suspend the Full-Time employee step-rate pay for the upcoming budget year and allot a 10% increase to Full-Time employees with Gordon Rowell excluded. Member Houston seconded the motion, and the motion carried 4-0.

Chairman Parks adjourned the regular session meeting at 7:40pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks



Secretary Tony Stimatz